

IDAHO INSTITUTE OF CHRISTIAN EDUCATION
Moscow, Idaho

PERSONNEL MANUAL

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Introduction:

The Idaho Institute of Christian Education (IICE), which operates the Campus Christian Center (CCC) on the University of Idaho campus, has sought from its formation to offer a refuge, solace to members of the campus community, and instruction in religious education. The CCC offers a “home” for various denominational campus ministries as well as an opportunity for the cooperating denominations - United Methodist, Presbyterian, Episcopal, Evangelical Lutheran Church in America, Disciples of Christ, American Baptist and United Church of Christ - to work together to spread the message and the Gospel of Jesus Christ in a manner that draws upon the strengths and talents of all participants. The CCC’s staff – Director and Office Assistant - support and nurture this mission.

In assembling and accepting this personnel policy, the Board of Trustees and its Personnel Committee are striving to treat the staff equitably and fairly in a financial environment of ever decreasing resources. By accepting this policy, the Board gives itself a structure, defined fairly broadly, within which to act. In this way, personnel decisions are not always made on an “ad hoc” basis.

The purpose of the Personnel Committee is to develop and review personnel policy, to annually evaluate the Director, to review and approve the annual evaluation of the Office Assistant, to assist the Treasurer and Finance Committee in the construction of operating budgets and, when necessary, to assist the entire Board in the hiring of staff.

Policy and Personnel Files:

The most current IICE personnel policy, as well as the record copies of personnel evaluations, contracts, and associated documents, are kept in a locked, fire-resistant filing cabinet in the CCC office.

Basic Personnel Policies:

Personnel policies are determined by the IICE Board of Trustees upon recommendation of the Personnel Committee. The Institute is committed to fair employment practices and equal employment opportunity for all employees in compliance with all applicable local, state, and federal laws and regulations that apply to non-profit organizations as employers. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical backgrounds, different theological positions consistent with those of the sponsoring denominations and the Christian tradition, as well as different marital conditions, shall be guaranteed equal consideration for employment.

The Trustees establish positions and personnel qualifications for particular functions and determine who is qualified to perform each of them. Through the Personnel Committee, the Trustees also establish and administer job descriptions, procedures for compensation, career development, benefits, working conditions, promotions and dismissals.

The Trustees feel a responsibility to provide adequate and equitable compensation, benefits, and working conditions for the general welfare of the staff; in this context “equitable” is defined as being between and among the current staff, as well as within the context of the greater Moscow employment environment.

The Trustees, through their Personnel Committee, must also ensure the regular performance reviews and evaluations are conducted that relate staff work objectives and position descriptions to goals of the Institute. The Personnel Committee will also recommend the establishment and administration of procedures for hearing and resolution of complaints and grievances.

Staff members have a right to receive adequate information on a regular basis from which to develop an understanding of each person’s roles and functions in the total life of the Institute and the CCC. They should be kept informed of changes in personnel policies and procedures and to participate in their development and administration where appropriate.

The responsibilities of staff members include understanding their roles and functions in the context of the goals of the Institute. They must honor their commitment to goals and objectives agreed upon and give their best possible performances in their assigned functions.

Position Descriptions, Recruitment, and Selection:

This policy includes position descriptions for all staff positions (currently Director and Office Assistant) within the IICE. These position descriptions accurately reflect the functions of each job. Position descriptions are to be assessed yearly by the Personnel Committee in conjunction with the Director and updated or changed to reflect new or different requirements. The position descriptions will be used as the basis for filling positions should incumbents terminate employment.

For non-professional positions, recruitment and selection will be guided by the principles embodied in Title VII of the Civil Rights Act (commonly referred to as the Equal Opportunity Employment Act) and the Americans with Disabilities Act. These two acts do not have direct application to the IICE because of the number of employees affected; the acts do, however, embody language which promotes equality and equity, two of the guiding principles of this policy.

For professional positions, recruitment and selection will be tempered by the need to have employees who are professing Christians and who are also members of one of the sponsoring denominations of the IICE. When positions are advertised, advertisements shall state that “the Idaho Institute of Education is an Equal Opportunity Employer” and, given the caveats listed above, the equal employment opportunity policy of the Institute shall be followed in consideration of applicants for interviews and employment. For all positions, references shall be kept for 6 months only from date of employment in order to comply with the legal requirements for equal employment opportunity. Care shall be taken through the interviews to assure that the privacy of the individual is protected. Questions shall be job-related.

Director: Director recruitment will be under the direction of the ad hoc Director Selection Committee (appointed as needed by the chair of the Board).

Staff positions: Recruitment for non-professional positions will be under the direction of the Director.

Compensation:

Compensation packages will include salary and benefits for exempt employees. The benefits package will include reimbursable allowances in pre-tax dollars for the employee's medical insurance premiums and/or expenses, dental insurance premiums and/or expenses, and pension plan. The Director's benefits package will also include a reimbursable allowance to support continuing education activities.

All salaries and wages shall be set by recommendation of the Personnel Committee to the Board, with the Board having approval authority.

Exempt Employee Remuneration: Exempt employees are paid an annual salary. Salaries are recommended by the Personnel Committee to the Board, which has final approval. The initial salary level for each exempt position is developed and agreed upon during the course of recruitment by the Board. Subsequent annual salary levels are negotiated between the Director and the Personnel Committee with approval by the Board.

Non-exempt Employee Remuneration: Non-exempt employees are paid on an hourly basis. Additional time and/or overtime (as defined above) must be approved by the Director or, in her/his absence, by the Personnel Committee.

Benefits:

Leave With Pay (a.k.a. Paid Vacation): Because the CCC is open only during the academic year as defined by the University of Idaho, non-exempt employees do not earn, nor are they granted, leave with pay. The periods when the Center is normally closed are generally defined in the applicable U of I academic calendar. The Center is also closed on those national holidays when the university is closed.

In exceptional cases, the paid leave granted the Director as part of his/her contracts may be taken during the regular academic year (i.e. when classes are in session) only with the express consent of the Board, meeting in regular session, and only then if she/he has arranged for his/her classes to be met by qualified substitute faculty members.

Personal Leave: Non-exempt employees do not earn personal leave.

Sick Leave: Sick leave is accrued by half-time (or more) non-exempt employees at the rate of one hour of sick leave for each 20 hours of work. Sick leave can be accumulated from one year to the next but cannot exceed 100 hours. Once an employee has accumulated 100 hours of sick leave, any additional hours earned will result in the loss of an equal number of earned hours so that the balance does not exceed 100 hours. Sick leave will be provided or not provided to personnel in exempt positions on a contractual basis.

Leave Without Pay: The Board has sole authority to grant leave without pay, though such authority is routinely delegated to the Personnel Committee. Employees may direct requests for leave without pay to the Director (in the case of non-exempt personnel) or to the Personnel Committee (in the case of exempt personnel). Leave without pay is normally granted only in cases of personal or family emergency.

Continuing Education: A continuing education allowance is provided in the annual budget for the Director. Non-exempt personnel may be trained as needs of the position arise. Where appropriate, the Personnel Committee may agree to recommend a sharing of training costs.

Pay Increments: All employees who qualify for benefits are paid 1/12 of their annual pay monthly, based on the total annual regularly scheduled hours of work divided into 12 equal payments.

Time Sheets: Non-exempt employees will submit monthly time sheets to the Director. Time sheets will accurately reflect the time worked, sick leave taken, and any periods of leave without pay. Time sheets will be counter-signed by the Director, attesting to the veracity of the figures, and turned in by the 22nd of the month or, if that day falls on a holiday or weekend, by 5 p.m. on the preceding workday.

Employment Status:

Probationary Status: All employees will be considered to be on probation at the time they are hired. The probation period for non-exempt employees will be for a period of six (6) months; for exempt employees, the probation period shall be for one year. During the probationary period, employees may be terminated without cause and without prejudice upon two week notice from the Board.

Regular Status: Once employees have passed their probationary periods successfully, they will be granted a five percent (5%) raise and will not be terminated without cause or financial exigency as defined herein.

Termination of Exempt Staff: The Director serves at the pleasure of the Board on a continuing contract.

Termination of non-exempt staff: The Director, in consultation with the Personnel Committee, may proceed to terminate employment of non-exempt staff at any time with two (2) calendar weeks notice.

Complaints and Grievances:

The Board of Trustees has a special relationship to leadership provided by cooperating denominations using the Center for their special ministry. Grievances among the cooperating staff paid either by a denomination or the Board should first be brought to the Personnel Committee. The Committee shall notify relevant denominational representatives on the Board in an attempt to settle a complaint or grievance. If either party is not satisfied, they may appeal to the entire Board meeting as a committee of the whole. The Board will consult with the parties and shall render a decision, which will normally end the matter.

If the party filing the grievance is still not satisfied, before going to a civil court, all parties shall submit to third party arbitration.

Performance Review: The Personnel Committee shall perform an annual performance review with the Director. The Director shall perform an annual performance review with each non-exempt staff person. The Personnel Committee with the Director, and the Director with the non-exempt staff, will establish goals for the coming year as well as review the work done on existing goals. The results of all staff performance reviews shall be shared with the Personnel Committee.

Idaho Institute of Christian Education
(also known as the Campus Christian Center - CCC)

Director's Position - Job

Description **INTRODUCTION**

The Director shall take responsibility for and enhance the Institute's administrative, academic, financial, and pastoral well being in the service of students, faculty, and staff at the University of Idaho as a representative of the cooperating churches. Policies of the Institute are made by the Board of Trustees and implemented by the Director. The Director should be comfortable and effective in the roles of administrator, academician, and spiritual guide/companion. The Director must understand the interface between faith and knowledge.

1. ADMINISTRATIVE DUTIES (48.5%)

- a. The Director will represent the Institute to the local cooperating churches, at all organizational levels in their denominations local, regional, and national as necessary, for the purpose of encouraging increased cooperation and fair share funding by each of the cooperating churches.
- b. The Director will represent the Institute to the University of Idaho. Under the Director, the Center shall provide a Christian perspective on concerns for the moral, spiritual and academic welfare of the university community.
- c. The Director will build a team of mutually supportive co-workers among the CCC staff and lay ministers of supporting denominations for campus ministry. The Director will provide leadership for this group. ;
- d. The Director will manage the organization of the Institute, its staff and facilities.
- e. The Director will assist in recruiting and training locally sponsored and supported student peer ministers from throughout the state. The Director along with denominational campus ministers and the appropriate local pastor will guide the student peer ministers
- f. The Director will keep the Board of Trustees and other funding entities informed of current programs, financial status, and financial needs.
- g. The Director, along with the Board of Trustees, will help initiate and conduct fundraising activities to support ongoing programs at the Institute. The Director will also assist the Board identifying sources of financial support.

2. ACADEMIC DUTIES (35.5%)

- a. The Director will teach credit course(s) within the Religious Studies Program at the University of Idaho. The courses shall reflect areas of the Director's own academic competence and be approved by the Board of Trustees. Teaching courses and preparation for teaching are an important part of the Director's duties for the Institute. The Director is expected to teach one academic course per semester. If the Director wants to teach more than one university course (e.g., two or more) per semester or skip a semester of teaching (e.g., teach no religious studies course during one semester), the Director must seek permission from the Board.
- b. The Director shall participate as a serious member of the academic community and represent the Christian and ethical dimensions of life to the university community.
- c. The Director shall provide leadership and encouragement to Christian Education efforts both at the Campus Christian Center and at local churches in cooperation with denominational staff, local pastors and Christian Education committees in the cooperating local churches. The Director may lead religious studies classes or study groups at local churches and in the community if invited to do so.

3. SPIRITUAL GUIDANCE (16%)

- a. The Director will cooperate with the staff of local member churches and campus ministers from local cooperating denominations to assist these congregations and ministries in assuming their responsibilities.
- b. The Director will provide a pastoral and educational ministry primarily to students and also to faculty and staff at the University of Idaho regardless of their religious affiliations or lack thereof.
- c. The Director, at the invitation of a member denomination, may assist a local church in carrying out student ministry of a cooperating denomination.
- d. The Director may participate in church services and programming of local cooperating denominations, as invited. The Director shall highlight relationships between students' spiritual faith and moral maturity, making the congregations aware of the Center's value in building Christian faith in tomorrow's society and leaders.

Percentages of Time Used for Various Duties during the Calendar Year*:

Duties	Fall Semester	Spring Semester	Overall Percentage	
1. Administrative	47	50	48.5	
2. Academic	41	30	35.5	
3. Spiritual guide	12	20	16.0	
Semester Total	100	100	100	

Percentages are based on teaching one academic course per semester at the University of Idaho.

Job Description

Campus Christian Center, *a.k.a. Idaho Institute of Christian Education (IICE)*

TITLE: OFFICE ASSISTANT

QUALIFICATIONS:

- Computer literate, including Office 2000 and Internet skills
- Ability to design and execute advertising and PR
- Good knowledge of filing systems and forms
- Communicates effectively both orally and in writing
- Ability to plan, organize and implement special projects/events
- Enjoys students and working with people
- Works well as a member of the team
- Is an active member of a local church

REPORTS TO: Director

JOB GOAL: The Office Assistant provides support for the planning and implementation of CCC programs and IICE policies

RESPONSIBILITIES:

Center and Events Coordination:

Hospitality, program implementation and support, liaison between campus ministry and the local supporting churches, coordination of building needs

Office Support:

Paperwork, note taking, filing, database management, publications, office upkeep including office equipment and supplies

Other duties as assigned

Professional Development:

- Is expected to maintain and develop standard business skills
- Attending meetings or taking classes for professional improvement may be considered a part of duties with deferred costs in part or completely

Terms of Employment:

1. This is an at-will position and can be terminated at any time, for any reason, with two (2) calendar weeks notice, by either the employee or employer.
2. This is a part-time academic year position of 180 days or 1080 hours; comp time possible.

Evaluation:

Performance of this job will be evaluated by the Director.