

Dorchester Presbyterian Church
Termination Procedure
Session approved: November 21, 2017

- 1) Termination of employment is an act of the Personnel Committee. No Supervising Staff has the authority to terminate employment without consulting first with the Personnel Committee.
- 2) If the recommendation is termination the supervisor should meet with the Personnel Committee to discuss and review attempts to salvage the employee's job. The supervisor should also arrange for the employee to meet with the Personnel Committee to hear his/her side of the story.
- 3) The employee shall be paid a minimum of two hours for each interview with the Personnel Committee held outside normal work hours.
- 4) In the best interest of the employee, an employee may be given the opportunity to resign in lieu of termination if desired.
- 5) The GSS Board and Session should be informed of all terminations.
- 6) Dissolution of a pastoral relationship is accomplished in accordance with procedures set forth in the Book of Order.