

WARNINGS!

The Church Policy Manual Guidebook and *Employee Handbook*, with their personnel provisions, are an expression of the current operating policies and procedures of the church. They are subject to change at any time through the procedures of the church as set forth in its bylaws and other documents. The church periodically reviews all the policies and procedures set forth herein. They may change these policies and procedures as needed. Thus, while the church is committed to operating within its policies and procedures, the church reserves the right to revise this handbook at any time. This manual is not a contractual promise to hold in force these specific policies and procedures nor a guarantee of continued employment or specific benefits. No oral statements or representations can in any way change or alter the provisions of this handbook.

Employees are responsible for becoming familiar with new policies or procedures.

Please sign the three statements on the following page insert acknowledging receipt of this handbook and the "Employment-at-Will" status explained in the handbook at section 3.01 and the Computer-Use Policy set forth at 6.00.

Acknowledgment of Receipt

I have received my copy of the church's *Employee Handbook*. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook. I understand that except for the employment at-will status, any and all policies or practices can be changed at any time by the church. _____ Church reserves the right to change my hours, wages and working conditions at any time. I understand and agree that, other than the senior pastor, no supervisor or representative of _____ Church has authority to enter into any agreement, expressed or implied, for employment for any specific period of time or to make any agreement for employment other than at-will, and then only in writing.

I understand and agree to the policies and procedures contained in this handbook.

Employee Name (print) _____

Signature _____ Date _____

Acknowledgement of Employment-at-Will

I understand that I am free to resign at any time with or without cause and with or without prior notice. _____ Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. Nothing in this handbook constitutes an agreement or contract of any kind. I understand that no supervisor or representative of _____ Church is authorized to make any assurances inconsistent with the provisions of this paragraph and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and approved by a resolution of the church or the body to whom in its bylaws it has designated such authority.

Signature _____ Date _____

Computer-Use Policy Agreement

Before signing, please read carefully the Computer-Use policy in the *Employee Handbook*. Your signature will signify you have read that policy, understand and agree to be bound by it.

I have read, understand and agree to be bound by and comply with, the church policy regarding the use of church computer equipment as set forth in the *Employee Handbook*.

Signature _____ Date _____

Employment Handbook

Table of Contents

- 1.00 Foundations of Our Church and Its Ministry
 - 1.01 Church Purpose Statement
 - 1.02 Statement of Faith/Doctrine.....
 - 1.03 Standards of Christian Conduct.....
 - 1.04 Church-Governing Documents: Constitution/Charter/Bylaws.....
 - 1.05 Principal Church-Governing Bodies and Organizational Chart
 - 1.06 Acknowledgment of Receipt

- 2.00 Core Church Policies Affecting Employment and Ministry Philosophy.....
 - 2.01 Philosophy of Shared Ministry and Valued Service.....
 - 2.02 Nondiscrimination and Equal Employment Opportunity
 - 2.03 Preferential Hiring.....
 - 2.04 Conduct Expectations Related to Our Faith and Ministry.....
 - 2.05 Sexual and Other Harassment.....
 - 2.06 Preschool/Child/Youth Protection Policies

- 3.00 Employment Basic Policies

 - 3.01 Employment at Will.....
 - 3.02 Employment Procedures.....
 - 3.03 Employment Categories and Classifications
 - 3.04 New Employees
 - 3.05 Supervisory Roles.....
 - 3.06 Employment of Minors
 - 3.07 Immigration Reform and Control Act of 1986.....
 - 3.08 Job Descriptions.....
 - 3.09 Employment of Relatives or Other Special Limitations Based on Relationships

- 4.00 Compensation and Benefits

 - 4.01 Salaries and Raises.....
 - 4.02 Overtime Pay.....
 - 4.03 Payroll Procedures
 - 4.04 Holidays.....
 - 4.05 Vacation.....
 - 4.06 Sick Days
 - 4.07 Family and Medical Leave Act (FMLA).....
 - 4.08 Bereavement Leave.....
 - 4.09 Extended Leave.....
 - 4.10 Military Leave
 - 4.11 Personal Days (With Pay).....
 - 4.12 Weather Days.....
 - 4.13 Jury Duty.....
 - 4.14 Worker’s Compensation Insurance
 - 4.15 Medical Insurance.....
 - 4.16 Retirement Program
 - 4.17 Housing Allowance.....
 - 4.18 Continuing Education for Full-time Staff.....

- 5.00 Office Standards and Procedures

 - 5.01 Office Hours.....
 - 5.02 Punctuality and Attendance.....

- 5.03 Lunch and Break Periods
- 5.04 Dress Standards
- 5.05 Reports and Records
- 5.06 Bonding.....
- 5.07 Keys
- 5.08 Telephones.....
- 5.09 Bulletin Boards
- 5.10 Security.....
- 5.11 Health and Safety
- 5.12 Children in the Office
- 5.13 Confidentiality
- 5.14 Use of Church Equipment and Supplies.....
- 5.15 Smoking Policy
- 5.16 Expense Reimbursement
- 5.17 Copyright Policy.....
- 5.18 Access to and Removal of Church Property.....
- 5.19 Employee Personal Business Promotion and/or Sales.....
- 5.20 Personnel Files and Access.....
- 5.21 Works Made for Hire
- 5.22 Life-threatening, Infectious and Communicable Diseases

- 6.00 Computer Policy
- 6.01 Ownership and Access
- 6.02 Confidentiality
- 6.03 Personal Use.....
- 6.04 Prohibitions
- 6.05 Personal Software
- 6.06 Home-Computer Use.....
- 6.07 Violations.....
- 6.08 Computer-Use Policy Agreement

- 7.00 Employee Review.....
- 7.01 Regular Performance Reviews
- 7.02 Complaints and/or Concerns
- 7.03 Corrective Counsel and Discipline
- 7.04 Employee Termination
- 7.05 Termination Procedures
- 7.06 Benefits at Termination.....

[An opening letter of some sort such as this one borrowed from another church would add a proper tone to the entire personnel policy and handbook purpose and process.]

WELCOME

Welcome to _____ Church. We appreciate you and the gifts and talents you bring to this ministry. We are committed to helping you use your gifts of service for the Lord in this church.

This *Employee 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.

The purpose of this handbook is to provide a central, authoritative reference source for identifying and communicating personnel policies and procedures to all employees. It should not be construed as a legal contract.

In addition, these policies and procedures are intended to create an environment that will enable employees to succeed and to perform to the high standards of performance established for our church staff.

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 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. And, of course, circumstances sometimes change. As a result, the church reserves the right to modify, supplement, rescind or revise any policy, benefit or provision contained in or referred to in this handbook with or without notice, as it deems necessary or appropriate.

Any questions concerning the interpretation, application or administration of these policies and procedures should first be directed to the senior pastor. Beyond that, questions should be directed to the Personnel Committee, which has overall responsibility for personnel.

“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Jesus Christ you are serving” (Col. 3:23-24, NIV).

1.00 Foundations of Our Church and Its Ministry

1.01 Church Purpose Statement

(Insert your church purpose statement here, and perhaps add any statements about the church's special vision or priorities. One might place here the ministry priorities of the church. Perhaps if the church has a long-range ministry plan, it also could be included.)

Example: The purpose of _____ Baptist Church is to lead people to a saving knowledge of Jesus Christ, to membership in His family, to develop maturity in their faith, to equip them for ministry in fulfilling the mission of the church, and to join in magnifying God's name through vibrant worship.

1.02 Statement of Faith/Doctrine

(If the church has a statement of faith, it might be included here. This can be crucial when it comes to clarifying any expectations for staff. Some churches use a short form referencing the Scriptures of the Old and New Testament as the basis of their faith and practice, and others reference the "Baptist Faith and Message" or other summary of doctrine.)

1.03 Standards of Christian Conduct

(Churches may add a statement linking lifestyle and conduct expectations to the church's core convictions. This may help to clarify that employee-conduct expectations are linked to doctrinal and biblical convictions. One church's somewhat edited example follows.)

We believe the Scriptures establish basic principles to guide the actions and attitudes of a Christian and that it is the responsibility of each Christian to glorify God through the application of these principles.

We believe the life of a Christian, empowered by the Holy Spirit, is characterized by love for and dependence upon God and love toward all people. A Christian loves others by sharing their burdens, forgiving their personal offenses and seeking to restore them to fellowship with the Lord, demonstrating the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.

We believe that a Christian must strive to live a life in which Christ is Lord of all thoughts, actions and words. A Christian must recognize that there are actions and attitudes that are inconsistent and inappropriate. A Christian led by the Holy Spirit will, after prayer and studying the Scriptures, exercise freedom responsibly with loving regard for the sensitivities and weaknesses of others. We believe that, based on the Scriptures, we must refrain from such practices as sexual impurity and marital infidelity, as well as gossiping, drunkenness and other excesses.

In addition, many believe that certain activities, though not specifically prohibited in Scripture, are detrimental to our individual and corporate lives and the witness of our church in our community. These activities include selling and using all forms of habituating drugs, tobacco, alcohol, and narcotics except those used for medicinal purposes; viewing and participating in the activities of organizations which are inconsistent with the Gospel of Christ. Each member or anyone seeking membership in _____ Church is enjoined to prayerfully seek the guidance of the Holy Spirit with regard to these activities as well as all other aspects of individual witness.

1.04 Church-Governing Documents: Constitution/Charter/Bylaws

(It may also be well to include the Constitution and Bylaws in the Employee Handbook because they clarify the governance of the church, the roles of major church bodies and how decisions are made.)

1.05 Principal Church Governing Bodies and Organizational Chart

(Here it would be helpful to note the principal administrative bodies of the church, especially those that have responsibility in the employment area. Large churches will, of course, have more administrative bodies or key personnel. A church organizational chart might also be included, showing lines of authority and responsibility.)

- **Congregation** -- The government of the church rests with the congregation which has the final authority over all matters. The administration of church matters also involves various church committees and councils which both recommend and carry out the various church ministries.
- **Committees** – Much of the implementation of the church’s ministry is carried out by various committees. These committees are vital avenues of service for church members and enable the expression of the gifts which the Holy Spirit bestows on all believers. Certain committees may have special responsibility for areas of ministry within the church, and staff at all levels will often interact with these committees and their chairpersons in furthering the work of the church.
- **Personnel Committee** – The Personnel Committee, elected by the congregation, has major responsibilities in the personnel area. The committee has the following responsibilities:
 1. To review periodically the personnel policies and make recommendations to the church regarding revisions and effective implementation.
 2. To assure the personnel policies and procedures are communicated, understood and implemented.
 3. To work with the senior pastor, staff and other appropriate committees to develop job descriptions for all staff positions.
 4. To assist the senior pastor, staff and other appropriate committees in developing and implementing a hiring process including announcements, job descriptions, salaries, application procedures, interviewing, screening and final selection.
 5. To conduct annual staff performance reviews as well as be available to staff members for the purpose of considering any comments or requests in regard to personal needs and working conditions.
 6. To seek to address and resolve grievances or problems that may arise with or among staff members.
 7. To recommend personnel budget needs to the Budget and Finance Committee for inclusion into the next year's budget.
 8. In coordination with the senior pastor, to implement the employee disciplinary policies and procedures and recommend to the church any church action deemed necessary.
 9. To identify those volunteer positions in the ministry of the church where special care must be exercised in selecting, training and supervising, and, in consultation with other appropriate committees and staff, to develop appropriate policies and procedures in those contexts.
 10. To assure that laws governing the church’s employment practices are fully observed, and that the church also preserves its constitutional, statutory and spiritual prerogatives to preserve the biblical and ecclesiastical integrity of all its ministries.
- **Deacons** – The deacons are elected by the congregation and provide for spiritual oversight over the ministry of the church, in cooperation with the pastor. Though not a governing board, they often do have responsibility for reviewing the overall ministry of the church and making recommendations to the congregation.
- **Senior Pastor** – The senior pastor serves many roles including that of shepherd, counselor and teacher. In addition, the senior pastor serves as the chief administrative

officer of the church, under the authority of the congregation and in consultation with other designated leadership and appropriate committees. As chief administrative officer he is responsible directly or through his delegation, for the supervision of the staff, both ministerial and support.

The current church structure is shown on the Organizational Chart that follows. This structure is subject to change. (You should insert here your church's organizational chart.)

1.06 Acknowledgment of Receipt

[A form for your signature with this statement acknowledging receipt of this Employee Handbook, along with the Acknowledgment of Employment-at-Will status, is included at the front of this handbook, and should be signed and provided the church office or your supervisor.]

I have received my copy of the church's *Employee Handbook*. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that except for the employment-at-will status, any and all policies or practices can be changed at any time by the church. _____ Church reserves the right to change my hours, wages and working conditions at any time. I understand and agree that other than the senior pastor no supervisor or representative of _____ Church has authority to enter into any agreement, expressed or implied, for employment for any specific period of time or to make any agreement for employment other than at-will, and then only in writing.

I understand and agree to the policies and procedures contained in this handbook.

Employee Name _____

(please print)

Signature _____ Date _____

2.00 Core Church Policies Affecting Employment and Ministry Philosophy

2.01 Philosophy of Shared Ministry and Valued Service

_____ Church seeks to remunerate its employees in a manner that demonstrates the high regard and appreciation for the individual and his/her ministry service mandated by Scripture (1 Timothy 5:17-18, Colossians 4:1, Matthew 25:21 and 1 Thessalonians 5:12-13). We will foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also maintain our responsibility to be good stewards of the resources that have been entrusted to church leadership. We will not expect any of our employees to live with hardship as a cost of ministry. Every effort will be made to apply the scriptural principle that a “laborer is worthy of his hire.”

2.02 Nondiscrimination and Equal Employment Opportunity

A. Biblical Principles

As a matter of faithfulness to biblical principles, _____ Church shall not practice or condone discrimination against persons based on their race, color, ethnicity, national origin or age. This commitment derives from biblical teachings, from the example of our Lord, the command of the Great Commission, and the witness of the early church in breaking down barriers of race and ethnicity.

B. Equal Employment Opportunity

_____ Church is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. Church policy promotes biblically based respect for all persons and prohibits unlawful discrimination based upon race, color, sex, marital status, age, national origin, ancestry, physical or mental disability, medical condition, or any other consideration made unlawful by federal, state or local laws. The church is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the church and prohibits unlawful discrimination by any employee of the church, including supervisors and co-workers.

C. Disabilities

Consistent with our concern for all persons and sensitivity to those with disabilities, and without regard to whether the church is covered by federal acts such as Americans with Disabilities Act, _____ Church will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual unless undue hardship would result, and so long as not inconsistent with carrying out our mission in faithfulness to biblical principles. If _____ Church is subject to applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the church will comply with such laws and make reasonable accommodations required by the law for the known physical or mental limitations of an otherwise qualified individual unless undue hardship would result.

D. Discrimination-Grievance Procedure

Any employee who believes that she/he or another employee has been subjected to any form of unlawful discrimination should file a written complaint to her/his supervisor or the pastor or chairperson of the Personnel Committee. The complaint should specify the name(s) of the individuals involved (including any witnesses) and a description of the unlawful discrimination. _____ Church will immediately undertake an effective,

thorough and objective investigation and attempt to resolve the situation. If _____ Church determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. _____ Church will take appropriate action to remedy any losses that may have occurred as a result of the unlawful discrimination. _____ Church will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any other employee or elected official.

2.03 Preferential Hiring

We will, consistent with our calling and character, exercise our statutory and constitutional rights to reserve membership, employment and church work to those who share our Christian faith and commitment, conform to biblical standards of conduct, and can thus most effectively further our mission. This, too, is consistent with our commitment to spiritual integrity and faithfulness to biblical admonitions.

2.04 Conduct Expectations Related to Our Faith and Ministry

All employees are expected to conduct their personal lives outside of work in accordance with the high standards of biblical teaching. The personal life of a church employee not only affects the employee's ability to command respect and do his or her job, it also reflects upon and affects the entire ministry of the church. For this reason, personal conduct by an employee that is immoral, unethical, or otherwise not in accordance with Scripture may be grounds for disciplinary action, including dismissal. Specific proscribed conduct is set forth below. (See Section 5.00.)

2.05 Sexual and Other Harassment

_____ Church is committed to providing a work environment in keeping with Christian principles and free of unlawful harassment.

_____ Church policy prohibits sexual harassment and harassment because of race, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age or any other basis protected by federal, state, or local law, ordinance, or regulation. _____ Church anti-harassment policy applies to all persons involved in the operation of _____ Church and prohibits unlawful harassment by any employee or volunteer worker of the church, including supervisors and co-workers.

Prohibited unlawful harassment because of sex, race, ancestry, physical or mental disability, mental condition, marital status or age, includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually -oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for having reported or threatening to report harassment.

_____ Church is committed to taking seriously any allegations of sexual harassment, and to that end will train those charged with receiving reports or complaints, and investigating and reporting such. Those trained will be aware of the church's policies in this regard, will take

concerns seriously, will respect confidentiality, and will not prejudge any claim. As in all the church's relationships, we will seek to respect all persons, to be just in all our dealings, and where there is failure and sin to invite not only confession but true repentance, renewal and restoration in Christ.

The Complaint Process

Any person who believes they have been or are being sexually harassed has the right to decide how to deal with harassment. If you believe you are being harassed, you should speak up or your lack of action may be interpreted as acceptance. Incidents of harassment should be documented. Keep a written record of the incident(s) including what the harasser did and said, who saw what, your response and to whom you reported anything. You may decide to proceed informally or you may decide to initiate formal action immediately if the informal procedures are unsuccessful.

A. An Informal Process

Not all incidents of harassment require formal complaints to deal with the situation and may sometimes be resolved in an informal manner. Sometimes an exaggerated response to a misinterpreted action can cause great pain and turmoil out of proportion to the incident. Informal resolution options:

1. When you feel you are being harassed, communicate your disapproval and objections immediately to the harasser, either personally or in writing, and request the harasser to stop.
2. If the harassment does not stop or if you are not comfortable with addressing the harasser directly, you may take your concern to the senior pastor or chair of the Personnel Committee for discussion and advice. All conversations with the Personnel Committee Chair or pastor with respect to allegations of harassment are to be kept confidential.

You need not use these informal options, and if the harassment not only involves yourself but others who have complained of such harassment from the same party, the more formal process may be immediately the most appropriate. In any event if such informal processes do not satisfactorily and promptly resolve the problem, you should proceed with a more formal process.

B. A Formal Process

Any employee who believes that she/he or another employee has been subjected to any form of unlawful harassment should register a complaint to her/his supervisor, the senior pastor, chairman of the deacons or the chairman of the Personnel Committee. The complaint should specify the name(s) of the individuals involved (including any witnesses) and a description of the specific conduct complained of as sexual or other harassment. The church will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the church determines that unlawful harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The church will also take appropriate action to remedy any losses that may have occurred as a result of the unlawful harassment. The church will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any other employee or elected official.

_____ Church encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

C. Legal Action

If this church is an employer covered by Title VII of the Civil Rights Act, an employee may bring a complaint directly with the Equal Employment Opportunity Commission

which will investigate the allegations. The Federal Equal Employment Opportunity Commission investigates and prosecutes complaints of prohibited harassment in employment. Any employee who believes that prohibited harassment has occurred or who believes that retaliation for resisting or filing a complaint has occurred may file a complaint with the appropriate federal agency. The nearest offices for the federal agencies are listed in the telephone book.

2.06 Preschool/Child/Youth Protection Policies

All staff, as well as non-paid volunteers in the church's ministry, are required to familiarize themselves with the preschool-child-youth protection policies as adopted and published by the church, and set forth in the church policy manual. Those policies establish, among others, the following obligations of all staff:

1. To abide by the policies established by the church.
2. To report to a supervisor, the pastor or other official of the church any violations of any of these policies and procedures by staff, volunteers or others.
3. To abide by public-reporting laws in the case of incidents of suspected child abuse or neglect, reporting to the county director of Department of Social Services promptly.
4. To understand that any staff or volunteer will, under the policies, be placed on temporary leave or suspension if a credible complaint is made that the staff or volunteer has engaged in violations of the preschool/child/youth protection policies which have allegedly harmed, injured or otherwise violated policy toward the minor.
5. To understand that violations of policies may result in discipline including dismissal.
6. To participate in annual staff training on the church's protection policies and child abuse and neglect issues.

3.00 Employment Basic Policies

3.01 Employment at Will

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. 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 approved by a resolution of the church. The statement below must be signed by all employees, acknowledging this "employment-at-will" relationship. It is provided on p. ___ of this handbook.

I understand that I am free to resign at any time with or without cause and with or without prior notice, and _____ Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. Nothing in this handbook constitutes an agreement or contract of any kind. I understand that no supervisor or representative of _____ Church is authorized to make any assurances inconsistent with the provisions of this paragraph and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and approved by a resolution of the church or the body to whom in its bylaws it has designated such authority.

3.02 Employment Procedures

Employment procedures generally are established by the church and implemented through the Personnel Committee. In general, all applicants for church employment are required to complete a job application, be interviewed by appropriate church leadership, and provide other supportive information in writing, if requested. Work and personal references will normally be required and checked before a job offer is made. The nature of the position will affect the scope of review, any background checks undertaken and appropriate testing. All applicable laws governing the church's interviewing and hiring procedures including matters covered by confidentiality rules and disclosures to applicants shall be followed. Forms included in the appendix to this handbook may be utilized, but other or additional forms may be employed for specific positions. Staff-hiring authority shall be as set forth in the bylaws. The salary will be established by the church on recommendation of the appropriate committee.

A. Ministerial-Staff-Selection Process

The election of the senior pastor shall be in accordance with the bylaws.

B. Non-ministerial-Staff-Selection Process

The Personnel Committee, in consultation with the pastor and other appropriate committees, shall develop the job title, description and financial terms. They shall also establish an appropriate means to advertise the available position, receive applications, and develop specific interviewing and screening procedures for the specific position. When the Personnel Committee, in consultation with the Senior Pastor and other appropriate committees, is prepared to recommend a candidate, they shall forward the name and resume to the congregation for hiring action unless the congregation has by bylaw or other action delegated that responsibility to the committee.

3.03 Employment Categories and Classifications

A. Regular and Temporary Employees

Regular employees are those who are employed for an indefinite period with no special arrangements about the termination date. Temporary employees are those who are hired

for a shorter time period (usually one year or less) with a mutual understanding about the date of or special conditions related to termination.

B. Exempt and Non-exempt Employees

Exempt employees by virtue of the independent or managerial nature of their work are exempt from the provisions of the Wage and Hour Law and are therefore not eligible for overtime pay. Exempt employees are normally paid on a salary basis. Non-exempt employees are not exempt from the provisions of the federal Wage and Hour Law and therefore are eligible for overtime pay. Non-exempt employees are normally paid on an hourly basis.

C. Full-time and Part-time Employees

Full-time employees are those who are approved to regularly work more than 30 hours per week. Part-time employees are those who are approved to regularly work 30 hours or less per week.

D. Ministerial and Support Staff

Ministerial staff are those employees who are licensed ministers of the gospel ordained in the areas of Southern Baptist life. Support staff are those employees whose job duties are narrower in scope and support the program and ministerial staff, church ministries, and the general operation of the church.

3.04 New Employees

A. New-Employee Orientation and Training

New employees will be provided an initial orientation and training program to help them become familiar with the personnel policies of the church. At this time, the benefit options, leave policies, and office policies and procedures will be explained. Where appropriate, specialized training will be provided. New employees will also be informed of the compensation policies and the forms available for their use.

B. New Hires

The first ninety (90) days of continuous employment at _____ Church is considered a trial period. During this time employees will learn job responsibilities, get acquainted with fellow employees, and determine whether they are content with their job. During this time, the employee's supervisor will closely monitor the employee's performance.

During the trial period, _____ Church will review and evaluate performance. If _____ Church finds the employee's performance satisfactory and decides to continue the employee's employment, the employee will be informed of any improvements expected from the employee. The trial period may be extended up to a total of six (6) months at the discretion of the employee's supervisor. Completion of the trial period does not entitle any employee to remain employed by _____ Church for any definite period of time. Both the employee and _____ Church are free, at any time, with or without notice, and with or without cause, to end the employment relationship.

3.05 Supervisory Roles

Job descriptions will identify to whom employees report as their supervisor. Unless otherwise specified, the senior pastor shall be the immediate supervisor of all staff, ministerial and support. The pastor may, or the church may, assign supervisory responsibilities to other staff or individuals.

3.06 Employment of Minors

If you are not at least eighteen (18) years old, you are required by law to provide a valid work permit, high school diploma, or certificate of proficiency before you will be allowed to work. The employment of minors is restricted by the terms and conditions of the work permit, as well as by the provisions of state and federal law.

3.07 Immigration Reform and Control Act of 1986

_____ 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, employees will be required to provide documentation verifying his/her identity and legal authority to work in the United States. Compliance includes completing Form I-9 within three business days of an employee's hire date.

3.08 Job Descriptions

Employees are given job descriptions before they start to work. Your job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your job description carefully and discuss it with your supervisor if you have any questions. Your job is either part of this handbook or was provided in writing at the time of employment. The church reserves the right to revise and update your job description from time to time. This will be done when there are significant changes in job responsibilities.

3.09 Employment of Relatives or Other Special Limitations Based on Relationships

[Notes: Some churches impose limits or bans on employing certain relatives. Note the options for such policies here and draft an appropriate clause reflecting your church's policy.]

- A. **Ban on Employing Close Relatives of Other Employees:** Some churches adopt policies regarding the employment of relatives of other employees. Such policies sometimes bar the employment of a person who is an immediate family member of another employee, or define the prohibited relationships such as parent, child or sibling.
- B. **Ban on Supervisory Relationships Among Close Family Members:** Other churches do not bar such hiring but prohibit a supervisory relationship between such family members.
- C. **Ban on Simultaneous-Employee Status and Certain Church Leadership Roles:** It may be wise to have a policy that persons who serve as employees may not serve as members of the church's Personnel Committee. Others would extend that to other committees and bodies such as Deacons and Finance Committee. Churches may also broaden the scope of the limitation to indicate that spouses of employees may also not serve as members of committees such as Personnel.
- D. **Church Secretary and Church Membership:** Some churches may require or prefer a church member as church secretary because of their familiarity with the life of the church and involvement in it. A few have counseled the opposite and suggested that there are too many matters of confidentiality and sensitivity in the church office and it is best not to have a church member in that role. If a church has such a policy it should be set forth in the policy manual.

4.00 Compensation and Benefits

4.01 Salaries and Raises

Starting salaries are determined by the church or through its appropriate committees to whom it may designate certain responsibilities. Starting salaries are based on several factors: qualification, years of experience, job responsibility, the salary range established for each position, and approved budget limits.

Compensation changes are normally effective _____ of each year, but may be changed at the church's discretion. All compensation changes are proposed to the congregation as part of the annual budget proposal. Changes in wages and salaries are tied to employee performance and periodic job-evaluation reviews. Across-the-board wage adjustments may be proposed by the Finance Committee.

Compensation packages for ministerial staff are recommended by the Personnel Committee and approved by the church. Compensation packages may be designated in part or all of the following categories:

- Salary
- Housing Allowance
- Employee Benefits
- Expense Reimbursements shall be provided, but are NOT part of compensation packages

Support staff may be hourly or paid at a salary, within budget limitations, recommended by the Personnel Committee and approved by the church. Part-time employees are paid based on hours reported on time sheets with their supervisor's approval signature.

Employees are reviewed annually for consideration of a pay increase. A wage or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance. Budget limitations of necessity must be a factor. The results of scheduled job performance reviews and performance appraisals will play a major role in consideration of wage and salary increases.

4.02 Overtime Pay

Labor laws require the church to pay time-and-a-half for time non-exempt employees work which is in excess of forty (40) hours per week. As necessary, employees may be required to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in a given work week will be counted. All overtime work must be previously authorized by the pastor or the employee's supervisor. As required by law, the church provides compensation at a time-and-a-half rate for all overtime hours worked by nonexempt employees. To comply with this requirement, nonexempt employees are required to report all hours worked at their regular job on their time sheet each week. Non-exempt personnel are specifically not allowed to "volunteer" hours in performing their regular job assignment. Exempt employees may be required to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.

4.03 Payroll Procedures

A. Pay Period.

Paychecks are issued on a weekly (biweekly/monthly) basis for all employees.

B. Payroll Deductions.

Various payroll deductions, such as federal income tax, state income tax, and Social Security taxes, are required by law. All other deductions, such as health insurance,

retirement funds, etc., must be authorized by an employee in writing. Pastors may be considered as self-employed for Social Security tax purposes and are not required to have the same payroll deductions as other employees. If you have any questions about your deductions, please talk to the chair of the Personnel Committee.

4.04 Holidays

Eight (8) holidays off with pay and benefits are provided for full-time employees. Designated holidays will be New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve and Christmas Day. When the holiday falls on Sunday or a church-scheduled day of activity then another day will be substituted. Holidays must be taken and may not be accumulated. Holidays are also applicable to part-time employees, but without pay.

4.05 Vacation

Regular, full-time employees are entitled to vacation with pay as follows (in weeks) based on years of service: 1st year =2 weeks; 2nd—5th year =3 weeks; 6th – beyond = 4 weeks. An employee is eligible for vacation after six (6) months of active service. The vacation year runs from January 1st through December 31st. Vacation days will not be carried over from a prior year except in extraordinary circumstances approved by the Personnel Committee and pastor.

Permanent part-time employees working between twenty-five (25) hours per week and thirty-seven (37) hours per week shall be eligible for up to two (2) full weeks paid vacation per year. After six (6) months of service, a part-time employee is eligible for one-week vacation. Following one-year anniversary, a part-time employee is eligible for two (2) weeks vacation.

If an employee terminates in good standing during the year and has not taken all of the vacation earned as of the date of termination, payment for any vacation unused will be included in the final paycheck.

4.06 Sick Days

Full-time staff are provided five (5) paid sick days per year. Absences may be charged in half and full day increments. You may carry over sick days accrued from year to year, not to exceed ten (10) carry-over days which with a current year's provision would total fifteen (15) days. You will not be paid for unused sick days when you leave the church's employment.

4.07 Family and Medical Leave Act (FMLA)

Though the church is not covered by the federal Family Leave and Medical Leave Act (FMLA) the church will seek to accommodate employees who seek unpaid leave in the event of the birth or adoption of a child or the serious health condition of the employee or close family members. However, given the small staff, extended absences of the type permitted under the federal law may not be feasible. Certainly the church would encourage as well the use of personal leave days, vacation periods, and where applicable sick days which provide not only time off but some paid leave.

4.08 Bereavement Leave

In the event of a death in the immediate family, (spouse, child, parent, grandparent, sibling) of a full or part-time employee, the employee will be allowed up to three days bereavement leave with pay, not to exceed six per year. Employees who require more than the allowed days away from work may request vacation time or personal leave of absence without pay, subject to the provisions of the church's leave or absence policy.

4.09 Extended Leave

“Extended Leave” is defined as any times that the employee has received approval for an extended unpaid absence from work with the right to return, typically for an identified period of time. Whether a leave is granted will depend on all the circumstances including the urgency and compelling need for the leave, the length of service by the employee and the ability of the church to find suitable alternatives to carry out the responsibilities during the leave.

A. Medical - Long Term

A medical long-term leave of service is for illnesses or medical procedures requiring the employee to be away from work more than six (6) weeks. A signed note from the employee's doctor will be required along with a completed “Request for Leave” form. Leave must be approved by the Personnel Committee on recommendation of the senior pastor.

B. Sabbatical or Personal Leave of Absence

Sabbatical or personal leaves for spiritual and professional development or other purposes may be available to aid in the growth and well-being of the ministerial staff. A “Request for Leave” form must be completed. The pastor and Personnel Committee shall then review request both on its merits for the applicant, its contribution to the ministry of the church, and the financial and personnel resources of the church to accommodate the leave or sabbatical. Approved by the senior pastor and the Personnel Committee is required.

4.10 Military Leave

In compliance with both federal and state laws, any full-time employee who enters active duty in the armed forces of the United States as a result of being drafted or called up from the reserves to active duty will be granted a military leave of absence without pay. An individual returning from military service will be rehired into the former position or into a job of similar status and like pay if the individual presents the church with a copy of a certificate of satisfactory completion of military service (DD 214), and application for re-employment is made within ninety days of discharge or hospitalization continuing after discharge for a period of not more than one year.

4.11 Personal Days (With Pay)

There are occasions when it is necessary to take time off for personal reasons. Personal time off may be granted with the approval of the senior pastor. Personal time off will be limited to no more than two days annually after completing one full year of employment.

4.12 Weather Days

The Senior Pastor or his designee is responsible to determine if the church will conduct normal business on days of severe weather. You are responsible to call the church office or other designated person to receive instructions concerning work schedules. Non-exempt employees are NOT paid for “weather” days (e.g. snow/ice days).

4.13 Jury Duty

Employees who are called to serve on jury duty will be paid the difference between their regular pay and all monies paid to them by the court with the exception of reimbursement for expenses, and, in accord with North Carolina law, their jobs will be kept for them.

4.14 Worker’s Compensation Insurance

All employees are automatically covered by Worker’s Compensation Insurance at the time they are hired. It is important that all employees report any work-related injury or illness to the

senior pastor or supervisor within twenty-four (24) hours, regardless of how minor it may seem. It is also important to get proper first aid and/or medical attention immediately.

4.15 Medical Insurance

_____ Church offers certain church employees the opportunity to participate in a group health insurance program. Upon employment, each eligible person receives an information packet from the insurance company explaining the program. You are responsible for becoming familiar with the benefits provided.

4.16 Retirement Program

(If the church participates in any retirement program, it should set forth the basic provisions her, or refer to some publication the church provides.)

4.17 Housing Allowance

Section 107 of the Internal Revenue Code permits ministers to exclude a designated housing allowance from their taxable income so long as the allowance is used for the costs of owning or renting a home, and not exceeding the fair rental value of the home. Any such designation must meet the requirements of the IRS and be approved in advance by the congregation. Details regarding housing allowance designations are set forth in the Pastoral Staff Policies section of the *Church Policy Manual Guidebook*.

4.18 Continuing Education for Full-Time Staff

The full-time staff will be encouraged to enhance their skills with additional education appropriate to their professional development and the ministry of the church. The Personnel Committee shall include a request for continuing education funds in the budget, and to the extent funds are available and with the approval of the pastor, staff seek full or partial funding for such continuing education.

5.00 Office Standards and Procedures

5.01 Office Hours

Except for holidays, or unless otherwise announced, the church office will be open Monday through Friday from 8:30 AM to 5:00 PM. Unless otherwise arranged with the pastor or your supervisor, all employees are expected to work within this schedule. Full-time employees are expected to work a minimum of forty (40) hours per week unless otherwise approved.

5.02 Punctuality and Attendance

Because you are an essential member of our team and teamwork is important, the church expects you to be prompt and regular in attendance. You are expected to be ready to begin work at the time your work schedule begins. If you are unable to report to work at the assigned time for any reason, you are expected to call the church office or contact your supervisor if possible, within the first hour after your starting time.

5.03 Lunch and Break Periods

Scheduling of the lunch period is flexible, but must be approved by your supervisor.

You are also entitled to two fifteen-minute rest breaks each day. Normally these breaks will be scheduled in mid-morning and mid-afternoon. Always make sure you return from any break on time.

5.04 Dress Standards

Personal appearance should be a matter of concern for each employee. Your personal appearance reflects not only on you as an individual, but on the church as well. We expect you to take pride in your appearance and strive to achieve a positive, business-like image when representing the church. Dress for all employees should be professional, modest and appropriate for the type work you perform. Anyone who violates this standard will be subject to disciplinary action.

5.05 Reports and Records

Staff, both support and pastoral, may be requested to file periodic reports on their activities and projects. All non-exempt staff must complete weekly time sheets as developed by the Personnel Committee.

5.06 Bonding

The Personnel Committee may require the bonding of certain employees who handle substantial church funds.

5.07 Keys

You will be issued keys necessary for your work area(s). Keys are to be carefully guarded. You should exercise care in allowing individuals into the church facilities. Do not duplicate the keys, nor lend to other persons. Immediately report any lost key to the facility manager.

5.08 Telephones

You will be assigned a telephone, a telephone extension, and if appropriate a long distance authorization/accounting code. Personal long-distance calls from office phones should be charged to your personal phone or credit card.

5.09 Bulletin Boards

Information posted on church-employee bulletin boards is for the benefit of all employees. Employees are responsible for checking the employee bulletin boards on a regular basis and for reading all materials posted by the church. When required by law, posters setting forth employment-related rights are posted on these bulletin boards.

5.10 Security

The security of facilities as well as the welfare of our members, regular attendees, employees, and visitors requires that every individual be constantly aware of potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facility. Files, desk drawers and other places where confidential or valuable materials are kept should be locked when no one is in the office. Access to another person's office is not permitted without prior permission and approval of the office occupant.

5.11 Health and Safety

Every employee is responsible for the safety of her- or himself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times.

5.12 Children in the Office

Children should not normally be brought to the office by employees during the times when they are working. The work environment is not suited for the care or safety of children, and children should not be placed in other facilities in the church while their parent is at work. On those special circumstances when an emergency arises, with the prior approval of the pastor or other immediate supervisor, employees may be permitted to bring their children to work. Such permission shall be only granted in emergencies, and the employee should make immediate efforts to arrange alternative childcare. If a child is disruptive to the parent, other employees or the organization's operations, the child will not be allowed in the office. Requests to bring a child to the office should not be made when the child is ill. In no event may children brought to the office be left unattended.

5.13 Confidentiality

As an employee, you may have access to confidential information regarding the finances, operations, vision, and future of the church. You may also know or be informed of personal information about a church member, visitor, job applicant or fellow employee. The ability to keep information confidential is a required element of employment. Any violation of confidentiality seriously injures the church's reputation and effectiveness. Discussion of information relating to church business will be limited to those officially concerned. These matters should never be discussed outside official/professional channels including family and fellow employees. If you are questioned by someone, and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer. Instead, as politely as possible, refer the request to the pastor or other church leadership.

No one is permitted to remove or make copies of any church records, reports or documents for other than official church business without prior approval.

5.14 Use of Church Equipment and Supplies

Church supplies, copying machines, A/V equipment, tools, and other equipment are for use in the ministry of the church and not for personal use by members, attendees and employees. Use

of any church equipment must be approved by those responsible for the equipment or the senior pastor.

5.15 Smoking Policy

Smoking is not allowed in any of the church's buildings.

5.16 Expense Reimbursement

It is the policy of the church to reimburse staff for all ordinary and necessary expenses required for the performance of ministry within and on behalf of the church upon submission of accurate and receipted expense reports. To be reimbursed the expenses must in most cases have been approved in advance, and substantiated by receipts.

The church reimburses automobile mileage expenses for church business needs at a rate equal to the Internal Revenue Service optional mileage allowance. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on church business may claim reimbursement for parking fees and tolls incurred. Reimbursement will be based upon actual mileage recorded on the "Expense Reimbursement" form. A normal commute to and from work and regularly scheduled, on-going meetings with church members are not reimbursable. Other expenses should be substantiated with receipts and submitted to the Senior Pastor or his designee with a completed expense report form. The reimbursement policy and procedures are set forth in the *Church Policy Manual Guidebook* and are designed to conform to the IRS regulations for "accountable plans" which impose requirements of timely substantiation of expenses, and timely return of any excess advances. Specific provisions regarding pastoral staff reimbursements are set forth in the Pastoral Staff portions of the *Church Policy Manual Guidebook*.

5.17 Copyright Policy

The church is committed to respecting all copyrights and prohibits staff or volunteers from any forms of copyright infringements. Church-owned copy machines; computers, tape duplicators, sound-recording devices or any other forms of duplicating or reproducing equipment should not be used to copy or reproduce any forms of copyrighted materials for ministry or personal use. If any questions arise regarding appropriate copying, employees and others are referred to the General Policies section of the *Church Policy Manual Guidebook* and may seek direction from the senior pastor.

5.18 Access to and Removal of Church Property

The church retains the right of access at all times to any church property including employee offices, work stations, filing cabinets, desks, credenzas, and any other church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc.

5.19 Employee Personal Business Promotion and/or Sales

Employees, immediate family members of employees, or businesses operated by employees or family members may not directly sell merchandise (i.e. Amway products, Shaklee products, T-shirts, music, records, etc.) to employees, church members or visitors during normal working hours. Furthermore, sales may not be made at church-related functions (such as retreats, concerts, choir trips, etc.).

Any purchases of merchandise by the church for the church's ministry from employees or their family must be handled through the normal purchasing procedures of the church.

5.20 Personnel Files and Access

A. Contents

The church maintains current and accurate information about each employee. Employees are expected to keep the church informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, etc. Personnel files will include the following types of employee information (list is not all inclusive):

- Position description
- Employment application and other forms completed by applicant
- Authorization of church or its agent to conduct a background check of the individual
- Background checks
- Offer of employment
- Personal information form including emergency-notification information
- IRS Form W-4 and other withholding forms or authorizations
- Acknowledged receipt of employee handbook
- Acknowledgement of At-Will Employment
- Appropriate materials regarding any disability accommodation
- Sign-up forms for employee benefits and any benefit elections
- Periodic performance evaluations
- Memos on commendations for excellent performance
- Warnings and disciplinary actions
- Any retirement election forms
- Hospital insurance election forms
- Beneficiary designation forms
- Other personnel-related items

B. Confidentiality

It is the policy of the church that an employee may have access to her/his personnel file within a reasonable amount of time after making a request to the pastor or chair of the Personnel Committee. The file must be examined in the presence of the Pastor or the Chair of the Personnel Committee. Personnel files may not be taken from the church premises.

5.21 Works Made for Hire

All work prepared by any employee within the scope of his or her employment, whether on or off the premises and whether or not prepared during normal working hours, will be owned by ____ Church. Examples of such work would be: books written, music composed and software developed on the church premises during normal working hours, or for the church, or in furtherance of the ministry of the church. Section 201 of the Copyright Act specifies that *the employer . . . is considered the author of a work made for hire, and owns all the rights comprised in the copyright unless the employer and the employee have expressly agreed otherwise in a written instrument signed by them.* Therefore, in the absence of such an executed instrument, all works prepared by an employee in the scope of his or her employment are owned by the church. Employees engaged in such creative work who believe it should fall outside the “work for hire” principle should seek any clarification or enter into a written agreement with the church affirming any exception or otherwise negotiated agreement.

5.22 Life-threatening, Infectious and Communicable Diseases

We recognize that employees with a potentially life-threatening and/or infectious illness may wish to continue to engage in as many of their normal pursuits as their condition allows, including their employment. As long as these employees are able to meet acceptable

performance standards and medical evidence indicates that their conditions are not a threat to them or others, supervisors should be sensitive to the employee's condition and ensure that they are treated consistently with other employees. Reasonable precautions should be taken to ensure that an employee's medical condition does not present a health and/or safety threat to other employees.

Employees with highly communicable diseases that do threaten others with infection in the normal course of contact in the normal course of the employee's activities should notify their supervisor and either take sick days, or where it is possible, work under some accommodation that minimizes the risk of infecting others. The church will seek wherever possible to work with the preferences of the employee but retains the right to make decisions that preserve the health and safety of others.

6.00 Computer Policy

The church makes computers available to certain of its employees and others for the furtherance of its ministry. The church wants its computer equipment to be used in a way that is not inconsistent with the ministry of the church and that will not create a risk of legal liability to the church or the users. Therefore, the church has created this policy regarding church computer equipment and requires compliance with it by each user.

All users, employees or non-employees, are required to read this policy carefully and to sign the form attached to the policy at the time of their employment by the church (for employees) or when they first use the computer equipment (for other users). The signature acknowledges that they have read and understand the policy and will comply with it. The policy may be revised by the church at any time and upon each user's receipt of the revisions or the policy as revised, he or she assumes the responsibility to carefully note the revisions and to comply with the policy as revised.

6.01 Ownership and Access

The information created on, stored in, sent from, or received by the computer equipment owned or used in the church's ministry belongs to the church and the church reserves the right to review, audit, intercept, access, monitor, sample, and disclose all such information. The church intends to exercise that right when it considers it useful to further its ministry or for other church purposes. Any information it obtains may be disclosed to any person, either within or outside of the church without the permission of the employee. Thus, the confidentiality of any information should not be expected or assumed. Even when information is deleted, it is still possible to retrieve and read it. Further, the use of passwords for security does not guarantee confidentiality. No user shall create or use any password that has not been approved by the pastor or delegated supervisor and any users who give anyone their passwords or permit any person to use the computer equipment assigned to them are responsible for that person's use of the computer equipment.

6.02 Confidentiality

Notwithstanding the church's right to retrieve and use all information, all information should be treated as confidential by all users and accessed only by individuals authorized to do so. Users are not authorized to retrieve or read any information stored by another user without prior approval by that user or the church. Users should not use a password, access a file, or retrieve any stored information, unless authorized to do so. Users should not attempt to gain access to another user's computer files without the latter's permission.

6.03 Personal Use

All computer equipment provided by the church exists for the sole purpose of helping the church to better accomplish its ministry objectives and is to be used for that purpose. The church is aware that there are times when users would like to use computer equipment for personal purposes and, provided that such use is minimal and in compliance with all other provisions of this policy, such personal use will be permitted. Like personal use of the church telephones, however, use of computer equipment for personal purposes must be minimal and, except in unusual circumstances, should be during breaks, after hours, or otherwise on the user's own time and at no cost to the church. Users must be aware that the authorization of minimal personal use of church computer equipment does not change the church's right to access, review, intercept, audit, monitor, sample and disclose all information created, sent or received on, or stored in, all computer equipment, as provided above, and does not give rise to any expectation of privacy.

6.04 Prohibitions

The computer equipment available to users is to be used for the purpose of enhancing the ministry of the church and should not be used in any way which would detract from that ministry or create the risk of any legal liability to the user or the church. Specifically, computer equipment may NOT be used to create, store, transmit, receive or otherwise communicate or access:

- Pornography or images, text or other information that contains pornographic or other sexually explicit materials (which terms, because of the nature of the church and its ministry, will be broadly construed), which prohibition shall include, but shall not be limited to, the creation, transmission, receipt, retrieval, viewing, or storage, of e-mail containing such materials, and accessing, retrieving, downloading, uploading, copying or viewing of such text, images or other information from the internet, World Wide Web, or any on-line service;
- Information that creates an atmosphere that is sexually or racially abusive;
- Information that is libelous, defamatory or abusive;
- Any message or other information that would violate any applicable federal or state laws, church rules or regulations, or any church policy; any message or other information that is unlawful or for an unlawful purpose;
- Any copyrighted materials or other information, or any trade secrets or other proprietary information or similar materials, in violation of law;
- Any e-mail or other information which the user knows or should know contains, or is likely to contain, a computer virus (e.g., a self-executing program) which corrupts the integrity of data or causes the loss of information to the recipient;
- Any message or other information which constitutes or is used for the purpose of spreading chain mail or other frivolous communications.

In general, users should be aware that, despite the simplicity of creating and communicating information by e-mail, e-mail is no less significant than letters, memoranda and other communications and that they should use the same care in creating and sending e-mail communications that they use in creating and sending such other communications on behalf of the church.

6.05 Personal Software

The use of personal software on church computer equipment is permitted only with the written approval of the senior pastor. Loading personal software is the number one means of introducing viruses into a computer network. Valid software licenses are required for all software loaded onto the church-computer network.

6.06 Home-Computer Use

Computer software purchased by the church is owned by the church and cannot be copied or installed on employee's and volunteer's home computers. Church documents, spreadsheets, or data cannot be loaded on any other computer not owned by the church without prior approval. All church computer data and information belongs to the church and should not be copied or given to any person or loaded onto any other computer.

6.07 Violations

Each user who violates this policy or uses computer equipment for improper purposes shall be subject to the limitation or termination of his or her right to use the computer equipment. Any employee who violates this policy or uses computer equipment for improper purposes shall be subject to discipline, up to and including discharge. Members of the church who violate the

policy may also be subject to other church discipline. Any user who discovers a violation of this policy is required to notify the pastor or other designated representative.

6.08 Computer-Use Policy Agreement

(This form is printed for signature at the front of this handbook, p. _____, and must be signed and submitted to the church office or your supervisor.)

_____ **Church Computer-Use Policy Agreement**

Before signing, please read carefully the computer-use policy in the *Employee Handbook*. Your signature will signify you have read that policy, understand and agree to be bound by it.

Name: _____
 First Middle Last

I have read, understand, and agree to be bound by and comply with, the church policy regarding the use of church computer equipment as set forth in the employee handbook.

Signature _____ Date _____

7.00 Employee Review

7.01 Regular Performance Reviews

The employee's written job description as well as written annual objectives of performance developed by the employee and the senior pastor or supervisor will be the basis for regular supervisor/employee discussions on an employee's progress in the job. The performance review should recognize particular areas of strength, solving problems, meeting needs, planning for the employee's development, and other performance-related topics. These evaluations can be both formally planned meetings as well as informal discussions with the employee at appropriate times.

An annual written performance evaluation shall be completed for every employee and discussed with the employee at the end of the church's fiscal year and filed in the employee's personnel files. The Personnel Committee, with input from the pastor, deacons and others as appropriate, will be responsible for the performance review of all staff. Performance evaluations will be in writing and will permit employee comments. The primary purpose of the performance review is to give feedback to an employee regarding areas in which they excel or to identify areas where improvement can be made. Performance evaluations shall be conducted in a face-to-face, private environment. Original performance evaluations will be retained in personnel files.

7.02 Complaints and/or Concerns

In the event you have a problem or concern during employment with the church, you are encouraged to share the problem/concern. Fair handling of a problem or concern cannot be given if employees do not let the proper people know of its existence. The purpose of the employee-complaint process is to insure fair and equitable treatment for all employees, eliminate dissatisfaction, and resolve problems so that productive work relationships can be maintained for the benefit of all. The process outlined below has been established for the benefit and use of all church employees except the pastoral staff.

The problem or concern should first be discussed with your supervisor. Be as open as possible. Problems and concerns are best analyzed when all the facts are understood. You and your supervisor should come to a solution to the problem/concern, or agree upon a reasonable time frame for such solution, not to exceed three (3) days. If you and your supervisor are unable to agree upon a solution, you should submit your concern in writing to the senior pastor or chair of Personnel Committee or chair of deacons. The concern will be researched for further clarification. A meeting will be scheduled with you to review your concerns.

7.03 Corrective Counsel and Discipline

We want to commend you when your performance is outstanding. You will also be counseled if your job performance is below acceptable standards. If improvement is not shown immediately, you may be disciplined up to and including involuntary termination. The basic principle underlying any disciplinary action is that it be corrective in intent. The system is not formal and the church, in its sole discretion, may utilize whatever form of discipline is deemed appropriate under the circumstances. The church's policy of discipline in no way limits or alters the at-will-employment relationship. Unacceptable behavior which does not lead to immediate dismissal may be dealt with in one or more of the following ways:

1. Verbal Warning
2. Written Warning

Poor Performance

Informal or formal discipline up to and including termination may arise from poor job performance or from misconduct. Some examples of poor job performance are:

- Below average work quality or quantity.
- Poor attitude, including rudeness or lack of cooperation.
- Excessive absenteeism or tardiness.
- Failure to follow instructions or church policies and procedures.

Misconduct

_____ Church is a religious, nonprofit organization based upon Christian tenets. By accepting and continuing employment with the church it is expected that you will not engage in any activity which constitutes a conflict of interest with the interest of the church and that you will conduct yourself in keeping with the principles set forth in these statements. The following list is illustrative, not all inclusive, and includes examples of gross misconduct:

- Willful violation of any church rule or deliberate action that is extreme in nature or obviously detrimental to the church's ministry efforts.
- Negligence or any careless action that endangers the life or safety of another person.
- Threatening, intimidating or coercing fellow employees on or off the premises, at any time or for any purpose.
- Malicious gossip and/or spreading rumors, engaging in behavior designed to create discord and lack of harmony, interfering with another employee on the job, willfully restricting work output or encouraging others to do the same.
- Insubordination or refusing to obey instructions properly issued by your supervisor.
- Abuse, misuse, theft or the unauthorized possession or removal of church property or the personal property of others.
- Falsifying or making a material omission on church records, reports or other documents, including payroll, personnel and employment records.
- Willful divulging of confidential church information to unauthorized persons.
- Disorderly conduct, including fighting or attempted bodily injury, immoral conduct or indecency, or the use of profane, abusive, or threatening language toward others, or possession of a dangerous weapon or illegal firearms, or explosives while on duty.
- Violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment.
- Unlawful sexual or other harassment of any other employee or person while on duty.
- Use of alcohol, drugs, tobacco or controlled substances when on duty, on church property, or in a church vehicle.
- Violation of the computer-use policies of the church.
- Falsification of employment records, employment information or other church records, including time-keeping records.
- Engaging in unethical or criminal acts whether or not related to job performance.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of the senior pastor or any supervisor, or the use of abusive or threatening language toward a supervisor or pastoral-staff member.

7.04 Employment Termination

Since employment is “at will” and is based upon continuing mutual consent and church need, either the employee or the employer is privileged to terminate employment at any time with or without cause or notice in accordance with the policy guidelines below:

- **Resignation:** A resignation is a written notice from the employee to the church at least ten (10) working days for staff employees and thirty (30) calendar days for pastoral staff employees prior to the last day of employment.

- **Quit:** A quit occurs when the employee leaves the church with no prior notice or less than the specified ten (10) day or thirty (30) day notice. Any employee who voluntarily resigns her/his employment or fails to report to work for three (3) consecutive scheduled workdays without notice to or approval by her/his supervisor will be considered to have voluntarily terminated employment with the church.
- **Layoff:** A layoff occurs when the church terminates an employee because of reorganization or lack of work. In case of a layoff, the church is obligated to give the same notice to the employee, or pay in lieu of notice, that the employee is obligated to give as described above in the case of a resignation.
- **Discharge:** A discharge for cause occurs when an employee is discharged for disciplinary or other reasons which constitute an unsatisfactory attitude, performance, or judgment by the employee. No notice or pay in lieu of notice is required by the church.

7.05 Termination Procedures

Termination of non-ministerial employees requires the approval of the church or its designated body as set forth in the bylaws or other approved policy. Dismissal of ministerial staff is governed by procedures set forth in the bylaws.

7.06 Benefits at Termination

Unused Vacation – Employees who resign with proper notice, are laid off, or are discharged in good standing will receive payment for any unused vacation time in accordance with the vacation policy.