

To: Presbytery of Geneva
From: Personnel Committee
Re: Items for action
Date: 9/27/16

Motion 1

The Personnel Committee moves that the Presbytery remove the Camp Whitman Camp Registrar responsibilities from the Presbytery Administrative Assistant position, and that the Presbytery Administrative Assistant be given additional responsibilities to meet the Presbytery's needs. The Presbytery Administrative Position will remain a full-time position.

Motion 2

The Personnel Committee moves that a new position, Camp Whitman Registration Coordinator and Camp Office Manager be created. The Camp Registration Coordinator and Office Manager will be a part-time position at \$15/hr for approximately 850 hours annually for approximately \$12,750 annually.

Rationale

The Personnel Committee brings the above motions to the Presbytery as a means of better meeting the administrative needs of the Presbytery. In light of the SARC Final Report of June 10, 2015 which identified community building to be a priority for the Presbytery, enacting the changes described in the first motion would allow the position of Presbytery Administrative Assistant to include more responsibilities for communication within the Presbytery.

The second motion would allow for greater efficiency in the running of Camp Whitman. It is also our hope that having the Camp Whitman Registration Coordinator and Office Manager on-site during the camp season will reduce the overtime hours worked by the Camp Director. This would have both personnel and budgetary effects. The Personnel Committee has had some ethical concerns regarding asking the Camp Director to work the extensive overtime hours (82 hrs/wk) she currently puts in while Camp is in session.

In addition, the Final Rule of the Fair Labor Standards Act will go into effect on December 1, 2016. This will require employees who meet certain criteria, which the Camp Director position meets, to be paid time and a half for any hours over 40 worked in any week. As previously mentioned, it is our hope this new position will reduce the overtime hours required of the Camp Director. There will be no increase in the Presbytery budget for the position of Camp Whitman Registration Coordinator and Office Manager as it will be paid for out of funds allocated to Camp Whitman.