**Full-time, non-rostered Executive Director**

* Regularly scheduled to work at least forty (40) hours per week.
* Receive benefits at the employee’s option from among the choices made available by the Board of Directors.
* Are employed with job descriptions defining areas of responsibility. Probationary period for the first 3 months on the job.
* At 3 months has evaluation done by Board Chair and Personnel Committee.
* At the approval of the Board Chair and Personnel Committee, the Executive Director can receive a (3) three month paid sabbatical or leave of absence after (5) five consecutive years worked. This can be done however the Executive Director would like it to be. All three months consecutively or month by month.

**Regular Full-Time Employees**

* regularly scheduled to work less than forty (40) hours per week
* Some benefits awarded (see listings under specific benefits for sick days, emergency time off, and continuing education).
* Probationary period for the first 3 months on the job.
* At 3 months has evaluation done by Director of Ministries and Personnel Committee.

**Occasional Hire**

* Hired from time-to-time for specific tasks and assignments, which includes summer and retreat staff.
* No benefits awarded.

Benefits described in these personnel policies are subject to the interpretation of Park River Bible Camp and may be amended at any time as the camp sees fit. Employees will be notified in writing of any changes.

Nothing contained in these policies shall be construed as a contract of employment between Park River Bible Camp and its employees, or as a right of any employee to be continued in the employment of the camp, or as a limitation of the right of the camp to discharge any employee with or without cause. It is to be understood that the terms of employment between Park River Bible Camp and its non-rostered and Full-Time employees are established by the camp at its annual meeting.

**Salaries**

The Personnel Committee, Finance Committee and Executive Director, on advice from the pertinent department head, shall establish salary ranges for each position. These established ranges shall serve as the limits for compensation proposed for individuals within those positions.

The Executive Director, on advice from the Board of Directors, the Personnel Committee and the Finance Committee, shall establish specified salaries for all employees. These salaries are established under the directions of the Camp’s constitution.

**Benefits**

**Park River Bible Camp shall make available the following benefits:**

**1. Medical/Dental Insurance.** This plan shall be made available for all full-time employees. The Camp shall pay for the employees’ benefits plan or whatever is offered for the compensation towards said insurance plan. Any exceptions to this rule require Board action.

**2. Disability Benefits Plan.** This plan shall be made available for all full-time employees; any exceptions to this rule require Board of Directors action.

**3. Survivor Benefits Plan.** This plan shall be made available for all full-time employees; any exceptions to the rule require Board action.

* Participation in the above plans, numbered 1 through 3, is dependent upon the employees meeting the conditions and requirements of the benefits plan that is selected.
* Benefits, items 1-3 above, shall be offered to all full-time employees as of the date of their employment. Other benefits are available to employees only after they have successfully completed a 3-month probationary period. The successful completion of the 3-month probationary period shall be counted as time worked towards the earning of the following benefits numbered 4-12.

**4. Vacation Leave.** The Camp grants vacation with pay to all full-time, non-rostered employees who have completed their 3-month probationary period. Since vacations are granted as periods of rest and relaxation, it is expected that they will be used each year. Payment in lieu of vacation time is not permitted. Up to six vacation days may be carried over into the following year within the first month of the new year. The vacation schedule for full-time, non-rostered employees shall be as follows:

**Length of Continuous Service Vacation Allowance (anniversary date of employment)**

1st – 3rd year 2 weeks may be used

4th -9th year 4 weeks may used

10th and succeeding years 5 weeks may be used

Only full-time employees shall be paid during vacations. The time of vacation shall be subject to the approval of the Executive Director or his/her designee. Seniority will determine preference of vacation time.

**5. Sick Leave.** All full-time employees are eligible to accumulate paid sick days. Sick days may be carried over from one year to another, up to a maximum of 45 days, but may not be cashed in. Paid sick days for all full-time employees shall be accumulated at the following rate: one day of sick leave for every two months worked, up to a maximum of 45 days. Only days on which the employee normally would have worked are charged against sick leave limits. If an employee’s absence continues beyond the appropriate allowance, the employee may request a leave of absence without pay.

**6. Absence Policy.** Any sick leave, whether of full-time or part-time employees, running longer than five working days’ duration must be verified by the Executive Director or his/her designee and verified by a note from a doctor. All absences over five working days will require a return-to-work authorization from the medical provider.

**7. Maternity Leave/Paternity Leave.** Pregnancy, adoption, childbirth, and recovery are to be considered temporary disabilities. Policies pertaining to absence related to pregnancy, adoption and childbirth for full-time and regular part-time employees are:

* A maximum of six weeks shall be granted for maternity leave, unless medical complications warrant an extension of the leave, as documented by a written statement from physician.
* The maternity leave shall be charged against the employee’s accumulated sick leave. If sick leave is exhausted during the maternity leave, then the employee may opt to use part or all accumulated vacation leave or be placed on maternity leave without pay. If leave without pay is selected, all insurance benefits shall be continued for the employee and the employee will be required to pay the full cost for continuation of those benefits.
* Maternity leave should normally begin no sooner than the 8th month of pregnancy or the documented time to begin the adoption. Earlier commencement of leave requires a written statement from physician.
* Requests for maternity leave shall be given, in writing, at least 30 days before the commencement of the leave, except where medical complications make it impossible.

**8. Emergency Time Off.** Emergency time off with pay is available to all full-time and regular part-time employees. No deductions from vacation or salary shall be made for time off from work for the following, within the limits that are described:

**a.** death in the immediate family\* - up to 5 working days (must be consecutive days) **b.** death in the extended family\*\* - up to 2 working days (must be consecutive days) **c.** accident or sickness of a severe nature to immediate family members - up to 5 working days (must be consecutive days)

**\* Immediate family** - spouse, parents, children, brother, sister, stepparents, stepchildren, stepbrother, stepsister

**\*\* extended family** - aunt, uncle, grandparent, niece, nephew, mother-in-law, father-in-law, grandchildren

All days taken off under the above (#8) must be cleared beforehand by the Director of Ministries or his/her designee.

**9. Personal Days.** All full-time employees have available to them (4) **four paid** personal days per year. Personal days may not be cashed in or carried over into the next year.

**10. On-the-Job Injury.** In the event that an employee incurs a verifiable on-the-job injury, the employee must report such injury to the Director of Ministries or his/her designee before leaving the work site and then process a claim for Workers’ Compensation. When the right to receive compensation accrues, and until verification of the on-the-job injury is received by Park River Bible Camp from Worker’s Compensation, the absent employee is to receive his/her normal salary as if he/she were present at work until either:

**a.** he/she begins to be covered by Workers’ Compensation benefits or **b.** he/she begins to be covered by disability benefits.

If Worker’s Compensation benefits are paid retroactively to the date of injury, the employee shall reimburse the camp, in full, for the Workers’ Compensation benefit paid for that period of time when he/she received full salary from the date of injury to the date of Workers’ Compensation benefits first began. This reimbursement shall occur within one week of receipt of Workers’ Compensation benefits by the injured employee.

**11. Continuing Education.** The Camp shall annually make available a sum of money to be used for the continuing education experience of the non-rostered/Full-time staff. A continuing education experience shall require an investment of energy and time on the part of the participant and lead to the enhancement of expansion of his/her knowledge and skills. Such experience should benefit PRBC either directly or indirectly through the increased training and effectiveness of its staff.

To receive funding and authorization for a continuing education event, an employee must submit to the Director of Ministries a written proposal including the nature of the event, its time and duration, full costs and a statement of anticipated goals in attendance. The Director of Ministries shall, upon his/her review of the event, grant approval. The staff member shall submit a written report of the event, goals attained or growth experienced, to the Executive Director immediately following the event.

**12. Leave of Absence.** Upon completion of one year’s continuous employment, all full-time employees are eligible to apply for a leave of absence without pay for a period of up to 2 weeks. Upon recommendation by the Executive Committee/Personnel Committee, the Executive Director shall approve or disapprove such requests. The employee’s duties during the period of leave would be filled by substitutes at a rate of pay determined by the Personnel and Finance Committees. Said positions would be held for the employee on leave pending his/her return within the time period granted. All insurance benefits shall be continued for the employee during the leave of absence and the employee will be required to pay the full cost of continuation of those benefits. The employee shall not accumulate additional sick days or vacation days while on leave of absence.

**Workday**

All full-time employees, and regular part-time employees, are required to post their working hours with the camp office.

Hours worked “at home” are considered the normal professional responsibility of a salaried staff professional and are not counted as additional, reimbursable hours. The only exceptions to this rule are those whose jobs have been determined by the Personnel Committee & Executive Director to be properly carried out at home.

**Overtime Compensation**

All full-time professional staff are ineligible for overtime compensation. It is expected that they shall balance out seasons of high demand by taking approved time off in seasons of less demand. It is expected that the norm will be that there will not be any overtime hours presented for compensation.

**Pay Day**

All employees are paid on the \_\_\_\_\_\_ and the last day of each month. Employees will participate in the camps payroll direct deposit program.

**Snow Days**

All year-round employees shall receive (3) three snow days a year. In the situation that the camp cannot be plowed out, days will not be marked against staff driving into work. If snow days are not used in the winter months, they may NOT be carried over into the next winter months.