

SPRINGFIELD BAPTIST CHURCH
PERSONNEL POLICIES HANDBOOK



ADOPTED IN REGULAR CHURCH BUSINESS MEETING

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Springfield Baptist Church
PERSONNEL POLICIES HANDBOOK

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WELCOME

Welcome to Springfield Baptist Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of the church, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God through Jesus Christ.

INTRODUCTORY STATEMENT

This personnel policies and procedures handbook applies to all employees and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. If a policy, procedure or benefit applies only to a selected group of employees (i.e., ministerial staff), the handbook shall clearly identify the affected employee group and the applicable policy, procedure or benefit. **This supersedes all other manuals.**

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor **or the Personnel Committee** if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, as it deems necessary or appropriate. It is your responsibility to become familiar with any changes or amendments.

If there is a conflict in the provisions, benefits, and policies in this handbook and those set forth in the terms of the call of a ministerial staff member or any written terms for support staff, the terms of the call shall prevail. If statements in this Personnel Policies and Procedure Manual conflict with the Constitution and Bylaws of Springfield Baptist Church **(SBC)**, the Constitution and Bylaws shall prevail.

In matters relating to effective or efficient personnel administration, a committee has

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been formed which serves as the connecting link between paid staff and the Church body entitled the Personnel Committee. This committee does not supervise individual staff members but it serves with the pastor to maintain a healthy, productive, Christ-honoring relationship between the staff and the Church Body.

The Personnel Committee also serves with its staff liaison to develop policies and procedures which guide our staff and Church family toward fulfilling our purpose and mission.

The Personnel Committee has final authority over the interpretation, implementation, application and enforcement of these personnel policies.

The reputation and successful operation of SBC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful adherence to the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of SBC is dependent upon our members' trust and we are dedicated to preserving that trust. Employees owe a duty to SBC, its members, and the community to act in a way that will merit the continued trust and confidence of the public.

SBC will comply with all applicable laws and regulations and expects its ministers and employees to conduct themselves and the business of the church in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, you should discuss the matter openly with the pastor or Personnel Committee.

Compliance with this policy of business ethics and conduct is the responsibility of every SBC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

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EMPLOYMENT AT WILL

Employment **in ministerial or support positions** is with the mutual consent of you and the church. Consequently, both you and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. **This policy is referred to as the Employment at Will doctrine and is the basis for employment relationships between all employees and the church.** This employment at will relationship will remain in effect throughout your employment with the church unless it is specifically modified by an express written agreement signed by you and your immediate supervisor with approval of the church, **and may not be modified by any oral or implied agreement.**

VIOLATION OF ANY OF THESE POLICIES MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

EQUAL EMPLOYMENT OPPORTUNITY

Springfield Baptist Church provides equal opportunity employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, color, sex, age, national origin or handicapping condition.

Exceptions to this policy exist as follows: For ministerial staff, only persons who are Southern Baptist may fill these positions because these positions require direct dealings with Baptist polity, doctrine and church programs. For all other employees, only persons who are practicing Christians and a member of a church may be employed.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join SBC are well qualified and have a strong potential to be productive and successful, it is the policy of SBC to check the employment references of all applicants being considered and to conduct background checks.

The Personnel Committee will verify all graduate/post graduate degrees listed by applicants with the institution that conferred the degree(s).

The SBC staff frequently receives inquiries for information regarding our current staff members, past employees or staff. Due to privacy concerns, it is necessary to make sure all

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such inquiries are referred to the pastor to ensure uniformity in handling these contacts. It is important to handle these matters carefully in order to protect SBC from possible repercussions.

EMPLOYMENT APPLICATIONS

SBC relies upon the accuracy of information contained in the employment application or resume, as well as the accuracy of other data presented through the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

WAGE/HOUR LAW AND IMMIGRATION REFORM

The church is committed to full compliance with the wage and hour provisions of state and federal law and will not knowingly violate them. Furthermore, the church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

EMPLOYMENT OF MINORS

The employment of minors is restricted by the terms and conditions of the provisions of state and federal law. The church will adhere to such laws.

EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work under the direct supervision of each other because of employee morale, security, or other legitimate business reasons. In addition, the church may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

In order to maintain the highest level of trust and support within the staff and the congregation, SBC will not consider relatives for a position at or above the Ministry level. Relatives of current employees may not be hired into a salaried or regular full time non-

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exempt position without the written approval of the Personnel Committee.

For the purpose of this handbook, relatives are defined as immediate family to include spouse, children, step-children, siblings, parents, grandparents, and corresponding in-laws. If a relative relationship is established between employees after their employment, it is the responsibility of the individuals involved in the relationship to disclose the relationship to the pastor and Personnel Committee. The individuals involved in the relationship will be given the opportunity to decide who will have their employment status changed. If that decision is not made and communicated to the pastor and Personnel Committee within thirty (30) calendar days, the Personnel Committee will decide. The Personnel Committee may make written exception to this policy.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or by being terminated from employment.

EMPLOYMENT PROCEDURES

Ministerial Staff

The procedure for calling a member of the ministerial staff is outlined in Article II of the Springfield Baptist Church Bylaws.

Non-ministerial Employees

Persons employed on a full-time or part-time basis to fill an existing position shall be recommended by the appropriate ministerial staff or supervisor and employed by the church through the Personnel Committee. If employment requires the creation of a new position not provided for in the church budget, the Personnel Committee must recommend creation of the position to the church for approval prior to employment.

EMPLOYMENT AGREEMENT

This Personnel Policies and Procedures Manual is not a contract or offer of employment. All offers of employment are to be made in written form outlining the details of the agreement, including job description, place of job in the church's organizational structure, salary and

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benefits. A written response to this offer of employment, indicating acceptance of all provisions, is to be made by the employee. **All prospective employees will be asked to submit to a drug test and background checks, including, but not limited to, criminal history , sexual predator registries, credit and others prior to employment.**

PROBATIONARY PERIOD

All full-time employees, other than ministerial staff, will be subject to a ninety (90) day probationary period. This probationary period is considered to be continuation of the employment process. During this time, the employee is evaluated on his/her qualifications for the job, integrity, personality, work habits, ability to work with fellow employees and willingness to learn and improve.

During this probationary period, the employee may be terminated or resign without cause or notice. After successful completion of this probationary period, the employee may be granted permanent full-time employment by the Personnel Committee upon recommendation of his/her supervisor.

RELOCATION

After a ministerial staff member accepts a call to serve Springfield Baptist Church and requires relocation, the church will pay for the following expenses:

1. No more than two house hunting trips for the minister and his family prior to the minister beginning full time duties. Expenses include, but are not limited to, transportation, meals and lodging.
2. Reasonable moving expenses for the minister's family and belongings. Professional movers may be employed. At least two bids should be secured by the minister to insure competitive moving expenses. The least expensive bid may not necessarily be used if circumstances dictate otherwise.
3. Reimbursement of incidental expenses associated with the establishment of a household and purchase of a new residence not to exceed **\$1,500**.
4. Other expenses deemed necessary due to unusual circumstances as determined by the search committee with the minister and approved by the church.

JOB DESCRIPTIONS

You will be provided a job description before you begin your ministry at SBC. A job description summarizes the duties and responsibilities of the position while outlining

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important information about your position. A job description is not the limit of responsibility for employees and sometimes additional duties need to be performed. It is assumed every employee understands his or her job is a *ministry* and requires an “extra mile” attitude (*Matthew 5:41*).

New employees should study their job description carefully and discuss any questions with your direct supervisor. In the case of ministerial staff, this discussion should be held with the Personnel Committee and direct supervisor. You may suggest revisions and updates to your job description from time to time; any new job descriptions or revisions to existing job descriptions will be approved by the Personnel Committee.

PERFORMANCE EVALUATIONS

All employees, in both ministerial and support positions, receive an evaluation at least once every year. The Personnel Committee will complete the evaluation of the senior pastor. The senior pastor will complete the evaluation of other ministerial staff. Support staff will be evaluated by their immediate supervisor. The purpose of evaluations is to inform you how well you are fulfilling your ministry goals. Written evaluations include commendation for successful ministry efforts, as well as specific recommendations for improvement. Evaluations shall be completed by September 15 each year and copies shall be given to the Personnel Committee.

You will have the opportunity to discuss your evaluation with your direct supervisor. In the case of the senior pastor, the evaluation may be discussed with the Personnel Committee. Evaluations help the Church to make important decisions about job placement, training and development, and salary adjustments.

STANDARD WORK WEEK

Ministerial staff members are considered part of a high performance professional team and are expected to work at least forty-hours per week. Those who volunteer in a multitude of key leadership roles at SBC do so in addition to their demanding work and travel schedules. At SBC such staff should be prepared to volunteer at least as much time to this ministry as our most committed volunteers. Five to ten hours per week is a reasonable expectation for volunteer service in addition to a typical forty hour work week. The normal workweek is Sunday through Friday with one week day and Saturday considered time off unless otherwise designated by the Personnel Committee. Sunday is not considered a day off. At least one member of the ministerial staff must be available to church members at all

times.

INCLEMENT WEATHER

In the event of inclement weather (snow, ice, etc.), the employee is advised that if the schools close, he/she should report to work by 10:00 A.M., or telephone his/her immediate supervisor immediately after that time. In the event of inclement weather occurring while employees are on the job, the Pastor or his appointed representative will make the decision as to when employees are to leave prior to the normal ending (4:30 P.M.) of a work week.

TARDINESS AND ABSENCE

To maintain a safe and productive work environment, SBC expects all employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on SBC. The office hours of the church from Monday through Friday are 7:30 A.M. until 4:30 P.M.

It is important that **ministerial and support** employees work their assigned schedules as consistently as possible. However, the church understands that because of illness or emergency you may be unable to come to work. If you are unable to report to work for any reason, **support staff** must notify your supervisor or ministerial staff person in charge as soon as possible or within 30 minutes after the beginning of business hours. **Ministerial staff should notify the Pastor following these same guidelines. In turn, the Pastor shall notify ministerial/office staff.** It is your responsibility to keep the church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Non-exempt employees are expected to be at their work station ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. Except in an emergency, nonexempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so. **Ministerial staff must have approval from their direct supervisor to leave work early, unless they are leaving for work related reasons. The pastor shall notify the other ministerial staff and support employees when leaving early for non-work related reasons. Time tardy or taken off early for reasons not related to job duties will be calculated and charged toward accrued vacation or sick leave.**

A tardy or absence is considered "excused" only when you call ahead of time and the tardy or absence is for a compelling reason. The church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling

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reason, and failing to call in according to church policy, will be considered “unexcused.”

The church considers “unexcused” tardiness and absence to be a serious problem. However, employees who are tardy or absent excessively or show a consistent pattern of absence, whether “excused” or “unexcused,” **are disruptive and may lead** to disciplinary action, up to and including termination.

If you do not call in or report to work for three consecutive workdays, you may be considered to have voluntarily quit. **Support employees** may not work overtime unless it has been approved in advance by your supervisor. If a change or correction is made on your time record, it must be initialed by both you and your supervisor.

BREAK AND MEAL PERIODS

Nonexempt employees who work at least 3 ½ hours in a workday will receive a 15 minute paid break period for each four hours of work, or major fraction thereof. Break periods will be scheduled as close to the middle of each four hour work period as possible.

Nonexempt employees who work more than 5 hours in a workday will receive an unpaid meal period of at least 30 minutes. **A one hour lunch break may be taken in lieu of two fifteen minute breaks and a 30 minute lunch break.** However, employees who do not work more than 6 hours in a workday may voluntarily agree to waive their right to a meal period.

VACATION

Purpose

Springfield Baptist Church recognizes the need for employees to have time away from the daily pressures associated with serving in the church. In fact, the Gospels record the Lord Jesus rested from His ministry from time to time. The church also recognizes the accepted practice of allocating additional vacation time based upon years of service. As Springfield Baptist Church is but one part of the Body of Christ, we recognize all years our ministerial staff have served in full-time Southern Baptist vocational service at a Southern Baptist church or related organization when allocating vacation time. Other Christian vocational service may be credited towards earned vacation upon recommendation of the Personnel Committee and approval of the church.

Plan Specifics

1. Increases in vacation are effective January 1 of the effective year.

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2. First year vacation will be prorated with no vacation to be taken in the first ninety (90) days.
3. Up to five days may be carried over into the next calendar year.
4. Upon termination, accrued vacation/personal days may be submitted for cash upon receipt of at least two weeks notice with the exception of gross misconduct. If the employment relationship ends during the year, earned vacation for that year will be calculated on a weekly percentage basis (for example, if employment ends July 1, vacation for that year will be calculated at 26/52 weeks, or ½ of the scheduled amount). Under these circumstances vacation not used will be paid; any vacation time used over the pro-rated amount will be deducted from the final check.
5. Vacation time/sick leave will be tracked and recorded by the financial secretary

Ministerial Staff

1. All full-time ministers will receive ten (10) days paid vacation per calendar year with no more than two Sundays and two Wednesdays per calendar year.
2. All full-time ministers having a total of ten years service in full-time Southern Baptist related vocational ministry will receive fifteen (15) days paid vacation per calendar year, with no more that three Sundays and three Wednesdays per calendar year.
3. All full-time ministers having a total of twenty years service in full-time Southern Baptist related vocational ministry and ten years service with Springfield Baptist Church will receive twenty (20) days paid vacation per calendar year, with no more than four Sundays and four Wednesdays per calendar year.

Full-time Non-ministerial Employees

Springfield Baptist Church desires to allocate vacation time to full-time, non-ministerial staff based upon length of service.

1. Upon hire, each employee will receive ten (10) days paid vacation.
2. Upon completion of ten years of service, each employee will receive fifteen (15) days of paid vacation.
3. Upon completion of fifteen years of service, each employee will receive twenty (20) days paid vacation.

MINISTERIAL STAFF TIME AWAY

Maximum Sundays Away

For the senior pastor and other ministerial staff, no more than eight (8) Sundays away

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annually, including vacation, outside engagements, conventions and conferences.

An employee's anniversary date corresponds to the month and day the employee was hired, subject to adjustment for the portion of any leave of absence in excess of thirty (30) days.

Requests for vacation time off must be made in writing and should be submitted to their supervisor **(or in the case of the senior pastor, the Personnel Committee)** for approval at least ten (10) working days in advance. Vacation requests will be approved on a first come, first served basis, and only if the time off will not interfere with the normal business operations of the church. Employees should indicate their vacation preference(s) in writing to their supervisor **(or in the case of the senior pastor, the Personnel Committee) preferably** by March 31 of each year.

Employees are encouraged to use all vacation during the twelve (12) month period it has been earned. However, up to five days of vacation may be carried over to the following year with the approval of your supervisor **(or in the case of ministerial staff, the senior pastor; in case of the senior pastor, the Personnel Committee).**

Preschool Employees:

Preschool employees will receive six (6) paid personal days per year as defined by the work year.

HOLIDAYS

Ministerial and full-time employees will be paid for the following holidays:

New Years Day	Good Friday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve	Christmas Day

The following general provisions apply to holidays:

1. Holidays will be observed on the calendar day designated by the church for observance.
2. To be eligible for pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday, as defined by

the department work year, unless approved by your supervisor.

3. Employees who are scheduled to work on a holiday and do not report to work will not receive pay.

4. If a holiday falls during an employee's approved vacation period, the employee will receive pay, and will not be charged for a vacation day on the day the holiday is observed.

5. Employees on leave of absence for any reason are not eligible for pay on holidays that are observed during the period they are on leave.

6. Holidays will not count as hours worked for the calculation of overtime.

7. Part-time employees (as defined under employee classification) are eligible for holiday pay only when the holiday falls on a regularly scheduled workday.

LEAVES OF ABSENCE

If a member of the church staff must be absent for any reason (temporary or extended), he/she is responsible for informing his/her immediate supervisor or the Pastor of the absence. In the case of an anticipated absence, the employee must inform his/her immediate supervisor. A planned absence will then be subject to approval by the supervisor. In the event that the absence will be a prolonged one and a substitute or temporary person will be employed, the matter must be approved by the Pastor and the Personnel Committee. **The pastor is responsible to inform the Personnel Committee for approval of his leaves of absence in the same manner.**

The church makes leaves of absence available to employees on the following basis:

Extended Personal Leave – an unpaid leave of absence for a compelling personal reason not medically related.

Jury Duty Leave – a leave of absence to serve on a jury. Employees are encouraged to cooperate in civic responsibilities. When in obedience to a subpoena or direction of proper authority, an employee appears as a witness for the Federal Government, the State of Tennessee, or called to attend any court in connection with official duties or serves on a jury in any State or Federal Court, he/she will be granted civil leave. Jury Duty Leave will not be

charged as annual leave.

For the period an employee is eligible for Jury Duty Leave and renders service, he/she shall be paid the difference between monies paid to them by the court for such service, exempting travel expenses, and their regular pay.

Upon completion of Jury Duty Leave, a Verification of Attendance Form must be presented to the church. Employees who are excused from official duty or jury service for the day, or are excused early, should report to work when it is practical to do so. If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the church.

Witness Duty Leave – SBC encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by SBC, they will receive paid time off for the entire period of witness duty.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

If an employee is paid as a professional or expert witness, the employee will be required to take a vacation day for each day absent from work.

Military Leave – a leave of absence for required military service.

The church complies with applicable state and federal law concerning leaves for military service.

General Provisions – The following general provisions apply to all leaves of absence:

1. All leaves of absence must be approved in advance, in writing, by their supervisor, Pastor and the Personnel Committee .
2. Employees who return to work at the end of an approved leave of absence will

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normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available.

3. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
4. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
5. Where provided, coverage under the church's group insurance plans will be continued on the following basis: the church will continue to contribute to premiums, as if the employee were actively at work, for the first thirty (30) days of an approved leave of absence; employees will be required to pay the entire premium for continued coverage during the portion of an approved leave of absence in excess of thirty (30) days. Employees must make arrangements with the church to prepay their share of group insurance premiums before going on leave of absence.
6. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days.
7. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
8. Employees on leave of absence must communicate with the church on a regular basis, at least once each month, regarding their status and anticipated return to work date.
9. Employees on leave of absence who seek or accept other employment without the church's prior written approval may be subject to disciplinary action, up to and including termination.
10. Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.

SICK LEAVE/CHRONIC ILLNESS

Purpose

Springfield Baptist Church recognizes that employees may become ill and be unable to perform their duties for intermittent or extended periods of time. The church wishes to provide financial support for the full-time employee and their families during a period of illness and/or recovery.

Plan Specifics

1. Springfield Baptist Church will allow 60 days of paid sick days. Sick days may be used for illness of the employee, or the employee's spouse, children or parent.
2. Paid sick days may be accumulated at the rate of one day per month worked, not to exceed 60 days per individual.
3. Medical documentation may be required upon request of the supervisor.
4. Sick days may not be substituted for cash under any circumstances.
5. Upon depletion of 60 days of paid sick days, an extended period of salary and benefits maintenance may be granted on a case by case basis upon recommendation of the Personnel Committee and church approval.

BEREAVEMENT

Full-time employees will be eligible for up to three days away from work, with pay, to grieve and handle family affairs in the event of the death of an immediate family member. Immediate family member for the purpose of this policy is defined as the employee's spouse, children, parents, grandparents, grandchildren, siblings, or those living in the employee's household or the same of the employee's spouse. For absence due to the death of a relative other than the immediate family you must have approval by your supervisor or a member of the Ministerial Staff.

Employees who require more than the specified days away from work may request earned vacation time, or a personal leave of absence, subject to the provisions of the church's leave of absence policy. Bereavement pay will not be considered as hours worked for the calculation of overtime.

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EXPENSES

The church will pay the expenses incurred for Ministerial Staff to attend the SBC, TBC and professional conferences as provided for in the annual church budget under the heading of "Conventions and Conferences." The church will pay pulpit supply as provided in the annual church budget.

The church will pay no expenses for outside leadership engagements for which the Ministerial Staff receives remuneration for services rendered.

The church provides monies to the ministerial staff to be used to provide a standard of living and protection for the employee and family. It is the desire of the church for portions of these monies be used for, but not limited to, health insurance, disability insurance, life insurance, retirement and personal educational advancement. It is the intent of the church to comply with the provisions of the federal and state tax codes relative to the provision of these monies.

It is understood that any monies refunded to the employee for said benefits are to be forwarded to the church within sixty (60) days if the church reimbursed employee or paid directly for said benefits.

EMPLOYMENT ANNIVERSARY

Each year there is a significant ministerial staff anniversary (5, 10, 15, etc.), we allow them \$100 per years of service. For non-ministerial staff, **the amount will be** \$50 per year. This amount will go toward of a **monetary gift** for the individual.

DISABILITY ACCOMMODATION

Reasonable accommodation is available to all eligible and qualified employees whose disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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We will reasonably accommodate known disabilities for eligible employees. Therefore, eligible employees needing accommodation should speak directly with their supervisor or the Personnel Committee. We expect the reasonable accommodation process to be an interactive process by which the organization and employee search for a mutually acceptable reasonable accommodation.

SBC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

EMPLOYEE CLASSIFICATIONS

In respect to this manual the church classifies employees in a number of different ways, as follows:

Ministerial Staff – called ministerial persons whose employment is dependent upon a vote of the church.

Full-Time Employee – employed person whose average hours of work each work week are at least 32 or more.

Part-Time Employee – employed person whose average hours of work each work week are less than 32.

Nonexempt Employee – an employee who is eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

Exempt Employee – an employee who is not covered by the overtime provisions of state and federal law and is therefore not eligible for overtime pay.

OPERATIONAL HOURS

The normal operational hours for **all** church personnel is 7:30 a.m. to 4:30 p.m., Monday through Friday. Positions may require different schedules as assigned by the Pastor, your supervisor and the Personnel Committee. The days of the week on which work attendance falls

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is specified at the time of employment, but may be changed by the Pastor or the Personnel Committee.

At least one member of the professional staff, on a rotating basis, shall be available for personal contact on the church premises during regular office hours Monday through Friday. (This policy shall not be understood to restrict ministry during a crisis situation.) In addition, at least one member of the professional staff, on a rotating basis, shall be "on call" available for contact via cell phone at all times. Members of the professional staff shall post and maintain the hours which they will be available for office consultation.

Ministerial staff and full-time exempt employees are required to work the number of hours necessary for the performance of their duties. For other employees, lunch breaks (as agreed upon as to time) will be 30 minutes. Rest and relaxation breaks, as scheduled by the immediate supervisor, should be 15 minutes each morning and afternoon. An alternate of one hour lunch period and no breaks is acceptable. The schedule for preschool employees may be adjusted by the supervisor, as required.

Each **ministerial and support** employee is expected to be on time for all scheduled working hours. He/she is expected to stay on the job until the scheduled ending of a work day. In the event of inclement weather (snow, ice, etc.), the employee is advised that if the schools close, he/she should report to work by 10:00 A.M., or telephone his/her immediate supervisor immediately after that time. In the event of inclement weather occurring while employees are on the job, the Pastor or his appointed representative will make the decision as to when employees are to leave prior to the normal ending (4:30 p.m.) of a work day.

The difficult, but immeasurably rewarding, task of providing the most consideration for meeting the needs of church members and other persons may require employees to extend their work day beyond that of the normal work schedule. This is an integral part of the responsibilities of church personnel and will be expected when needed. **For non-exempt employees, extended work hours may be taken as compensatory leave or may be compensated by overtime pay in accordance with state and federal law.** However, overtime for nonexempt employees may not be worked unless approved in advance by your supervisor.

TERMINATION

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Voluntary Termination – a termination that is initiated by the employee. At least two weeks written notice should be given before you leave your job. The church requests that the written notice include your reason for leaving, as well as the name and address of your new employer, if applicable. If you do not call in or report to work for three consecutive workdays, you may be considered to have voluntarily quit.

Involuntary Termination – a termination that is initiated by the church for reasons other than changing business conditions. Such reasons may include but not be limited to unsatisfactory work or conduct or for the convenience of the church.

Layoff – a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever the church determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability.

A full-time salaried staff member released from employment for reasons other than proven dishonesty or proven immorality may receive severance pay. Hourly or part-time employees released from employment for reasons other than proven dishonesty or proven immorality may receive severance. Severance allowance will not be provided to non-exempt employees released for dishonesty or immorality.

Benefits stop at time of termination, with applicable continuing medical coverage being offered. Adjustments to the policy may be made at the recommendation of the Personnel Committee.

PERSONNEL RECORDS

SBC maintains a personnel file on each employee. The file includes such information as the employee's job application, documentation of performance evaluations and salary increases, and other employment records. It is important that the church always have current information about you. Please let us know immediately if you change your name, address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

At reasonable times and on reasonable notice, upon request you will be allowed to review with your supervisor or designee any personnel records that have been used to

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determine your qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to your supervisor for more information.

PROMOTION AND TRANSFER

It is the church's intent to give qualified employees preference over others when filling job openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible. An employee's past performance, experience, attitude, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions.

CONDUCT EXPECTATIONS

The work of employees of SBC should exemplify the biblical admonition found in Colossians 4:17, 23, "Do your work heartily (whole-hearted, with enthusiasm) as unto the Lord, rather than for men..."

At SBC all employees are expected to conduct themselves in an ethical, moral and professional manner that reflects the values of the Church, its ministry and reputation. Failure to comply with the values of our Church and/or work rules may result in corrective action up to and including discharge.

Listed below (while not all inclusive) is a list of the most common violations:

- **Poor quantity or quality of work**
- **Behavior/lifestyle inconsistent with the beliefs or mission of SBC**
- **Poor attitude, including rudeness or lack of cooperation**
- **Excessive absenteeism, tardiness, or abuse of break and meal privileges**
- **Failure to follow Church policies and procedures**
- **Willful and repeated refusal to follow instructions**
- **Abuse, misuse, theft, or the unauthorized possession or removal of Church property or the personal property of others**
- **Willfully falsifying or making a material omission on Church records, reports, or other documents, including payroll, personnel, and employment records**
- **Divulging confidential Church information to unauthorized persons**
- **Disorderly conduct on Church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or the unlawful**

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possession of a weapon

- Violation of any law adversely affecting SBC, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment
- Violation of the Church's alcohol, drugs, and controlled substances policy
- Violation of the Church's policy against harassment of any kind
- Clocking in/signing in for another employee or allowing another employee to clock in/sign in for you
- Failure to comply with the Internet, email and electronic communications policy
- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment
- Insubordination or other disrespectful conduct
- Any misuse of SBC resources or assets

INTERNET/E-MAIL/ELECTRONIC FILES AND COMMUNICATION/INFORMATION SYSTEMS

All Internet/E-mail/Electronic Files and Communication/Information Systems, whether hardware or software, is the property of SBC, whether used on the church campus or off campus. They may not be used for any purpose that conflicts with the Mission and Purpose of the Church or in such a way as to discredit or otherwise hurt the purposes or reputation of the Church. Violation of this policy may result in corrective action, up to and including termination.

Computers, computer files, the e-mail system, and software furnished to employees are SBC property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

SBC strives to maintain a workplace free of harassment. Therefore, SBC prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

No right of SBC employee privacy exists with respect to information placed on the electronic media systems by that employee. All electronic media systems, including but not limited to desktop PCs, laptop PCs, networks, electronic mail, telephone and fax records, printed documents, Internet activity, computer disks and data storage devices in SBC offices are subject to review by the organization. SBC has the right to review, audit, interrupt, access, and disclose information and messages created, received, or sent over the electronic media systems of the organization.

Employees should notify their immediate supervisor or the Personnel Committee upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of the Church is prohibited. “Under the influence” for the purpose of this policy is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other co-workers, the public, or on church property.

OUTSIDE ACTIVITIES AND EMPLOYMENT

All employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, the church.

Non-exempt employees may hold outside jobs as long as they meet the performance standards of their job with SBC. All employees will be judged by the same performance standards and will be subject to SBC’s scheduling demands, regardless of any existing outside work requirements.

All ministerial staff members are prohibited from engaging in outside employment without the prior approval of the Personnel Committee.

LIFESTYLE CONSIDERATIONS

All employees must manifest conduct and actions that project an image consistent with the expressed purpose and mission of our Church. It is imperative that employees favorably represent SBC to the community at all times. Conduct which brings embarrassment to the Church or impedes our credibility with other churches, the community, and/or the general public is unacceptable. Conduct or other actions which are perceived by the Church to be inconsistent with the beliefs, faith or mission of the Church are unacceptable. Examples of such conduct include unacceptable lifestyles involving alcohol, illegal drugs, pre-marital sex or extramarital sex, cohabitation apart from the marriage relationship, homosexuality, and outside interests and pursuits which would normally be considered incompatible with the mission and beliefs of SBC.

PERSONAL APPEARANCE

The personal appearance of our employees reflects not only on the individual, but on the Church as well. Employees are expected to take pride in their appearance and strive to achieve a positive, professional, business-like image when representing SBC. Questions regarding the appropriateness of employee attire shall be addressed by your direct supervisor or the Personnel Committee.

SEXUAL OR OTHER UNLAWFUL HARASSMENT

SBC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

If an employee experiences, or witnesses, sexual or other unlawful harassment in the workplace, it should be reported immediately to a supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately the Personnel Committee or any member of the ministerial staff. Any employee can raise concerns and make reports without fear of reprisal or retaliation.

USE OF TELEPHONES

From time to time it may be necessary for you to make and receive personal calls. You are expected to use good judgment and common sense when it comes to personal phone calls.

NOTIFICATION OF ARRESTS

All church employees shall report any arrest, criminal citation or conviction to their immediate supervisor or the Personnel Committee within 24 hours of the incident. If the incident is reported to the immediate supervisor, then the supervisor shall report the incident to the Personnel Committee immediately.

Non-alcohol/drug-related traffic citations (e.g. speeding) are not required to be reported unless driving is an essential part of the employee's regularly assigned job duties and/or the employee is authorized to drive any vehicle owned by the Church.

After the initial report is made, the employee must report all court appearances and changes in the status of the case to the Personnel Committee no later than the first workday following the court appearance or change.

Failure to fully comply with this policy may result in disciplinary action, up to and including termination of employment.

DUTY TO REPORT DCS INVESTIGATION

Personnel who have been named by DCS as an indicated perpetrator of child abuse are required to immediately notify their supervisor or the Church Council/Personnel Committee.

Personnel under investigation by DCS for possible suspicion of child abuse may not return to his/her employment assignment until the case has been reviewed by the Personnel Committee.

Failure to fully comply with this policy may result in disciplinary action, up to and including termination of employment.

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DISCRIMINATORY CONDUCT

We expect all of our employees to show respect and sensitivity towards all other employees, and to make a commitment to the Church's equal opportunity objectives. If you observe discrimination in any form you should report it immediately to your direct supervisor or to the Personnel Committee. Should your direct supervisor be unavailable or unwilling to address the violation, you must report it to the pastor or the Personnel Committee who will investigate any complaint and take appropriate action. Violation of this policy is a serious offense and may result in corrective action, up to and including termination for the offender and/or the individuals failing to report the violation.

SAFETY

Providing a safe and healthful work environment for employees, members, and visitors depends on the alertness and personal commitment of all.

Each employee is expected to exercise caution in all work activities. Employees must immediately report any unsafe condition to the pastor or their supervisor. Employees who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor and complete a Report of Injury form. Such reports are necessary to comply with laws and initiate insurance procedures.

WORKPLACE VIOLENCE

Threats, threatening behavior, or any acts of violence against employees, or other individuals on the premises will not be tolerated and will lead to disciplinary action, up to and including immediate termination, and/or criminal prosecution.

Any person who engages in violent behavior, such as making substantial threats, or intentionally hitting, kicking, or striking a person or property on SBC premises will be removed from the premises as quickly as safety permits, and is to remain off SBC premises pending the outcome of an investigation.

Possession of a non-church authorized firearm or weapon while on the premises will

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be handled with appropriate disciplinary action, up to and including termination of employment.

All employees will fully cooperate with SBC and law enforcement agencies to eliminate workplace violence risks.

Employees are responsible for immediately notifying their supervisor or the Personnel Committee of any threats, threatening behavior or acts of violence which they have witnessed, received or have been told that another person witnessed or received. Even without an actual threat, employees are to also report any behavior they have witnessed which they regard as threatening or violent when that behavior is employment or job-related or might be carried on SBC premises. The supervisor is responsible for informing the Personnel Committee so proper documentation of the incident can be gathered.

All individuals who apply for or obtain a protective or restraining order which lists SBC locations as being protected areas must provide the pastor and Personnel Committee a copy of any temporary protective or restraining order which is granted, and a copy of any protective restraining order which is made permanent. We understand the sensitivity of such information and will follow confidentiality procedures which recognize and respect the privacy of the reporting employee(s).

SMOKING

In keeping with SBC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, members, and visitors.

VISITORS IN THE OFFICES

To provide for the safety and security of employees and the facilities at SBC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should be admitted through the church office entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

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If an unauthorized individual is observed on SBC's premises, employees should immediately notify their supervisor or, if necessary, call 911.

PAYDAY

All employees are to be paid on a schedule to be determined and reviewed from time to time by the Personnel Committee. **SBC does not provide pay advances on unearned wages to employees.**

WAGE AND SALARY REVIEWS

Employees are generally reviewed at least annually for consideration of a merit increase. A wage or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance and budgetary constraints.

PAYROLL DEDUCTIONS

You are probably familiar with the various payroll deductions that are required by law, such as federal income tax, Medicare and social security taxes. Any other deductions from your paycheck must be authorized by you, in writing.

Each one of your paycheck stubs will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to your supervisor **or the church financial secretary**. The church complies with applicable state and federal laws regarding the garnishment and assignment of wages

OVERTIME

From time to time, **non-exempt employees** may be asked to work beyond **their** normally scheduled hours or on a regularly scheduled day off. However, you are not allowed to work overtime unless it has been approved in advance by a supervisor. When you are asked to work overtime, you will receive premium pay if applicable, in accordance with state and federal law. However, you may not work overtime unless it has been approved in advance by your supervisor.

Ministerial employees **are** exempt from the overtime provisions of state and federal law.

MEDICAL INSURANCE

The church will provide compensation for medical insurance up to the amount of the basic Guidestone policy of the plan needed by the employee. If a more expensive insurance plan is chosen, the employee will be responsible for the difference in the premium.

PERSONNEL MEMO

The personnel memo is a tool to help your supervisor **or the Personnel Committee** to communicate more effectively with employees. It may be used to compliment special effort or results, or to advise, warn, or otherwise discipline an employee for performance or conduct that is not acceptable. If you receive a personnel memo about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action.

DISCIPLINARY PROCEDURES

Employment is with the mutual consent of you and the church. Consequently, both you and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice.

It is not possible to provide a complete list of every work rule or performance standard. You are responsible to perform **your responsibilities** at an level acceptable to the **Personnel Committee and** your supervisor as set forth in your job description and as otherwise noted in this handbook. It is the church's responsibility to provide an environment conducive to achieve these standards.

The church recognizes that discipline may become necessary. This policy shall apply to all employees. The following procedure will be used when it becomes necessary for an employee's supervisor to discipline the employee:

1. An initial informal discussion of the problem shall be conducted between the employee and his/her immediate supervisor. It is not necessary to document this discussion. **In the case of the senior pastor, the discussion will be held with the Personnel Committee.**
2. If the problem is not corrected, a formal discussion of the problem shall be conducted between the employee and his/her immediate supervisor **(or the Personnel Committee)**. This discussion should include the following:

- details of problem
- future expectations
- employee understanding of problem and commitment to resolve the problem
- employee reaction
- review date

The entire conversation should be documented and dated and the employee given an opportunity to read and sign. Copies of the report should be distributed as shown below to insure all appropriate people are being uniformly updated concerning the problem:

- Supervisor
- Personnel Committee
- Employee
- **Employee personnel file**

This documented discussion may be repeated, if appropriate, by the supervisor based on progress, time lapse, or severity of problem. If the problem is not resolved in appropriate timing, further disciplinary steps must be taken.

3. If the problem continues, the immediate supervisor will discuss the problem details, previous actions taken and future expectations with the Personnel Committee and make recommendations for resolution.

A recommendation for termination will be supported by the Personnel Committee only after:

- A complete review of the case has been made including problem details, disciplinary actions taken, and employee reaction. (This may include a discussion between the Personnel Committee and employee if felt it would be helpful to the Personnel Committee).
- Confirmation of proper documentation of the case and opportunity for the employee to resolve the problem without discharge.
- The employee has been given an opportunity to discuss the problem with the Personnel Committee and/or another appropriate staff member.

Once a recommendation for termination by the immediate supervisor is supported by

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the Personnel Committee, the immediate supervisor will meet with the employee and inform him/her of the termination decision, reasons, and any agreements related thereto. This conversation will be documented and distributed as shown in number 2 above. Recommendation for termination of a ministerial staff member shall be by vote of the church in accordance with Article II, sections 1 and 2 of the Bylaws.

Disciplinary issues involving ministerial staff shall be managed through the Personnel Committee as outlined in the Church Constitution and By-Laws.

GRIEVANCE PROCEDURE

If you have an issue that directly affects your job, you should discuss it with your immediate supervisor. If you are not satisfied with the outcome, you may then pursue the issue with the next level of supervision. The Personnel Committee shall be the final step in the grievance process.

HARASSMENT

The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including but not limited to sexual or racial harassment. It is important for you to understand that certain jokes, stories, cartoons, nicknames, and comments may be offensive to others.

If you believe that you are being, or have been, harassed in any way, please report the facts of the incident or incidents to your supervisor or Pastor or a member of the Personnel Committee **immediately** without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

Violation of this policy may result in disciplinary action, up to and including termination.

CONFIDENTIALITY

In the daily performance of duties employees may be required to handle or have access

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to certain information that will be of a sensitive and confidential nature. Such information will include but not limited to individual financial giving records, specific circumstances or events in the lives of a church member, counseling notes and similar files. Employees will keep all such information confidential and take all reasonable precautions to prevent the unauthorized disclosure. Violation of this policy may result in disciplinary action, up to and including termination.

LOST AND FOUND

The church will not be responsible for personal property that is lost, damaged, stolen, or destroyed. If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

ACCESS TO CHURCH PROPERTY

In the daily operation of the church it is important that the staff have access at all times to church property, such as work stations, records, documents, and files. As a result, the church reserves the right to access employee offices, work stations, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent. It is not the intent of the church to violate either an employee's privacy or confidential counseling records.

BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all approved business related expenses, upon submission of accurate and receipted expense reports to the church. Employees are requested to submit these reports in a timely manner, but not less than monthly, to ensure proper accounting and prompt reimbursement on the basis of a full "accountable" monthly reimbursement policy as adopted by the church in regular business meeting on November 10, 1999. The policy is as follows:

Whereas, income tax regulations 1.162-17 and 1.274-5T(f) provide that an employee "need not report on his tax return" expenses paid or incurred solely by him solely for the benefit of his employer for which he is required to account and does account to his employer and which are charged directly or indirectly to the employer; and

Whereas, income tax regulation 1.274-5T(f) further provides that "an adequate accounting means the submission to the employer of an account book, diary, statement of expense, or similar record maintained by the employee in which the information as to

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each element of the expenditure (amount, date and place, business purpose, and business relationship) is recorded at or near the time of the expenditure, together with the supporting documentary evidence, in a manner which conforms to all the "adequate records requirements," set forth in the regulation; and

Whereas, the Church desires to establish a reimbursement policy pursuant to the mentioned above; be it therefore Resolved, that the Church hereby adopts a reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f) upon the following terms and conditions:

1. Adequate accounting for reimbursed expenses.

Any minister now or hereafter employed by the Church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Church, to the extent of the approved budget, if the following conditions are satisfied: (1) the expenses are reasonable in the amount: (2) the minister documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of expense on the minister's federal tax return: and (3) the minister documents such expenses by providing the church treasurer with an accounting of such expenses no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by a minister).

2. Cellular phones and personal computers.

The Church will not reimburse cellular phone or personal computer expenses of a minister who is treated as an employee for federal income tax reporting purposes unless the minister's use of a cellular phone and personal computer meets the following two tests:

(1) Convenience of the employer. Use of the cellular phone or computer is "for the convenience of the employer." This means that the minister cannot perform his job without the cellular phone. The fact that the phone enables him to perform his work more easily and efficiently is not enough. Further, it must be demonstrated that the phones available at the Church are insufficient to enable the minister to properly perform his job.

(2) Condition of employment. Use of the cellular phone or computer must be required as a "condition of employment." It is not necessary that the Church specifically requires use of cellular phones. On the other hand, it is not enough that the Church merely

states that the use of the cellular phones a condition of employment.

Conditions of Reimbursement:

Effective February 3, 2011, and from this point forward, the following will apply to all cell phone (including text and internet) employee reimbursement:

1. Only Full time ministers can be reimbursed.
2. Cap limits are set and not to exceed the following limits:
 - Senior Pastor- \$125 a month
 - Other Full time Ministers-\$75 a month
3. Plans must be in the employee name not in the Church's name.
4. No family members can participate.

3. Reimbursement not funded out of salary reductions.

Reimbursements shall be paid out of Church funds, and not by reducing pay checks by the amount of business expense reimbursements.

4. Reimbursable business expenses.

Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues.

5. Tax reporting.

The Church shall not include in a minister's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the minister should not report the amount of any such reimbursement as income on Form 1040.

6. Excess reimbursements.

Any Church reimbursement that exceeds the amount of business or professional expenses properly accounted for by the minister pursuant to this policy must be returned to the Church within **sixty (60)** days after the associated expenses are paid or incurred by the minister, and shall not be retained by the minister.

7. Expenses not fully reimbursed.

If for any reason, the Church's reimbursements are less than the amount of the business and professional expenses properly substantiated by a minister, the Church will report no part of the reimbursements on the minister's W-2, and the minister may deduct the unreimbursed expenses as allowed by law.

8. Inadequate substantiation.

Under no circumstances will the Church reimburse a minister for business or professional expenses incurred on behalf of the Church that are not properly substantiated according to this policy. Church and staff understand this requirement is necessary to prevent our reimbursement plan from being classified as a non accountable plan.

9. Retention of records.

All receipts and other documentary evidence used by a minister to substantiate business and professional expenses reimbursed under this policy shall be retained by the Church.

EMPLOYEE PARKING

Employees park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is either lost, damaged, stolen, or destroyed.

CHURCH BULLETIN BOARDS

Posted information on church bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about church policy and procedures. You are responsible for checking church bulletin boards on a regular basis and for reading all posted materials.

RETURN OF PROPERTY

Employees are responsible for all SBC property, materials, or written information issued to them or in their possession or control. All SBC property must be returned by employees on or before their last day of work.

Employees may be suspended without pay for workplace misconduct, but only in full-day increments. Their pay will be reduced in an amount proportional to the number of days suspended. The Personnel Committee must approve the suspension without pay of any employee.

EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the church's personnel policies and procedures handbook. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind or revise any provision, benefit or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship (**Employment at Will Doctrine**) will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by me and my immediate supervisor with approval of the church. I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (*Please Print*): _____

Employee's Signature: _____

Date: _____