

**PERSONNEL POLICIES AND PRACTICES
SYNOD OF THE MID-ATLANTIC,
PRESBYTERIAN CHURCH (U.S.A.)**

5.3 Classification of Personnel

5.4 A. Full-time, Part-Time and Temporary Staff 1. Full-time employees are those who work a regular schedule of at least 35 hours per week. They are entitled to full benefits.

C. Administrative Staff

1. Administrative Staff are those officers elected by the Synod Assembly in accordance with Book of Order G-9.0702ff. These positions may include the Stated Clerk, Treasurer, Synod's Moderator and Vice-Moderator, and the chairs of the Synod's Designated Committees (Standing Rules and Procedures paragraph 7.1).

2. Support Staff are those hired and employed by the Synod Executive in consultation with the Administration Committee to provide clerical, administrative and other support to the executive and administrative staff; they are non-exempt positions (see 5.5 below).

3. Program Staff are those who may be hired by the Synod from time to time to perform various specific programmatic tasks and functions.

5.5 Non-Exempt and Exempt Categories

The Fair Labor Standards Act provides for non-exempt and exempt positions with respect to overtime.

Persons employed in non-exempt positions shall be paid overtime wages for hours worked in excess of 40 hours per week. Overtime pay is at the rate of one-and-a-half times the regular hourly rate. All overtime work must be approved by a supervisor in advance. Compensatory time off for non-exempt employees for hours worked in excess of 40 hours a week is not allowed.

14.7 Other

The Synod provides no pension plan for employees. It will, however, support employees who desire to have IRAs or other savings plans by deducting the amounts requested.