

ICBC Human Resources Policy

Date approved: March 2018

Review date: March 2021

Rationale: All staff will be treated with dignity, respect and in a fair manner.

GUIDELINES

Staff Positions

All staff will have a current Job Description, Terms of Call or Individual Employment Agreement.

Staff Vacancies

- a) Refer to relevant sections of the Constitution 5.1.2, 5.3.2 - 5.3.4
- b) All staff vacancies will be advertised. Where there is an unexpected vacancy a short-term temporary appointment may be made by the Elders.
- c) The process for filling vacancies should include advertising, short listing, conducting an interview, checking on references/referees.
- d) On appointment the staff member will agree to a Police check.

Professional Development

- a) Sabbatical leave will be discussed and recorded during the signing of terms of call.
- b) Ministry enhancement and sabbaticals will generally follow the principles set out in the Baptist Union of New Zealand Administration Manual.

Staff Reviews

- a) All staff will have reviews which follow a three-year cycle. Years 1 and 2 will be an annual review and Year 3 will include a 360° review with collated feedback.
- b) All reviews will be conducted by the Lead Pastor and an elder.
- c) The Lead Pastor review will be conducted by the eldership as a whole.

Annual Leave

- a) Staff are encouraged to take annual leave in the year in which it falls.
- b) Staff are required to take annual leave at times to be agreed in advance with the Lead Pastor. Staff are expected to take at least 10 days continuous leave at some stage during the year. Where agreement is not reached the Lead Pastor may direct a staff person to take annual leave.
- c) Accumulation of annual leave in excess of 20 days must be with the Lead Pastor's approval. If leave is building up beyond 20 days, the Lead Pastor is entitled to ask how it will be used.
- d) The Lead Pastor may also give permission to carry over more than 20 days leave where there is a valid reason for such an accumulation.
- e) Leave cannot be accumulated in excess of 30 days (September 2013).

Time in Lieu

- a) The purpose of time in lieu is for pastoral staff to maintain a realistic work/life balance.
- b) Time in lieu can only be incurred when staff work on normal leave days
- c) Time in lieu should be taken within 20 working days of incurring it.
- d) Other time in lieu can be granted by the Lead Pastor
- e) Staff taking time in lieu must notify the Lead Pastor and Support Manager

Internships (*Internships addition ratified 20.6.19*)

- a) The appointment of the intern is made by the Ministry Leader, however as part of the discernment process the prospective intern will be interviewed by the Lead Pastor and an Elder.
- b) All interns will sign a "Code of Conduct" and Disclosure Consent for Police Vetting.
- c) All interns will be required to keep a "Time Sheet" to monitor their hours worked in ministry to ensure an acceptable work, study and leisure balance.
- d) All interns will be required to undergo monthly supervision by their Ministry Leader.
- e) All interns will be required to undergo external supervision during their internship.

The individual programme for the intern will be signed off by the Lead Pastor.