



## **ADDRESS INADEQUATE JOB PERFORMANCE OF STAFF PROCEDURE (PSC-PRO05)**

### **1.0 RESPONSIBILITY**

- 1.1 Professional Staff Committee (PSC)
- 1.2 PSC Liaison
- 1.3 Immediate Supervisor

### **2.0 APPROVAL AUTHORITY**

- 2.1 Session

### **3.0 PROCEDURE**

- 3.1 When PSC or Pastor become aware of staff behavior which is either unlawful or in violation of Personnel Handbook, a representative of PSC will meet with Pastor and immediate supervisor of employee. They will determine who should interview employee and when it will take place.
- 3.2 The employee action may be either a committed infraction or a failure to act or perform an assigned duty. Termination may also occur due to elimination of or change in job description.
- 3.3 Employee will be notified of the meeting with at least two others present from PSC, Pastor, or supervisor. Notification should occur as soon as practical.
- 3.4 Employee will be given reason for meeting and an opportunity to discuss/defend/explain their actions.
- 3.5 Representatives meeting with the employee will discuss recommended outcome. If termination is not warranted, documented counseling with the employee should take place. This should include a prescription for improvement and a time frame for reevaluation. Employee will sign and receive a copy of counseling notes.
- 3.6 If the employee is to be terminated, they will be notified, as soon as possible, and any conditions of termination will be given to them.
- 3.7 Any property of the church, such as keys, will be returned to the church and passwords should be dealt with appropriately. The Finance Secretary will be notified concerning their salary.

### **4.0 ASSOCIATED DOCUMENTS**

- 4.1 Personnel Handbook (PSC-HBK01)
- 4.2 Job Description
- 4.3 Counseling Notes

### **5.0 REVISION HISTORY**

<u>Date:</u>	<u>Rev.</u>	<u>Description Revision:</u>
5/17/2020		Initial Release

\*\*\*End of Procedure\*\*\*