

Heartland Presbytery Personnel Committee

RECOMMENDED REVISIONS TO EMPLOYEE HANDBOOK

Changes are underlined in in italics.

Employee Handbook, VIII.E - Paid Vacation - Other than Elected Employees

Newly hired permanent employees earn two weeks annual vacation after completing six months of continuous service. For the first year of employment, the employee will receive the pro rata portion of the calendar year worked. Thereafter, the annual vacation earned accrues at the beginning of each calendar year. Employees earn an additional third week of vacation on January 1 following their 5th year of service. Employees earn an additional fourth week of vacation on January 1 following their 15th year of service. Part-time employees earn vacation pro rata based on their weekly scheduled hours. Non-exempt employees must take Vacation in increments of 4.0 hours.

Employee Handbook, VII.C.3, Overtime Compensation

Overtime is defined as any hours worked over 40 in a normal workweek. Non-exempt employees will be paid at least the federal and state minimum hourly wage and shall be paid overtime compensation at a rate of 1 ½ times their regular rate of pay for each hour worked over 40 in a normal workweek. A normal workweek begins on Sunday and ends on Saturday. Hours which are not actually worked (i.e. vacation, medical leave, holidays, etc.) are not used in calculating overtime.

Employee Handbook, V.D - Holidays

Full-time and part-time permanent employees (if the holiday falls on a regularly scheduled working day for that employee) will be granted the day off with pay on the following holidays:

- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (1st Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving Day

The Presbytery office will be closed starting Christmas Eve and ending New Years' Day. Employees will be paid their regular work hours during this time period.

If the above listed holidays fall on Saturday or Sunday, the Executive Presbyter will determine the day, which will be observed as a holiday.