

**Approved March 10, 2022**

**BROADMOOR BAPTIST CHURCH  
PERSONNEL POLICY MANUAL**

UPDATED: March 10, 2022

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
ROLE OF MANUAL.....	6
Role of this Manual.....	6
Administration of this Manual.....	6
DEFINED TERMS.....	6
EMPLOYMENT MATTERS.....	10
1.1 Nature of Employment.....	10
1.2 Open Door Policy.....	10
1.3 Equal Employment Opportunity.....	10
1.4 Disability Accommodation.....	11
1.5 Hiring of Relatives.....	11
1.6 Immigration Law Compliance.....	12
1.7 Conflicts of Interest.....	12
1.8 Job Descriptions.....	13
1.9 Personnel Records.....	13
1.10 Outside Employment.....	14
1.11 Non-Disclosure.....	14
1.12 Confidentiality.....	15
EMPLOYMENT STATUS AND RECORDS.....	16
2.1 Employment Categories.....	16
2.2 Employment Application and Background Checks.....	17
2.3 Employment Verification.....	17
2.4 Performance Evaluation.....	17
2.5 Service Recognition.....	18
2.6 Bonuses and Adjustments of Compensation.....	19
2.7 Direct Deposit.....	19
2.8 Employee Use of Church Property.....	19
	2

EMPLOYEE BENEFITS.....	20
3.1    Paid Time Off (PTO).....	20
Eligibility .....	20
Accrual .....	20
Guidelines .....	21
“Sunday Employees” & PTO.....	21
Contribution of PTO Hours.....	22
Extended Illness Bank .....	22
Serious Health Condition of the Employee .....	22
Serious Health Condition of Employee’s Family Member .....	23
Payment of PTO Upon Separation .....	23
3.2    Holidays.....	23
3.3    Bereavement Leave .....	24
3.4    Jury Duty .....	24
3.5    Health Insurance .....	25
3.6    Workers’ Compensation Insurance.....	25
3.7    Benefits Continuation (COBRA) .....	25
3.8    403(b)(9) Retirement Plan .....	26
3.9    Life Insurance .....	26
3.10   Intentionally Deleted .....	26
3.11   Professional Development.....	26
3.12   Transition Allowance.....	27
TIMEKEEPING/PAYROLL.....	28
4.1    Paydays and Payroll Deduction.....	28
WORK CONDITIONS/HOURS .....	29
5.1    Safety .....	29
5.2    Workplace Violence .....	29
5.3    Security .....	30

5.4	Work Schedules .....	30
5.5	Alcohol / Tobacco / Drugs.....	31
5.6	Overtime .....	31
5.7	Use of Vehicle .....	31
5.8	Emergency Closings .....	32
5.9	Business Travel Expense .....	32
5.10	Mission Trip Travel Expense.....	33
	Guidelines: .....	33
5.11	Spending and Reimbursement Guidelines.....	34
5.12	Intellectual Property .....	34
5.13	Internal Investigations .....	35
LEAVES OF ABSENCE .....		37
6.1	Family Medical Leave .....	37
	Eligibility .....	37
	Types of Leave Available Under FMLA.....	37
6.2	Military Leave.....	38
EMPLOYEE CONDUCT/DISCIPLINARY ACTION .....		39
7.1	Employee Conduct and Work Rules.....	39
7.2	Attendance and Punctuality.....	40
7.3	Personal Appearance .....	40
7.4	Return of Property .....	40
7.5	Solicitation .....	40
7.6	Communication with the Media .....	41
7.7	Discipline .....	41
7.8	Termination.....	41
7.9	Social Media .....	42
	Use: .....	42
	Guidelines: .....	43

7.10	Computer and E-mail Usage .....	43
7.11	Internet Usage .....	44
7.12	Audio & Video Recording.....	44
	Guidelines .....	44
7.13	Church Maintained Online Forums.....	45
7.14	Commitment to Diversity.....	45
7.15	Harassment .....	45
7.16	Registration of Complaints.....	46
7.17	Protection of Minors and Special Needs.....	46
7.18	Contact with Minors and Special Needs .....	47
	EMPLOYEE ACKNOWLEDGEMENT FORM .....	48

## **ROLE OF MANUAL**

### Role of this Manual

The purpose of this Personnel Policy Manual is to guide the employees of the Church. An employee is anyone who receives compensation for hire at the Church. This Manual has been approved by the Personnel Team and Church Council and supersedes all other personnel documents or prior personnel manuals. All employees in all situations shall be guided by this Manual.

This Manual does not create any contractual rights and is subject to modification from time to time at the discretion of the Church Council. The policies and procedures contained in this Manual may only be modified, altered, waived or amended in writing by the Church Council. No individual employee or officer of the Church shall have any authority to modify, alter, waive or amend the policies and procedures contained in this Manual. Each employee is obligated to read this Manual and sign the Employee Acknowledgement Form.

### Administration of this Manual

Any questions regarding the implementation of this Manual shall be referred to your Immediate Supervisor, Human Resources, or an Executive Pastor. The written interpretation of the Executive Pastor of Business Administration, after consultation with and approval by the Church Council, shall be considered final. Prior approval or consent as may be required or contemplated in this Manual must in each case be in writing from the proper authority or person and may be evidenced by either email, resolution, or other written confirmation. Except in the case of an emergency, the Church Council or Personnel Team, as applicable, shall be given at least five (5) business days to review any request for approval or consent.

## **DEFINED TERMS**

The following terms are used in this Manual and are defined below and include a brief description of certain responsibilities of designated positions:

- Church - shall mean Broadmoor Baptist Church of the Metro Baptist Association, Inc.
- Church Council – The Church Council is designated as the governance body that is responsible for monitoring and overseeing the Church from an overall spiritual, business administration and stewardship perspective. The Church Council serves the function as the Board of the Church. The composition and terms of the Church

Council are defined in the Bylaws then in effect.

- Congregation – shall mean the members of the Church who are in good standing at any point in time.
- Executive Pastor - An Executive Pastor shall mean the Executive Pastor of Business Administration, the Executive Pastor of Creative Arts, or the Executive Pastor of Ministry. The Executive Pastors shall mean the Executive Pastor of Business Administration, the Executive Pastor of Creative Arts, and the Executive Pastor of Ministry jointly.
- Executive Pastor of Business Administration (“CFO”) - The CFO supervises the Accounting and Human Resources office and is responsible for all accounting and financial reporting and related internal controls, financial services, cash management, audit supervision, annual financial report to the Congregation, maintaining the General Ledger, approving all large purchases as defined by the Accounting Policies and Procedures Manual as then in effect, approving any and all purchases and expenditures which are outside of the approved budget, and approving all check requests. He is responsible for managing, coordinating and maintaining all facets of the payroll and benefit programs. The CFO shall be designated or listed on the Church website.
- Executive Pastor of Ministry - the lead ministry pastor who in conjunction with the Church Council and the Lead Pastor is responsible for the monitoring and overseeing the Church from an overall ministry, discipleship and stewardship perspective. The Executive Pastor of Ministry shall be designated or listed on the Church website.
- Executive Pastor of Creative Arts: the pastor responsible for leading and orchestrating the vocal and instrumental music for weekly worship services, other occasional worship services, concerts and other church events. The Executive Pastor of Creative Arts also assists the Lead Pastor in worship service planning and execution. The Executive Pastor of Creative Arts is responsible for leading all communications outlets to develop a ministry (and team members) which creates engaging strategies to support Broadmoor’s Lead Pastor and ministries in accomplishing the Church’s mission.
- Finance Team – The Finance Team shall be comprised of lay leadership appointed by the Church Council to assist and support the Church. The Finance Team has various responsibilities and duties as outlined in this Manual and as may be granted from time to time in writing by the Church Council. The Finance Team shall be designated

or listed on the Church website.

- Human Resources – shall mean the Human Resources Coordinator as designated by the Executive Pastor of Business Administration.
- Human Resources Coordinator - The Human Resources Coordinator is responsible for coordinating the hiring process and completing all applicable documentation and verification (including e-verify), administering pre-employment screening and test, coordinating employee benefits, maintaining personnel records, coordinating all health insurance and related benefit programs or other applicable medical benefits, and terminating benefits for persons leaving the Church's employment and shall have such other duties and responsibilities as set forth in this Manual. The Human Resource Coordinator shall be designated or listed on the Church website.
- Immediate Supervisor – shall mean an individual who is assigned the responsibility for the supervision and development of an employee.
- Lead Pastor – the lead ministry pastor who in conjunction with the Church Council is responsible for monitoring and overseeing the Church from an overall ministry and stewardship perspective. The Lead Pastor shall be designated or listed on the Church website.
- Manual – shall mean this Personnel Policy Manual and any amendments or modifications to this Manual which are properly approved by the Church Council from time to time.
- Ministerial Staff – Ministerial Staff includes Regular Full-Time employees such as pastors, ministers, and ministry associates whose job description explicitly states ministerial job functions.
- Non-Ministerial Staff- Non-Ministerial Staff includes Regular Full-Time employees such as administrative, professional, and operational staff whose job description does not explicitly state ministerial functions.
- Director of Operations - shall mean the person designated by the Executive Pastor of Business Administration as the Director of Operations.
- Personnel Team - The Personnel Team shall be comprised of lay leadership appointed by the Church Council to assist and support the Church. The Personnel Team has various responsibilities and duties as outlined in this Manual and as may

be granted from time to time in writing by the Church Council. The Personnel Team shall be designated or listed on the Church website.

- Regular Full-Time Employee – Any employee that satisfies the criteria to be classified as a regular, full-time employee pursuant to section 2.1.
- Regular Part-Time Employee – Any employee that satisfies the criteria to be classified as a regular, part-time employee as pursuant to section 2.1.
- Temporary Part-Time Employee – Any employee that satisfies the criteria to be classified as a temporary, part-time employee pursuant to section 2.1.

[End of Defined Terms - Remainder of page intentionally blank]

## **EMPLOYMENT MATTERS**

### **1.1 Nature of Employment**

Employment at the Church is on an at will basis. This means the employment relationship may be terminated by the Church or the employee at any time, for any or no reason, with or without notice. It is further understood that this "at will" employment relationship may not be changed by any document, including this Manual or any statement in this Manual, or by any conduct or other statement unless and until such change is specifically acknowledged in writing by the Church Council. Without such acknowledgement, employment status will remain "at will" for the duration of employment.

Applicants shall go through the interview and hiring process as may be established from time to time by the Executive Pastor of Business Administration, the Personnel Team, or the Church Council. If hired, the individual should receive a written offer letter or memo from the Executive Pastor of Business Administration which outlines the applicable compensation information, any transition or other allowance, and should include a summary of Church benefits. Each employee should receive an annual update which outlines the applicable compensation information for the upcoming year together with an updated summary of Church benefits. Note none of these documents are intended or should be construed as creating any type of employment agreement or contractual rights.

### **1.2 Open Door Policy**

The Church has an open door policy for all employees to encourage communication, feedback, and discussion about any matter of importance to an employee. While most concerns can be addressed in discussion with their Immediate Supervisor, and employees are strongly encouraged to first seek that remedy, any issue may also be discussed with Human Resources or an Executive Pastor.

While there may not be an easy answer or solution, the goal is to foster understanding of the rationale for practices, processes, and decisions.

### **1.3 Equal Employment Opportunity**

The Church makes employment decisions based on merit, qualifications, and demonstrated abilities. We strive to provide an environment that supports equal employment and

advancement opportunities to individuals. We do not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristics protected by law but reserve the right to make lawful employment decisions that support the faith and mission of the Church.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged and expected to bring these issues to the attention of their Immediate Supervisor, Human Resources, an Executive Pastor, or the Lead Pastor who shall then notify the Church Council. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

The Church is permitted an exception to Equal Employment Opportunity under Federal and State Law. Therefore, the Church retains the right to require all applicants for any available position profess faith and belief in Christ, consistent with the current Baptist Faith and Message, as adopted by the Southern Baptist Convention on June 14, 2000.

#### 1.4 Disability Accommodation

To ensure equal opportunities to qualified individuals with a disability, the Church will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the Church would result.

Employees who desire to request a reasonable accommodation should contact the Executive Pastor of Business Administration or Human Resources.

#### 1.5 Hiring of Relatives

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The Church acknowledges the employment of relatives may cause conflicts and problems with perceptions of favoritism and difficulty in addressing substandard performance. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. Further, when multiple family members are employed by the Church, the impact is greater if the family is called to another place of service.

Yet, the Church acknowledges that God has uniquely gifted and called each person He brings into the Church and each member has a purpose and role in the body. The Church further acknowledges that spouses and family members should not be penalized or excluded from employment nor the Church's mission be hindered due to a relationship with a current employee. Therefore, employment of relatives will be considered by Church Council on a case-by-case basis.

The Executive Pastor of Business Administration is charged with the responsibility of addressing any conflict that arises from the employment of relatives and to promptly report these instances to the Church Council. In cases where a conflict or the potential for conflict arises because of the family 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.

#### 1.6 Immigration Law Compliance

The Church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present authoritative legal documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not provided such documentation to the Church within the past three years, or if their previous documentation is no longer retained or valid.

Employees who have questions or wish to obtain more information on immigration law issues are encouraged to contact Human Resources or the Executive Pastor of Business Administration. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

#### 1.7 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Church wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Pastor of Business Administration for more information or if you have questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a family member of said employee as a result of the Church's business dealings.

The mere existence of a relationship with outside firms does not create a "presumption of guilt"; however, if employees have any influence on transactions involving purchases, contracts, or leases that may result in a personal gain for that employee or for a family member of said employee as a result of the Church's business dealings, it is imperative that they disclose to the Executive Pastor of Business Administration as soon as possible and in any event prior to the execution of the transaction the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Church does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration or other remuneration as a result of any transaction or business dealings involving the Church. Such transactions described in this paragraph are grounds for immediate termination.

## 1.8 Job Descriptions

Employees will be given a job description which summarizes duties and responsibilities and provides important information about an employee's new job. Each employee is to read and study his/her job description carefully and discuss it with his/her Immediate Supervisor, Human Resources or an Executive Pastor if he/she has any questions.

The Church reserves the right to revise and update job descriptions at any time, as it deems necessary and appropriate. The job description is merely an outline and is not intended to be an exhaustive or limiting list of all applicable duties and responsibilities of an employee.

## 1.9 Personnel Records

It is the responsibility of each employee to promptly notify Human Resources of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, marital status, educational accomplishments, proof of ordination, certification or commissioning, and other such status reports are to be accurate and current at all times. If any personnel data has changed, notify Human Resources. If for some reason an employee needs to change his/her name and/or Social Security number, original documentation authorizing the change must be provided.

Employee personnel files are maintained by Human Resources and are considered confidential. Current or former employees may request access to their personnel files. The Executive Pastors, Personnel Team, and/or Church Council may only have access to personnel file information on a need-to-know basis. Personnel files are to be reviewed on site at the Church and may not be taken off site. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to personnel file information.

#### 1.10 Outside Employment

The Church expects all employees to devote their best efforts to the ministry works for which they were employed. Therefore, Ministerial Staff are discouraged from taking part-time employment outside the Church. However, the Church does understand that it may be necessary under certain circumstances. Outside employment is conditioned upon the employee maintaining satisfactory evaluations from his / her Immediate Supervisor and must be pre-approved in writing by the Church Council.

Non-Ministerial Staff who are employed full-time may be allowed to take a part-time job as long as the second job does not interfere with current responsibilities. Pre-approval from the employee's Immediate Supervisor and the Executive Pastor of Business Administration is required prior to the employee accepting a second job, which shall not be unreasonably withheld or conditioned.

#### 1.11 Non-Disclosure

The protection of confidential information is vital to the interests and the success of the Church. Such confidential information includes, but is not limited to, the following examples:

- Personal information of members / attendees
- Confidential information gained in the course of your employment
- Compensation data of other employees, unless required to fulfill position responsibilities
- Financial information
- Donor contribution detail

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

## 1.12 Confidentiality

The Church employees are bound by ethical and legal obligations to protect the confidentiality and privacy of employees, volunteers, members, and visitors. Confidential communications including conversations, reports, forms, emails, texts, and other written or oral communication are governed by this Manual.

Any employee who is concerned this policy has been violated must notify their Immediate Supervisor, Human Resources, or an Executive Pastor, who shall then notify the Church Council.

[End of 1 - Remainder of page intentionally blank]

## EMPLOYMENT STATUS AND RECORDS

### 2.1 Employment Categories

The Church classifies its employees and independent contractors as shown below. The Church may review or change employee classifications at any time. These categories are not intended to guarantee any specific period of employment. All employees will retain their employment status unless notified in writing of a change.

- Exempt - Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.
- Nonexempt - Nonexempt employees are paid on an hourly or salary basis and are eligible to receive overtime pay for overtime hours worked.
- Regular, Full-Time - Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the Church's full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- Regular, Part-Time - Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, and who maintain continuous employment status. Generally, these employees are not eligible for the Church's benefits package other than legally mandated benefits (such as workers' compensation insurance and Social Security). To the extent part-time employees are eligible for certain benefits, the benefits are subject to the terms, conditions, and limitations of each benefits program.
- Temporary Part-Time – Employees who are seasonal, project specific, or temporary in nature and are paid on an hourly basis. These employees are not eligible for the Church's benefits package other than legally mandated benefits (such as workers' compensation insurance and Social Security).
- Independent Contractor – An Independent Contractor is an individual or entity who meets regulatory guidelines to be classified as an independent contractor and not as an employee. An independent contractor does not receive any benefits. The use of an Independent Contractor by the Church shall be governed by guidelines as established by Church Council from time to time.

## 2.2 Employment Application and Background Checks

The Church relies on the accuracy of information received in the employment application and resume, as well as the accuracy of other data presented throughout the hiring process. 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.

All employees will be required to complete a criminal background check. The Church reserves the right to require additional testing including, but not limited to the review of credit reports, motor vehicle records, drug tests, etc. The Church reserves the right to perform random drug testing.

## 2.3 Employment Verification

If a request for employment verification is received from a prospective employer, government agency, or an outside entity, such as a lending institution, the request is to be submitted to Human Resources for an official response. Under no circumstances is any other employee authorized to provide an official employment verification response.

## 2.4 Performance Evaluation

All employees and Immediate Supervisors are encouraged to discuss job performance and goals on an informational basis, daily and weekly as needed. Formal evaluations will be conducted at least annually to provide both the Immediate Supervisor and the Regular Full-Time Employee with the opportunity to discuss job tasks, encourage and recognize strengths, identify and correct challenges, and establish goals.

The Executive Pastors shall ensure timely performance reviews are completed and salary adjustments are submitted as part of the budgetary process for employees below the Executive Pastor level. The Church Council is responsible for the review and evaluation of the performance of the Executive Pastors.

## 2.5 Service Recognition

In recognition of a Regular Full-Time Employee's cumulative full-time service with the Church, financial milestone anniversary recognition will be given to a Regular Full-Time Employee based on the number of years of cumulative Regular Full-Time service. This is a financial gift of additional compensation on the Regular Full-Time Employee's anniversary and is granted the payroll period immediately following the milestone anniversary.

- 5 Years – 2.5% of base salary
- 10 Years – 5% of base salary
- 15 Years – 7.5% of base salary
- 20 Years – 10% of base salary
- Over 20 Years– 10% given on each subsequent 5 year anniversary.
- Additional forms of recognition may be planned based on the Regular Full-Time Employee's position and years of service. These should be coordinated through the Executive Pastors and the Church Council.

In addition to the above service recognition, Regular Full-Time employees will be eligible for a retirement bonus of 1 week of salary for every two years of completed service with a cap of 12 weeks. A retiree is an employee age 55 or older whose intent is to withdraw from the workforce and is in good standing.

In recognition of a Regular Part-Time Employee's part-time service with the Church, financial milestone anniversary recognition will be given to a Regular Part-Time Employee based on the number of years of cumulative Regular Part-Time service. This is a financial gift of additional compensation on the Regular Part-Time Employee's anniversary and is granted the payroll period immediately following the milestone anniversary. To qualify for the service recognition, the employee must have averaged at least 200 hours per year in the five-year period comprising the milestone.

- 5 Years: \$400
- 10 Years: \$600
- 15 Years: \$800
- 20 Years: \$1,000
- Over 20 years: \$1,000 given on each subsequent 5 year anniversary.

## 2.6 Bonuses and Adjustments of Compensation

Merit raises, increases and/or reductions in compensation may be given from time to time based on job performance, market and other conditions, and availability of funds, all as determined by the Church Council with input from the Personnel Team and Immediate Supervisors. Discretionary Bonuses may be provided from time to time at the recommendation of the Personnel Team and approval of the Church Council, where funding is available.

## 2.7 Direct Deposit

The Church does not issue paper payroll checks. All employees full or part time are required to establish direct deposit prior to receiving payment. All paystubs and W-2s are accessible through the current human resources/payroll platform then in effect. It is the responsibility of the employee to notify Human Resources in writing of any changes in direct deposit banking information. The Church reserves the right to offset any bank fees related to an employee's failure to provide notification against any current or future payroll payments.

## 2.8 Employee Use of Church Property

While employed by the Church in any capacity, all employees shall (i) protect and conserve Church property, including equipment such as , but not limited to, tools, power equipment, vehicles, kitchen use, kitchen appliances, service equipment, tables & chairs, supplies, trailers, and any other property entrusted to the employee; and (ii) not directly or indirectly use, or allow the use of, Church property of any kind (including property leased to the Church) for other than Church activities, except with the written authorization of the Executive Pastor of Business Administration.

Removal of Church property must be preapproved in writing through the Director of Operations for review and approval by the Executive Pastor of Business Administration.

[End of 2 - Remainder of page intentionally blank]

## EMPLOYEE BENEFITS

Employees are provided a wide range of Benefits at the Church. Several of the programs, such as Social Security and workers' compensation, cover all employees in the manner prescribed by law. Services performed in the employ of a church are exempt from state unemployment taxes. Therefore, unemployment benefits are not available upon termination of employment.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Human Resources will identify the programs for which each employee is eligible. Information on many of these programs can be found elsewhere in this Manual.

While the Church provides ministers who are subject to the Self-Employed Contributions Act (SECA) a Social Security "allowance" or "offset" to assist in the payment of SECA taxes by such minister, the Social Security allowance or offset is recognized as additional income and each minister is required to report the allowance as income for federal and state income tax purposes and as income for SECA tax purposes.

### 3.1 Paid Time Off (PTO)

#### *Eligibility*

All Regular Full-Time Employees are eligible for Paid Time Off (PTO). PTO is not available for Regular Part-Time Employees, Temporary Part-Time, or Independent Contractors. Regular Full-Time Employees are eligible for PTO based on their cumulative years of full-time employment.

#### *Accrual*

- At the beginning of each calendar year each Non-Ministerial Staff member will receive PTO days based on the following years of service:
  - 20 days            Less than 5 years
  - 23 days            More than 5 but less than 10
  - 27 days            10 or more.
  
- At the beginning of each calendar year each Ministerial Staff member will receive PTO days based on the following years of service:
  - 20 days            Less than 1 year
  - 23 days            More than 1 but less than 5 years
  - 27 days            More than 5 but less than 10
  - 31 days            10 or more

- All Ministerial Staff shall be required to take at least nine (9) consecutive PTO days per calendar year (i.e. 14 consecutive calendar days) as ministry leave. Ministry leave is mandatory for all Ministerial Staff. A main purpose of ministry leave is to provide an annual opportunity for Ministerial Staff to practice a Sabbath and healthy routines for rest and re-energizing. Ministerial Staff are strongly encouraged to disengage from all Church responsibilities during their ministry leave. During the initial partial calendar year of employment, Ministerial Staff are not required to take nine (9) consecutive PTO days. Ministerial Staff will be required to comply with this policy during each calendar year starting with the year of their first (1<sup>st</sup>) anniversary of employment regardless of their exact hire date. Ministry leave must be coordinated with and is subject to approval of the Executive Pastor of Ministry.
- Regular Full-time Employees hired during the calendar year will receive a pro-rated number of PTO days based on the first of the month following their hire date.
- To the extent a Regular Full-Time Employee has their 1<sup>st</sup>, 5<sup>th</sup> or 10<sup>th</sup> anniversary during a year, his or her PTO days will be prorated based on the first of the month following his or her anniversary date.

#### *Guidelines*

- PTO will be used for vacation, sick, and personal leave.
- PTO runs concurrently with the Family Medical Leave Act (FMLA)
- PTO days will be used in ½ or full day increments.
- Employees can only carry a maximum of 10 unused PTO days into the next calendar year.
- PTO can be used when there is a qualifying Short-Term disability event. See *Serious Health Condition for Employee* section for more details.

#### *“Sunday Employees” & PTO*

All Ministry Staff and any other employees who have been designated such that their regular work schedule includes Sunday (a “Sunday Employee”) will use PTO days to request Sunday off.

- PTO used for Sundays will be used in ½ day increments.
- Sunday Employees should not request PTO for more than 10 Sundays in any calendar year.
- If a Sunday Employee misses more than 10 Sundays in a calendar year, the Sunday time missed will be considered as unpaid ½ days regardless of that Sunday Employee’s remaining PTO balance.

- For example, if a Sunday Employee misses [10 + 2] Sundays in a calendar year, the two Sundays in excess shall be unpaid ½ days regardless of the number of eligible PTO days available to such Sunday Employee.
- A Sunday Employee shall only be charged for ½ PTO day if requesting off both Friday and Sunday in the same calendar week (Monday through Sunday). The intent of this limitation is to fairly account for the PTO impact created by the difference between Sunday Employees and those employees that are not expected to work on Sundays.
- Sundays missed while on an approved FMLA leave/Short Term Disability or Bereavement leave are not counted towards the 10 Sundays limitation discussed above.

#### *Contribution of PTO Hours*

- Upon approval by Human Resources, Employees may contribute some or all of their PTO days to another qualified employee in full or ½ day increments. Such transferring employee(s) will advise Human Resources to transfer those days. Transferred days may not be returned.

#### *Extended Illness Bank*

- Each employee will annually be granted up to a total of five (5) extended illness days due to the serious health condition of the employee or employee's family member.
- The granted extended illness days are not prorated based on hire date.
- Extended illness days will not be paid upon separation from the Church.

#### *Serious Health Condition of the Employee*

When an employee has a medical condition that qualifies for Short-Term Disability health benefit (see Section 3.5 Health Insurance) a seven (7) calendar day waiting period is required prior to receiving Short-Term Disability benefits.

- To assist with the seven calendar day (7)-day waiting period, each employee will annually be granted up to a total of five (5) extended illness days for their own medical condition. These extended illness days will only be granted when there is a medical condition qualifying for Short-Term Disability benefits.

### *Serious Health Condition of Employee's Family Member*

When an employee needs to miss work to care for a family member, FMLA (Family Medical Leave Act) may be requested should the employee meet the eligibility requirements and should the medical condition be considered as a 'serious health condition' under FMLA regulations. (See Section 6.1 Leaves of Absence). To compensate the approved FMLA leave,

- Regular Full-Time Employees will annually be granted up to a total of five (5) extended illness days for the care of a family member. These extended illness days will only be granted when there is a qualifying FMLA event. In no event shall a Regular Full-Time Employee be entitled to more than 10 extended illness days in a calendar year.

### *Payment of PTO Upon Separation*

- Upon separation from the Church for any reason, Regular Full-Time Employees will receive payment for any unused PTO days; provided, however, PTO will not be paid to an employee who resigns or is terminated for any reason within their first 90 days of employment. PTO may be forfeited to all Regular Full-Time Employees in the event they are terminated for illegal acts or moral turpitude.

## 3.2 Holidays

The Church recognizes the following as official paid holidays. All employees will reference the annual Holiday Schedule for the specific dates each year.

- New Year's Day
- Dr. Martin L. King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

To the extent the Church has a service on a designated holiday, the employees who work during the service will be given an alternative holiday as determined by Human Resources.

### 3.3 Bereavement Leave

Any employee absent due to a death of their immediate family member will be eligible for bereavement leave. This benefit is in addition to the PTO policy as described above.

- For the death of a Spouse or Child, the employee may take up to ten (10) days of excused absence with pay.
- For the death of a parent including Mother-in-law and Father-in-law, the employee may take up to five (5) days of excused absence with pay.
- For the death of a Brother, Sister, Grandparents, Grandchildren, Sister-in-Law, or Brother-in-Law the employee may take up to three (3) days of excused absence with pay. Also included is any other person who lives with the employee and is considered a part of the employee's immediate family. Step relationships are also considered.
- Sundays missed while on an approved bereavement leave are not counted in the 10 Sundays as defined in the "*Sunday Employees*" & PTO section of this Manual.

Pay for the absence will be made for actual time lost from work during the regular scheduled work week. Bereavement pay may not be retroactive, postponed or split. Consideration will be given to exceptions to the above rules in unusual instances where adherence to these rules would be out of keeping with the intent of this policy. Exceptions must be approved by Human Resources.

### 3.4 Jury Duty

When a Regular Full-Time Employee or Regular Part-Time Employee is called for jury duty, he/she will continue to receive normal pay up to a maximum of eight (8) hours per day. The employee will be able to keep the jury duty pay in addition to normal pay.

The employee must notify his/her Immediate Supervisor within forty-eight (48) hours of receipt of jury duty summons. This information must be relayed to Human Resources and written notice be placed in the employee's file. The employee must provide his/her Immediate Supervisor with proof of jury service in the form of a statement of payment from the Court Clerk's office in order to be eligible for jury pay.

This should be turned in within ten (10) days of serving on a jury. Any time not actually required to be at the courthouse, should be treated as a part of a normal workday, if such time falls within a normal workday. Employees subpoenaed as a witness will not be paid for the lost time.

### 3.5 Health Insurance

The Church offers eligible Regular Full-Time Employees health insurance benefits, which include medical, dental, vision, long-term disability, and short-term disability coverage. Employees will refer to the “The Church Benefits Summary” for annual benefits. The Church reserves the right to modify the health insurance benefit from time to time at its discretion.

### 3.6 Workers’ Compensation Insurance

The Church provides a comprehensive workers' compensation insurance program at no cost to all employees. This program covers any injury or illness sustained during employment that requires medical, surgical, or hospital treatment. Subject to applicable statutory provisions, workers' compensation insurance provides payment of medical bills and compensation payments, and these will be paid in accordance with applicable workers’ compensation laws.

Employees who sustain work-related injuries or illnesses are to inform their Immediate Supervisor and Human Resources immediately (or as soon as possible based on the nature of the injury or illness) and complete a Worker’s Comp Form. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible and to comply with the requirements of our insurer regarding the panel of physicians that must be used. Failure to report may result in disqualification and denial of any claim. The Church reserves the right to modify the worker’s compensation insurance benefit from time to time at its discretion.

### 3.7 Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Church’s health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or an unpaid leave of absence; an employee's divorce or legal separation; and having a dependent child who no longer meets eligibility requirements. Employees should consult Human Resources with any questions.

Human Resources will deliver a notice to employees upon a qualifying event. This notice will advise the details of executing COBRA as well as any timing requirements. If not received within 20 days of a qualifying event, an employee should contact Human Resources.

Employees and dependents are responsible for notifying human resources immediately following any qualifying event and upon any change in address of the employee and/or dependents.

Employees discharged for gross misconduct may not be eligible for continuation benefits.

### 3.8 403(b)(9) Retirement Plan

After one full year of service, the Church contributes annually to every eligible employee's retirement plan certain amounts based on tenure pursuant to the terms and provisions of the plan. Employees also have the right to make voluntary contributions to the plan. See the plan summary for details. The Church reserves the right to modify the retirement plan benefit from time to time at its discretion.

### 3.9 Life Insurance

The Church provides every eligible employee with \$10,000 life insurance. The Church reserves the right to modify the life insurance benefit from time to time at its discretion.

### 3.10 Intentionally Deleted

### 3.11 Professional Development

Professional development encompasses a broad spectrum of facilitated learning opportunities, ranging from formal coursework or e-learning for credit at a college or university, to conference and informal learning opportunities situated in practice including:

- Professional exams and exam preparation courses
- Certificate programs or credentials and technical certifications
- Courses offered by a regionally accredited institution of higher learning
- Professional conferences, workshops, and seminars

Job-related courses are those that involve subjects that will benefit the employee in executing present job responsibilities or where it is part of an employee's planned development within the Church. Professional development must be pre-approved by the Executive Pastors and must be included in the budgeting process. The Church Council may establish a standard

practice or guidelines for determining professional development assistance including annual limits.

### 3.12 Transition Allowance

A transition allowance of up to 20% of a new employee's salary may be provided by the Church as part of the hiring process to assist with relocation expenses. Any transition allowances shall be reviewed as part of the hiring process, recommended by the Personnel Team, and approved by the Church Council. Any transition allowance must be included in the employee's written offer letter.

[End of 3 - Remainder of page intentionally blank]

## **TIMEKEEPING/PAYROLL**

### **4.1 Paydays and Payroll Deduction**

Employees will be paid on a biweekly basis. If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks may be directly deposited into your checking and/or savings accounts or individually distributed.

The paycheck does not represent the full amount of earnings. Each employee will receive annual statements detailing earnings and the amount of taxes withheld. Each employee is responsible for notifying the Church of any marital status changes or if the number of exemptions previously claimed increases or decreases by submitting a new Form W-4 to Human Resources. In addition to the withholding of taxes required by law the following payroll deductions may occur: 1. Employee elected benefits. This includes health, supplemental insurance policies, 403(b)(9), etc. 2. Federal levies and court ordered deductions. This includes child support, garnishments, etc. 3. Any other deductions authorized by the employee in writing including tithes and offerings.

[End of 4- Remainder of page intentionally blank]

## **WORK CONDITIONS/HOURS**

### **5.1 Safety**

Providing a safe work environment for employees, members, and visitors is a top priority at the Church and greatly 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 Executive Pastor of Business Administration, Human Resources, or the Director of Operations. 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 are to immediately notify their Immediate Supervisor and Human Resources and complete the appropriate incident report and Worker's Comp Form. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **5.2 Workplace Violence**

The Church is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Church-sponsored functions.

All employees bear the responsibility of keeping the work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their Immediate Supervisor, Human Resources, an Executive Pastor, or the Lead Pastor, who shall then notify Church Council. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline because of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the Church, its employees, or its property may be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action

will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

The Church prohibits the possession of weapons on its property, including our parking lots or the Church vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. The Church Council may waive the restriction regarding possession of a weapon on the Church property on a case-by-case basis; provided, any such waiver by the Church Council must be in writing. Any employee violating this policy is subject to discipline up to and including termination for the first offense.

The Church reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, desks, offices, and personal vehicles on Church property.

### 5.3 Security

The Church is committed to the safety and security of each employee, member, and visitor to the facility. As such, the Church operates with a detailed security procedure to ensure that safety and security. Reference the security procedure for any questions and concerns, copies of which are available from Human Resources. Employees can also present questions and concerns to their Immediate Supervisor, Human Resources, or an Executive Pastor.

### 5.4 Work Schedules

Regular church office hours are from 8:00 a.m. until 5:00 p.m., Monday through Thursday and 8:00 am until 12:00 pm, Friday. Reasonable efforts will be made to keep the office staffed during normal church office hours. Any exceptions to normal work hours for employees will be determined by their Immediate Supervisor or Human Resources. Employees are expected to faithfully fulfill obligations when special, seasonal or ministerial needs arise.

Each Ministerial Staff's area of work may include work outside the Church office at hours other than the normal church office hours. Flexible work hours to accommodate these demands may be granted by the Executive Pastor of Business Administration, however, for best coordination and teamwork, all employees (including Ministerial Staff) shall attempt to work normal church hours. The Executive Pastors may establish a schedule for Fridays to recognize and

accommodate work outside of Church office hours including Sundays. Such a schedule shall be coordinated to provide that one or more ministers are available at all times.

#### 5.5 Alcohol / Tobacco / Drugs

The Church is an alcohol-free, tobacco-free, and illegal drug-free campus. The consumption of alcoholic beverages or controlled substances, or the abuse of prescription medication is not permitted on campus at any time. The Church reserves the right to investigate its premises to determine any violation of this policy. Additionally, the Church reserves the right to send employees for screening if they appear to be under the influence of a controlled substance or alcohol. Violations of this policy may result in disciplinary action up to and including termination.

#### 5.6 Overtime

Overtime is worked hours in excess of 40 hours in any given calendar weekly period. Overtime must be approved by the employee's Immediate Supervisor prior to the overtime being worked. It is the responsibility of the employee to obtain such prior approval. Overtime compensation for all non-exempt employees is paid in accordance with federal and state wage and hour laws and regulations.

Note: Due to recognition that regular office hours are based on a 36 hour week, and compensation is determined on a 40 hour week, any hours worked between 36-40 by a non-exempt employee will not be eligible for overtime or additional compensation (unless the employee is paid on an hourly basis in which case they will receive the applicable hourly wage for each hour worked and overtime for any approved hours worked in excess of 40).

#### 5.7 Use of Vehicle

Employees are encouraged to use Church vehicles when available for business travel. Employees unable to use Church vehicles will be reimbursed the current IRS allowed mileage rate. Employees using church owned vehicles must be at least 25 years of age per insurance regulations.

## 5.8 Emergency Closings

The Church follows the Madison County School District campus closing practices as they relate to inclement weather. The Church reserves the right to open or close based on its own circumstances. Human Resources will communicate any campus closures.

## 5.9 Business Travel Expense

The Church will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location in accordance with Spending and Reimbursement Policy as stated in Section 5.11 below. All business travel must be approved in advance by the employee's Immediate Supervisor and within the approved budget. An Executive Pastor and/or Lead Pastor's travel must be approved within the approved budget. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses which are directly related to the accomplishment of business travel objectives will be reimbursed by the Church under the Spending and Reimbursement Policy. Employees are expected to limit expenses to reasonable amounts. Expenses that generally will be reimbursed pursuant to the terms of the Spending and Reimbursement policy include the following:

- Airfare or train fare for travel in coach or economy class.
- Car rental fees, only for compact, mid or full sized cars. A full size car can only be rented if three or more employees are involved and must have pre-approval from their Immediate Supervisor.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Airport parking.
- Taxi/Uber fares.
- Mileage costs for use of personal cars.
- Cost of standard accommodations in mid-priced hotels, motels, or similar lodgings.
- A per diem for meals.
- Tips not exceeding 20% of the total cost of a meal or 15% of a taxi/Uber fare.
- Charges for telephone, fax, scan, Fed Ex , internet and similar services required for Church purposes.
- Charges for laundry and valet services, only on trips of four or more days.
- Personal entertainment and personal care items are not reimbursed.

Employees who are involved in an accident while traveling on business must promptly report the incident to Human Resources.

With prior approval of Human Resources, employees may be accompanied by a family member, or friend, on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee. NOTE: Expenses for family members traveling with the employee are not paid by the Church. Any exception requires pre-approval by Church Council.

When travel is completed, employees are to submit completed travel expense reports within 30 days. Reports are to be accompanied by receipts for all reimbursable expenses incurred.

Employees are to contact the Executive Pastor of Business Administration for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel or reimbursement policy issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

#### 5.10 Mission Trip Travel Expense

It is important for employees to be committed to developing a lifestyle of engaging the Great Commission through missions. At times, employees may be asked to serve on mission experiences with established leadership responsibilities. Also, as members of the Church, employees may have other opportunities to participate in mission experiences without formal leadership responsibilities.

##### *Guidelines:*

- If an employee has been recruited by the Missions Pastor and the mission experience is consistent with the Church mission strategy, the employee is eligible for financial support from the Missions Budget. The Missions Pastor will determine the level of support in a consistent manner in accordance with the then applicable mission budget guidelines as approved by the Church Council. Time spent on the trip will not count against PTO Days.
- The Missions Pastor must submit an annual plan referencing the employees who will lead mission trips prior to any trips being scheduled. The Executive Pastor of Ministry will approve the employees with leadership responsibilities.

- If an employee chooses to serve on a mission trip but is not recruited as the leader, he/she is not eligible for financial support from the Mission's Budget. The applicable Immediate Supervisor may support the trip from approved budget funds dedicated to missions or the employee will personally fund the trip. The Executive Pastor of Business Administration may approve the time spent on the trip not counting against PTO days.

#### 5.11 Spending and Reimbursement Guidelines

Spending and Reimbursement Guidelines are established by the Finance Team and Church Council and managed by the Executive Pastor of Business Administration. It is the responsibility of each employee to be aware of these guidelines and provide proper documentation. Current Spending and Reimbursement Guidelines are contained in the Accounting Policies and Procedure Manual which is available through the Executive Pastor of Business Administration or on the Church website.

If a conflict arises between this Manual and the Spending and Reimbursement Guidelines, the Spending and Reimbursement Guidelines control and govern.

#### 5.12 Intellectual Property

All Ministerial Staff of the Church who have a direct involvement with the creation of the intellectual property and such other Non-Ministerial Staff who execute a written agreement with the Church granting certain rights regarding any applicable intellectual property to such employee, shall collectively be considered "Eligible Employees" for this policy. "Intellectual property" shall include, without limitation, all trademarks, service marks, or copyrights, all rights to the use, publication and distribution of any intellectual property created, including, but not limited to, sermons, sermon notes, music compositions and scores, sound recordings, lyrics, music or written materials, study materials or books of any type created by Eligible Employee(s) using any Church resources or while participating in any Church sponsored event.

The Church and the Eligible Employees shall co-own the Intellectual Property. The Church and such Eligible Employee(s) shall further agree to take such additional actions, execute such definitive agreements and documents and do all other things necessary to vest full right, title, interest, and ownership of all intellectual property and all moral rights in the Church and such Eligible Employee(s). Unless a Non-Ministerial Staff has executed a written agreement granting rights to any intellectual property to such employee, no Non-Ministerial Staff shall have any rights to any intellectual property of the Church regardless of whether they assisted in the

preparation or creation of the intellectual property or not. All intellectual property prepared or created during, on behalf of, or in connection with employment using any Church resources or while participating in any Church sponsored event shall be considered “works made for hire” and the property of the Church. Employees understand that the term “moral rights” means any rights of paternity or integrity, including any right to claim authorship of a copyrightable work, to object to a modification of such copyrightable work, and any similar right existing under the judicial or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or generally referred to as a “moral right”.

The Church retains the rights to the use of any intellectual properties developed by any employees while serving on staff at the Church at no charge, royalty or fee of any type. Employees agree that the Church shall have rights to these intellectual properties for use to advance the ministry and mission of the Church.

In the instance that these intellectual properties produce any revenues, these revenues shall be shared between the Eligible Employee(s), who actively participate in the development of the property and execute a definitive intellectual property agreement, and the Church. If the cost of the work was paid, directly or indirectly, by the Church, any proceeds shall be evenly divided between the Church (50%) and the Eligible Employees in the aggregate (50%), after recovery of any direct out of pocket costs paid by the Church. In any other instance, the Eligible Employee(s) will receive 70% in the aggregate and the Church shall receive 30%, unless other arrangements are made in writing prior to the development of the intellectual property. The Eligible Employee(s) and the Church will endeavor to identify the employee(s) who will participate and their relative splits in writing prior to the development of the intellectual property.

This arrangement shall bind future generations should the rights of the intellectual property be transferred to family members or friends through will/estate, gift or otherwise.

### 5.13 Internal Investigations

Any allegation of suspected violations of Church policy and/or the law as well as any report of misconduct may result in a formal investigation to determine the relevant facts and circumstances of the alleged violation or misconduct.

- Employees will contact their Immediate Supervisor, Human Resources, an Executive Pastor, or the Lead Pastor with any allegation, who shall then notify the Church Council. The Church will strive to maintain the confidentiality of the reporting employee.

- The Executive Pastors with consent of the Church Council will determine if an investigation is warranted.
- The Executive Pastors and/or Church Council or their designee will conduct the formal investigation.
- Employees are expected to cooperate with any investigation. Failure to cooperate will result in disciplinary action up to and including termination.
- There will be no reprisals against any employee who reports an alleged issue or who cooperates in an investigation. Failure to comply with the no reprisal policy will result in disciplinary action up to and including termination.
- A report will be submitted to the Church Council upon the completion of the investigation.
- The Church will comply with all legal obligations regarding the results of the investigation.

[End of 5 - Remainder of page intentionally blank]

## LEAVES OF ABSENCE

### 6.1 Family Medical Leave

Eligible employees are allowed to take unpaid family and/or medical leave under federal law, the Family Medical Leave Act (FMLA).

#### *Eligibility*

To be eligible for leave, an employee: (1) must have worked for the Church for at least 12 months; (2) must have at least 1,250 hours of service during the 12 month period immediately preceding the leave; (3) must provide proper notice; and, (4) must provide any required medical certification.

#### *Types of Leave Available Under FMLA*

- New Child Leave: Birth or Placement for Adoption or Foster Care
  - Family leave is available to eligible employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care.
- Serious Health Condition of Employee
  - If an eligible employee experiences a serious health condition as defined by federal law, the employee may take medical leave under this policy. Medical leave may be taken all at once or, when medically necessary, intermittently.
- Serious Health Condition of Immediate Family Member
  - If an eligible employee needs family leave in order to care for the individual's son, daughter, spouse, or parent, who experiences a serious health condition as defined by federal law, an employee may take medical leave under this policy. Medical leave may be taken all at once or, when medically necessary, intermittently.
- Active Duty Because of Any Qualifying Exigency
  - If an eligible employee needs family leave because of any qualifying exigency arising out of the fact that the individual's spouse, son, daughter or parent is on active duty in the Armed Forces (including the National Guard or Reserves) in a foreign country, or has been notified that they will be called or ordered to active duty in the Armed Forces (including the National Guard or Reserves) in a foreign country, an employee may take family medical leave under this policy. Family leave for any qualifying exigency arising out of the active duty of a family member may be taken all at once or intermittently.

- Service Member Family Leave
  - If an eligible employee needs family leave to care for a covered service member who is the individual's spouse, son, daughter, parent or next of kin, and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, an employee may take medical leave under this Manual. Service member family leave may be taken all at once or, when medically necessary, intermittently.

## 6.2 Military Leave

The Church will comply with all applicable laws that afford protection rights to employees serving duty with the Military, Military Reserve, and National Guard. Members of a Military Reserve or National Guard unit may have an annual training period. When an employee receives orders for such training, he or she should promptly notify the Immediate Supervisor and Human Resources, detailing the duration of the required service. Regular pay minus military pay received for regularly scheduled workdays will be provided for up to two weeks.

If an employee so desires, he or she may use PTO time for military service. Any additional time needed for military service will be a leave of absence without pay. Should an employee be required to take an extended leave without pay to fulfill his or her military duty, eligibility for reinstatement after military duty or training is completed will be determined in accordance with applicable federal and state laws.

[End of 6 - Remainder of page intentionally blank]

## **EMPLOYEE CONDUCT/DISCIPLINARY ACTION**

### **7.1 Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, the Church expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- 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 Church owned vehicles or equipment
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Excessive absentee or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information (violation of confidentiality policy)
- Disorderly conduct on church property including fighting or attempted bodily injury or the use of profane, abusive, or threatening language toward others or possession of a weapon
- Unsatisfactory performance or conduct
- Any misuse of Church resources and assets.

Additionally, conduct outside the workplace including but not limited to violation of the law and/or actions that may involve material risk to the Church operations and/or potential damage to the organization's reputation/good standing in the community may give rise to discipline, up to and including termination of employment. Therefore, it is your responsibility to inform the Church immediately of convictions of any criminal offenses. Failure to notify the organization may subject the employee to disciplinary action, up to and including termination of employment.

## 7.2 Attendance and Punctuality

To maintain a safe and productive work environment, the Church expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on the Church. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are to notify their Immediate Supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure to call in and report an absence may result in disciplinary action. Two consecutive days of unreported absence will be considered a voluntary resignation (unless a substantiated reason is provided and approved).

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

## 7.3 Personal Appearance

All employees should recognize that our attire is a reflection of our respect for ourselves, the Church, other employees and our Lord. All employees should maintain high standards of neatness, modesty and personal hygiene regardless of your position. If uncertain about appropriate dress, seek the advice of your Immediate Supervisor or Human Resources for direction/guidance.

## 7.4 Return of Property

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

## 7.5 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the Church may not solicit or distribute literature in the workplace without pre-approval from the Executive Pastor of Business Administration.

While the Church recognizes that employees may have interests in events and organizations outside the workplace, employees may not solicit or distribute literature concerning non-

Church related activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

The posting of non-Church related written solicitations on Church bulletin boards is restricted. These bulletin boards display are for important information, and employees are to consult them frequently.

## 7.6 Communication with the Media

All outside media contacts, by television, radio or print media should be coordinated through the Executive Pastor of Creative Arts. No actions, appointments or discussions with media should be planned or given without coordination through the Executive Pastor of Creative Arts.

## 7.7 Discipline

The Church and all employees' best interests lie in ensuring fair treatment and ensuring disciplinary actions are prompt, uniform, and impartial. The purpose of disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

## 7.8 Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the Church Council or its designee.
- Human Resources will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the

Church, or return of Church-owned property. Suggestions, complaints, and questions may also be voiced.

- The employment relationship with the Church is of an “at will” nature, which means that an employee may resign employment with the Church at any time and the Church may discharge an employee at any time, with or without cause, for any reason, or for no reason, with or without notice. It is further understood that this “at will” employment relationship may not be changed by any document, including this Manual, or by any conduct or other statement unless and until such change is specifically acknowledged in writing by the Personnel Team and Church Council. Without such acknowledgement, the employment status will remain “at will” for the duration of employment.
- Resignation – At least two weeks written notice to their Immediate Supervisor before leaving a job is requested. Written notice is to include the reason for leaving, as well as the name and address of the new employer, if applicable. In the case of an employee’s retirement, more notice would be helpful. Resignation of supervisors and ministers will be reported to Church Council. When an employee resigns without notice, he/she will be paid through the last day of service. The Executive Pastor of Business Administration will notify Church Council of circumstances involved when an employee resigns without notice.
- Termination Benefits – The Church will consider termination or separation benefits on a case by case basis. The Church Council must approve any severance packages and all separation agreements.
- Return of property – Employees must return all property, equipment, files and the like to the Church upon separation of employment. Employees may purchase equipment such as computers subject to the technology needs of other departments. Generally, the cost of the computer will be calculated at the depreciable value over three years with a base payment of \$100.

## 7.9 Social Media

This policy provides guidelines for employees who use social media tools on behalf of the Church or when the Church becomes part of a social media discussion. New social media tools emerge regularly. This policy applies to all forms of social media: those currently in use and those that may be adopted in the future.

### *Use:*

- All Church policies including harassment, confidentiality, and software use apply to the user of social media.

- The Church's official media participation is managed by the Executive Pastor of Creative Arts.
- Employee misuse of the Church's social media resources may lead to disciplinary action up to and including termination.

*Guidelines:*

- Social media postings should not disclose sensitive or confidential information, without written consent.
- The posting of personal identifying information such as Social Security number, credit or debit card numbers, driver's license, or protected health information is prohibited.
- The posting of photos of individuals and the identification of individuals without prior written consent is prohibited. Note: This does not include photos from the worship service.
- All copyright laws will be followed.
- Content is to always be professional, appropriate, respectful comments, and be in compliance with this Manual.
- Employees will refrain from speaking on behalf of the Church unless authorized to do so.
- Any employee who observes the misuse of social media should report the situation to Human Resources or the Executive Pastor of Creative Arts.

### 7.10 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are the Church property intended for Church related purposes. To ensure compliance with this Manual, computer and e-mail usage may be monitored.

The Church strives to maintain a workplace free of harassment. The Church 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, political commentary, or anything that may be construed as harassment or showing disrespect for others.

The Church will purchase and license the use of various computer software for Church purposes and may not own the copyright to this software or its related documentation. Unless

authorized by the software developer, the Church nor any employee has the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Church prohibits the illegal duplication of software and its related documentation.

No right of employee privacy exists with respect to information placed on the electronic media systems by an 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 the Church offices are subject to review by the Church. The Church has the right to review, audit, interrupt, access and disclose information and messages created, received, or sent over the electronic media systems of the Church.

Employees are to notify Human Resources 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.

#### 7.11 Internet Usage

The Church provides an environment that encourages the use of computers, Internet, social networking and electronic information as essential tools for ministry. It is the responsibility of each employee to ensure that this technology is used properly. Employees should be careful to not compromise confidentiality of personal or other sensitive information. Employees should limit personal use of Church equipment and have no rights of privacy while using equipment that belongs to the Church. Human Resources may examine the equipment as necessary for proper use.

#### 7.12 Audio & Video Recording

##### *Guidelines*

- Posting online, a photo or video by the Church, without the written consent of every person included is prohibited. If the included person is a minor, permission must be received from the legal guardian of the minor.
- Event registration documentation should include consent request. Additionally, pre-planning a photo or video shoot should also include consent documentation.

- The Church will endeavor to only post a photo or video of a minor after the event has occurred.
- Upon request from any person included, the Church will immediately remove any photo or video from the Church media.
- NOTE – This policy does not apply to live feed during the Worship Service.
- NOTE – Employees provide consent for their image to be posted online as a condition of employment.

### 7.13 Church Maintained Online Forums

Online accounts may be developed and maintained under the Church name if approved in advance by the Executive Pastor of Creative Arts or designee. All Church online forums will be monitored. As needed, content will be directed by the Executive Pastor of Creative Arts or designee in consultation with the appropriate minister and Executive Pastor as needed.

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

### 7.14 Commitment to Diversity

The Church is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the Church and are valued for their skills, experience, and unique perspectives. This commitment is embodied in this policy and the way we conduct business at the Church and is an important principle of our beliefs.

### 7.15 Harassment

Unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is the Church's policy to provide a work environment free of harassment. To that end, harassment of employees by anyone, including Ministerial Staff, supervisors, coworkers, or nonemployees, who are in the workplace is absolutely prohibited. Any employee who believes this policy has been violated is to immediately report the violation to their Immediate

Supervisor, Human Resources, an Executive Pastor, or the Lead Pastor, who shall then notify the Church Council. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated and may result in disciplinary action up to and including termination

#### 7.16 Registration of Complaints

Any employee who believes he or she has been subject to or witnessed illegal harassment or discrimination, is encouraged to contact their Immediate Supervisor, Human Resources, an Executive Pastor, or the Lead Pastor, who shall then notify the Church Council. Similarly, if acts of discrimination toward or harassment of another employee are observed, the same process should be followed. If an employee is not comfortable speaking to any of the staff listed above, the complaint can also be given to any member of the Church Council, who shall then notify the entire Church Council.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent reasonably possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, the Church Council will take appropriate, corrective action, including discipline, up to and including termination.

#### 7.17 Protection of Minors and Special Needs

The Church accepts the responsibility to protect minors and persons of special needs while in our care. Additionally, steps will be taken to report “concerns” of potential abuse or neglect observed when minors or people of special needs are in the care of the Church.

The Church has a “zero tolerance” policy for employees and volunteers regarding the abuse or neglect of minors and persons of special needs. The Church will train employees in the recognition of symptoms or indicators of physical, emotional, sexual, and verbal abuse as well as neglect.

Any employee who suspects a minor or person of special needs has been subject to any abusive or neglectful situation will immediately report the observation to their Immediate Supervisor, Human Resources, an Executive Pastor, or the Lead Pastor, who shall then notify the Church Council. All reports will be investigated and the Church will comply with all legal and moral obligations during the process. The Church understands the need for privacy and confidentiality and will use reasonable safeguards to protect both during any investigation.

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

Specific guidelines are governed by the protection of minors and special needs policies then in effect. A copy of which is available on the Church website.

#### 7.18 Contact with Minors and Special Needs

The Church accepts the responsibility to protect minors and persons of special needs while in our care. This includes how employees and volunteers communicate with minors or people of special needs. While electronic and mobile communication can be a vital part of ministry, their improper use can produce serious consequences. These consequences may negatively impact the minor, person of special needs, his/her family, the Church and the offending employee or volunteer and their family.

Anyone who observes a violation of this policy should immediately report it to their Immediate Supervisor, Human Resources, an Executive Pastor or the Lead Pastor.

Any employee observing a minor or person of special needs attempting to communicate outside the normal channel should immediately report it to their Immediate Supervisor, an Executive Pastor, Human Resources, or the Lead Pastor. Every reasonable effort will be made to confidentially resolve the issue with the parent or guardian's involvement

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

Specific guidelines are governed by the protection of minors and special needs policies then in effect. A copy of which is available on the Church website.

[End of 7 - Remainder of page intentionally blank]

**EMPLOYEE ACKNOWLEDGEMENT FORM**

This signature is to acknowledge that I have received a copy of the Church’s Personnel Policy Manual. I understand that it provides guidance and summary information for employment at the Church. I also understand that it is my responsibility to read, understand, be familiar with, and comply with this Manual. I further understand that the Church reserves the right to change any or all of the policies and procedures contained in this Manual from time to time as determined necessary by the Church Council. These changes will be communicated with employees and should be reviewed by the employee.

\_\_\_\_\_  
Employee’s Name (Please Print)

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date