

Personnel Handbook for Full-Time Employees



Temple Baptist Church
Hattiesburg, MS

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ABOUT YOUR EMPLOYEE HANDBOOK

We have prepared this handbook as a general statement of our policy and as a guide for general information that should assist you during your employment. The provisions of this handbook are designed to serve as guidelines rather than as absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.

This employee handbook does not constitute a contract for employment with Temple Baptist Church either expressed or implied. Employment at Temple Baptist Church is at-will.

The statements contained in this handbook do not limit the right of either this organization or the employee to terminate the employee's employment or compensation, with or without cause or notice, at any time. Further, this organization reserves the right at any time to change, delete, or add to any of the provisions or benefits in its sole discretion.

This employee handbook supersedes all prior oral or written policies and guidelines.

If you have executed an employment contract with Temple Baptist Church, this handbook is intended to accompany and compliment that contract. However, if a discrepancy exists between this employee handbook and the employment contract, the language of the employment contract controls.

EMPLOYMENT POLICY

All employees are expected to adhere to all policies pertaining to employment at Temple Baptist Church. Every effort will be made to ensure that employment is pleasant and productive. All employees are expected to comply with all established policies of the Church.

Temple Baptist Church is committed to the highest standards of conduct. Temple must avoid conflicts of interest, situations that might be perceived as conflicts of interest, or situations that might impair objective judgment or be perceived as biased. The Church may elect not to employ any person, in any capacity, if such person is related by blood or marriage including the following relationships (parents, children, brothers, sisters, aunts, uncle, nieces, nephews, grandchildren, grandparents, great-grandparents, and step relatives).

ATTENDANCE GUIDELINES

Regular attendance and punctuality are considered essential functions of every employee's job. Therefore, all employees are expected to arrive on time, ready to work, every day. Our philosophy is that absenteeism is generally controllable. Therefore, absence control is best achieved through individual treatment aimed at the irresponsible, chronic absentee.

We define an absence as failure to report for and remain at work as scheduled. This includes arriving late for work and leaving early without prior supervisory approval. Additionally, absences that exceed the permitted number of hours under the vacation and sick plan may be considered unexcused absences.

If you are unable to arrive at work on time, or must be absent for any portion of the day, you must contact your supervisor as soon as possible. If possible, you should speak directly with your supervisor. If that is not possible, then you must leave a message for your supervisor. Since each department has different needs and internal procedures, employees must check with their supervisor to determine any additional or specific instructions for reporting absences or tardies.

Excessive absenteeism or tardiness will result in disciplinary action up to and including termination. The standard of what is excessive is determined by the needs of your particular department. This organization will administer this policy in accordance with federal and state law, including, but not limited to, the Americans with Disabilities Act and the Family and Medical Leave Act.

COMMUNICATION AND ELECTRONIC MEDIA

Temple Baptist Church provides a variety of electronic systems and services to improve the effectiveness of communication and information flow. “Electronic media” means any electronic program, access, or services, including but not limited to, any computer hardware or software, e-mail and the Internet.

Electronic Media Use Policy

- Temple Baptist Church electronic media and services have been developed and maintained for the specific use of ministry correspondence, communications, and research information gathering. For employees’ convenience and expediency, electronic media may be used for incidental personal use. Good judgment should be used to limit the amount and frequency of such use.
- All systems, including the equipment and the data stored in the systems, are the property of Temple Baptist Church. Thus, all electronic data or documents created, sent, received, or stored in the systems are the property of this organization.
- Employee communications transmitted by the company systems are not considered private. Temple Baptist Church has the right to access, monitor, inventory, review, audit, delete. And disclose, with or without notice, for any reason, including time and content, all information sent, communicated or stored on company systems, whether or not they are communications. Additionally, routine system maintenance or trouble-shooting by system administrators may result in electronic messages being accessed.
- This organization is not responsible for any privately owned equipment used for business purposes.
- No equipment or software, including electronic calendaring devices or Personal Digital Assistants, may be attached, installed, or added to company systems

without prior approval from the Business Administrator. The organization reserves the right to remove software, licensed or unlicensed, from any business-owned equipment at any time.

- All other Temple Baptist Church policies, including harassment and confidentiality policies, apply to the use of electronic media.

Passwords

Access to electronic media is limited to those employees with proper authorization and may require the use of an ID code/password. Employees must keep all passwords confidential and out of public view. Care should be taken in setting passwords to avoid making them easily discoverable. Passwords should not be shared.

Unacceptable Uses

Unacceptable uses of electronic media or communications include, but are not limited to, the following:

- Use for any purpose that violates state or federal laws
- Use to transmit or access information that disrupts the operation of this organization
- Use to transmit or access any content that is illicit, abusive, discriminatory, harassing, disrespectful, or pornographic
- Use to create or host any blog that is not approved by Temple Baptist Church
- Use to falsify the sender or author's identity or to misrepresent another person
- Use to transmit or access confidential information to individuals who are not authorized to receive such information
- Use to transmit non-critical, non-business broadcast mail/data, distribution of chain letters or other mass distributions that cause stress on any computer or network system or disrupt the operation of this organization

Abuse of any electronic media or services or violation of this policy, through excessive personal use, or use in violation of law or other Temple Baptist Church policy, will be subject to immediate review and may result in disciplinary action up to and including immediate termination of employment and/or legal action.

Software Use Policy

- Temple Baptist Church will provide necessary software to employees for use on organization computers in accordance with federal copyright law and applicable licensing agreements.
- Temple Baptist Church does not condone the unauthorized reproduction of copyrighted computer software or documentation.
- Employees are not permitted to install, execute, run, or load personal software on business computers without permission from the Business Administrator.
- If an employee, with the Business Administrator's approval, uses personal software on company computers, the employee is responsible for keeping licenses for his or her software.
- Temple Baptist Church has the right to access, monitor, inventory, review, audit, delete, and disclose, with or without notice, for any reason, including time and

content, all information or software sent, communicated or stored on organization systems.

- Temple Baptist Church reserves the right to remove software, licensed or unlicensed, from any business-owned equipment or computer at any time.
- Employees with access to electronic media are responsible for taking the appropriate security measures to prevent loss, misuse, and damage, including damage caused by computer viruses. Any unexplained loss or alteration of data should be reported immediately to the Business Administrator.

Internet Use Policy

- Temple Baptist Church has the right to monitor internet usage for purposes of time and content. For employees' convenience and expediency, the internet may be used for incidental personal use. Good judgment should be used to limit the amount and frequency of such use.
- Employees should limit the amount of printing for personal communications or purposes. A nominal printing fee may be assessed for personal use.
- Access to any internet sites with content deemed illicit, pornographic, unsavory, or inappropriate within the guidelines of ministry values and objectives will be subject to immediate review and possible disciplinary actions.

Electronic Communications (phone, e-mail, and facsimile services)

- Telephones, e-mail systems, and facsimile machines are the property of Temple Baptist Church. Consequently, Temple Baptist Church has the right to monitor electronic communications for purposes of time and content.
- The telephone is a very important business tool. Therefore, employees' use of the telephone for personal purposes must be done with discretion. Personal calls should generally be limited to those of an emergency nature, and should be made during break or lunch periods whenever possible.
- Although there are security measures in place to protect the privacy of electronic media and communications, it is impossible to ensure the confidentiality of any electronic message.
- Employee communications transmitted by this organization's systems are not considered private. Temple Baptist Church has the right to access, monitor, review, audit, delete, and disclose to those with a business need to know, with or without notice, all information sent, communicated, or stored on organization systems, whether or not they are communications.
- Routine system maintenance or trouble shooting by system administrators may result in electronic messages being accessed.

Guidelines

- Employees should keep in mind that electronic messages, depending on their format, can be readily printed, viewed, listened to, or forwarded to other users. Electronic messages may also be mistakenly addressed and sent to the wrong person.
- Although there are security measures in place to protect the privacy of electronic media and communications, it is impossible to ensure the confidentiality of any

electronic message. In using electronic media, employees need to keep in mind the nature of electronic communications.

EMPLOYEE BENEFIT PROGRAM

For the benefit of employees and this organization, Temple Baptist Church provides certain employee benefits outlined within this handbook. All employee benefits are subject to change or elimination at any time at the discretion of the Church. Benefits may also be modified in accordance with federal and state law.

Contact the Business Administrator with any questions regarding benefits.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Temple Baptist Church to grant equal employment opportunity to all qualified persons without regard to race, creed, gender, age, veteran status, disability, or handicap—if such handicap or disability may be accommodated without undue hardship. The recruitment and selection process will be based on job-related, objective qualifications, in accordance with the job requirements of the position being filled. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description. Reasonable accommodations will be made, in accordance with applicable state and federal law, to assist employees with disabilities in performing the essential functions of their jobs.

Temple Baptist Church is organized for religious purposes. Consequently, Temple Baptist Church enjoys an exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964 concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions based on the basis of religion or gender when a bona fide occupational qualification exists. Employees who believe they have been unlawfully discriminated against should report it immediately to their supervisor or the Business Administrator.

Guidelines

In all reported cases, this organization will take reasonable steps to protect the reporting employee from retaliatory, harassing, or abusive behavior in relation to such reporting.

FAMILY AND MEDICAL LEAVE ACT

It is the policy of Temple Baptist Church to provide family and medical leaves in accordance with the Family and Medical Leave Act of 1993 (FMLA).

Eligibility

The FMLA entitles eligible employees to take up to a total of 12 weeks of unpaid, job-protected leave in a 12-month period for reasons specified in the FMLA. Under certain circumstances, families caring for service members recovering from a serious injury or illness may take up to 26 weeks of unpaid, job-protected leave. You are eligible for

FMLA leave if you have, before the first day of your FMLA leave, 1) worked for at least 12 months, and 2) provided 1,250 hours of service within the previous 12-month period. We calculate the 12-month period backward from the date the employee's FMLA leave begins. If you and your spouse are both employed by Temple Baptist Church, your combined FMLA leave entitlement is 12 weeks for the birth, adoption, or placement of a child.

Reasons for FMLA Leave

- FMLA leave will be granted to eligible employees for any of the following reasons:
- The birth, adoption, or placement of a child.
- The care of a spouse, child, or parent who has a serious health condition.
- The employee's own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- Any period of incapacity or treatment in connection with or after inpatient care in a medical facility;
- Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three calendar days and involving continuing treatment by a health care provider;
- Any period of incapacity due to pregnancy or for prenatal care; or
- Continuing treatment by a health care provider for a chronic or long-term condition that would likely result in a period of incapacity of more than three calendar days. Unless complications arise or if left untreated, the common cold, the flu, upset stomachs, headaches, or orthodontic problems will not generally be considered serious health conditions. Routine physical, eye, or dental examinations are not considered treatments indicative of a serious health condition.

Guidelines of FMLA Leave

Leave may be taken, if medically necessary, on an intermittent or reduced schedule basis for the serious health condition of the employee or an immediate family member.

Intermittent or reduced leave may be taken for the birth or adoption of a child only if approved by the Business Administrator.

Temple Baptist Church requires the employee to first use his or her paid sick leave, personal leave, or vacation time for any part of the 26-week period. Therefore, all available paid sick leave, personal leave, and vacation time must be used and will be designated as FMLA leave time before any remaining FMLA leave can be taken on an unpaid basis.

Notice and Medical Certification

If you become eligible for leave under the FMLA, you must follow these guidelines:

- You must provide 30 days advance notice when the leave is foreseeable. When the need for leave is not foreseeable, you must provide notice to the Business

Administrator (within two business days of when you become aware of the need for leave). Notice may be provided by your spouse, family member, or other representative if you are unable to do so personally. Failure to provide notice could jeopardize your FMLA status.

- FMLA requires that you attempt to schedule planned medical treatment or intermittent leave so as to avoid undue work-related disruption. This means that in cases where your treating physician is available, you may be required to schedule planned medical treatment outside of general business hours.
- If you take leave to care for a spouse, child, or parent, you must provide a medical certification within 15 calendar days of the request for leave. Contact the Business Administrator to obtain a copy of the “Certification of Health Care Provider” form. A second and/or third medical certification at Temple Baptist Church’s expense, may be required.
- If you take leave for your own serious health condition, you are required to provide a Fitness-For-Duty report, along with the “Certification of Health Care Provider” form, before returning to work.
- While on FMLA, you are required to report to the Business Administrator periodically on your status and your plans to return to work. This organization will take steps to maintain all medical information confidentially in accordance with the Americans with Disabilities Act.

HARASSMENT

Temple Baptist Church will not tolerate any form of harassment, including sexual harassment, or any offensive conduct that has the effect of substantially interfering with an employee’s work performance or creating a pervasive, intimidating, hostile, or offensive work environment.

Temple Baptist Church has instituted the following three-step procedure for reporting and investigating allegations of unlawful harassment, including sexual harassment:

- **Reporting:** An employee who believes that he or she has been the victim of harassment has a duty to report it immediately to his or her supervisor, the Executive Pastor, the Church Accountant or the Business Administrator. In all reported cases, this organization will take reasonable steps to protect the reporting employee from retaliatory, harassing, or abusive behavior in relation to such reporting.
- **Investigation:** The Executive Pastor, Church Accountant, or Business Administrator will direct the investigation of complaints. All employees are expected to cooperate with an investigation of any type of harassment. Confidentiality will be maintained to the extent permitted under such circumstances.
- **Corrective Action:** After the investigation has been completed, the Executive Pastor will make a determination regarding the resolution of the case. If warranted, appropriate disciplinary action, up to and including dismissal, will be taken.

Guidelines

- Sexual harassment is present whenever unwelcome sexual advances, (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature have occurred, and submission to such conduct is either an explicit or implicit term or condition of employment; submission to or rejection of the conduct is used as a basis for making employment decisions; or the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.
- Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal abuse or physical conduct of a derogatory or offensive nature, the display or communication of pornographic material, or job-related requests for sexual favors. Sexual harassment does not refer to occasional compliments or other conduct that is socially acceptable and does not have a discriminatory effect on the employment relationship.

INJURY AND ILLNESS AT WORK

Temple Baptist Church carries workers' compensation insurance on all employees for on-the-job accidents. We will comply with applicable workers' compensation laws and regulations and will provide information to the workers' compensation carrier, who will make benefit payments to injured or ill employees as provided by applicable workers' compensation laws.

If a work-related injury or illness appears life threatening, the 911 emergency number should be called immediately, and directions should be followed. Otherwise, any employee who sustains an injury or illness that is job-related should report this immediately to his or her supervisor, who will report it to the Business Administrator. Non-emergency, work-related accidents require authorization forms, located with the Business Administrator.

All job-related accidents, regardless of their cause or severity, must be reported to the business administrator immediately. Accidents that are not reported promptly may result in the claim being denied. First aid supplies are available in main office and/or the gym.

Guidelines

- Accidents include all work-related injuries or illnesses that occur while working for Temple Baptist Church.
- Employees have an obligation to report any work-related injury or illness immediately and return to work as soon after an injury or illness as their medical conditions permit.
- A list of approved medical care facilities may be obtained from the Business Administrator.
- Employees who need medical treatment while on company travel should proceed to the nearest medical facility and upon return report it to the Business Administrator.

JURY DUTY, COURT SUBPOENAS, AND VOTING

Jury Duty and Court Subpoenas

Serving on a jury or testifying as a witness when called is a civic duty, and as such is fully recognized and supported by this organization. The following policy governs the amount of time off and method of payment while serving on jury duty or testifying as a witness.

Jury Duty

It is the employee's responsibility to notify Temple Baptist Church as soon as a formal notice regarding jury duty is received. This will allow the Business Administrator to make arrangements for coverage during this time period. While serving, employees will be paid the difference between jury duty pay and their regular pay. Employees scheduled to work while serving on jury duty should return to work immediately after being excused from jury duty.

Court Subpoenas

When an employee is subpoenaed, advance notification should be made through the supervisor. Appearances in court under subpoenas and/or out of civic responsibility (such as an eyewitness) will normally be considered excused time with pay. Time for appearance in court for personal business will be the individual employee's responsibility. Normally, vacation days will be used for this purpose.

OUTSIDE INQUIRIES

Occasionally, a representative from the media might contact an employee regarding a ministry issue. No employee is to give media interviews without prior approval of the Executive Pastor. If contacted by a representative of the media, employees should forward any inquiries to the Executive Pastor. This policy will ensure that accurate information will be given for those matters that are appropriate for public knowledge.

All written or verbal inquiries regarding the work performance of present or former employees or written or verbal requests for employment recommendations should be directed to the Business Administrator.

OVERTIME

Occasionally an excessive volume of work accumulates or an emergency arises which requires a non-exempt employee to work overtime. Overtime will be required only when necessary, but employees are expected to work overtime when asked to do so. Non-exempt employees are not to work overtime without prior permission of the Business Administrator.

PAYROLL ISSUES

Pay Periods

You will receive, on each payday, a pay stub reflecting the pay earned the two weeks before the payroll week. Payday is normally every other Friday of the month. Temple Baptist Church directly deposits employees' paychecks into their designated personal accounts.

Guidelines

- If a payday falls on a holiday, you will receive a paycheck on the preceding workday.
- If you are absent on payday, your pay stub will be held until you return to work, unless other arrangements are made.

Payroll Time Sheets

All employees are responsible for completing time sheets. Time sheets will be submitted on a bi-weekly basis. Your time sheet should be completed accurately and submitted to your supervisor for approval.

Non-exempt employees should report all time actually worked. Time sheets should also indicate all vacation, sick, or other time away from the office. If your position is classified as non-exempt, you are eligible for overtime pay. Overtime must be approved in advance by your supervisor. Sick and vacation time incurred by non-exempt employees may be taken in 30-minute increments.

Exempt employees should record only absences from work, not actual number of hours worked in a pay period. If your position is classified as exempt, you are not eligible for overtime. Sick and vacation time must be taken in a minimum of four-hour increments.

Temple Baptist Church is required by law to make regular deductions for taxes imposed by government units. These deductions must be made from all paychecks, and the amounts deducted are turned over directly to the applicable governmental units. Additionally, the Church will make certain deductions from your paychecks as you request.

Under the Social Security Act, your yearly taxable earnings are reported to the Social Security Board, and your benefits are computed upon them. This organization is required to deduct the tax on your salary. The amount deducted is sent to the federal government for credit to your account. The act provides a monthly income for workers and their families when the worker is retired or disabled and for certain payments to survivors in case of death.

This organization will provide, by January 31 of each year, a W-2 statement showing the total amount of your taxable earnings in addition to all deductions taken from your pay during the previous year.

PERSONAL CONDUCT

Temple Baptist Church is a non-profit religious organization. More importantly, our Church is a community of believers who have joined together to meet the spiritual needs of the greater community. Our Church promotes behavior consistent with the Holy Scriptures. Consequently, when joining Temple Baptist Church staff, you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards.

As representatives of Temple Baptist Church, it is imperative that our actions are above reproach in all things. Consequently, the following standards of conduct shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

- God's Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22–24). These attributes are to be sought, encouraged, and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided, including: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior, and premarital sex), drunkenness, and immodesty of dress.
- Employees shall recognize Sunday as a day set apart for worship, fellowship, and rest.
- Temple Baptist Church recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, employees are encouraged to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances, or narcotics not authorized by a physician.
- Any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated.
- Employees are encouraged to be selective in their choices of entertainment and recreation. The use, possession, or distribution of pornographic materials is prohibited.
- Employees shall avoid any other conduct that violates scriptural mandates.
- Any non-ministerial employee engaging in enterprise outside their normal work responsibility shall see that it occurs outside their normal work hours, that no conflict of interest develops, and that it does not involve any other Church employee, equipment or materials unless expressed advanced written approval of the Personnel Committee is obtained. All ministerial staff are discouraged in having any outside enterprises.

POSITION CLASSIFICATION

The following definitions have been established to standardize terminology and provide common understanding in our references to employees:

Employee

A person who receives wages or salary from Temple Baptist Church and whose work this organization controls and directs.

Full-time Employees

Those employees who regularly work 30 hours or more weekly and who maintain continuous regular employment status. Regular full-time employees are eligible for benefits offered by Temple Baptist Church.

Part-time Employees

Those employees who regularly work less than 30 hours weekly and who maintain continuous regular part-time employee status. Part-time employees regularly working less than 30 hours per week may be eligible for certain benefits offered by Temple Baptist Church.

Temporary Employees

Temporary employees are those whose services are intended to be for a short period of time or of limited duration, or for an indefinite period when there is no intent by Temple Baptist Church to provide regular status. Temple Baptist Church may either hire temporary employees directly or may use an agency to supply temporary employees. Temporary employees are not eligible for benefits. If a temporary employee is subsequently hired as a regular full-time or part-time employee, date of hire will be determined by the date on which the employee becomes a regular employee.

Regular Employees

Those employees whose services are intended to be for an indefinite period and work regularly scheduled hours on an ongoing basis in either a full-time or part-time capacity.

Exempt Employees

Executive, administrative, and professional employees who are exempt as defined by the Fair Labor Standards Act. Exempt employees are not eligible for and do not receive overtime payment.

Non-exempt Employees

Employees who are not exempt from the provisions of the Fair Labor Standards Act.

EMPLOYEE CLASSIFICATIONS AS DEFINED BY TEMPLE MAY BE OBTAINED FROM THE BUSINESS OFFICE.

SEPARATION FROM EMPLOYMENT

When an employee ends employment with Temple Baptist Church the procedures listed below should be followed:

- Employees who voluntarily separate from this organization are requested to give at least 10 working days' notice, excluding any vacation days, of their intention to terminate employment. Written notice should be given to your supervisor and the Business Administrator.
- All employees are expected to meet with the Executive Pastor or the Business Administrator for an exit interview. Employees may be requested to complete an exit interview form explaining the reasons for separation and their assessment of the employment experience at your ministry.
- During the exit interview, employees will complete any necessary paperwork. The Executive Pastor or Business Administrator will advise employees of benefit issues and other issues that relate to separation from this organization.
- Employees shall return any Temple Baptist Church owned materials and equipment, such as the employee handbook, and any off-site documents, equipment, or supplies. Upon termination of employment, all access to the computer systems and the building shall end. Vacation time will be paid to an employee separating from employment in accordance with the vacation and sick leave policy. An employee's termination date shall be the last day of employment in which the employee was present and working. Unless otherwise prohibited by law, benefits shall cease on the employee's termination date.

Guidelines

This organization reserves the right to require any employees who have been terminated or who have advised this organization of their intent to terminate, to immediately cease employment, to return any materials and equipment owned by Temple Baptist Church, and to leave the building.

VACATION AND SICK LEAVE

All full time pastoral staff is required to submit vacation requests to the Executive Pastor and must receive approval from the Executive Pastor before scheduled time away. Any leave not receiving prior approval may be considered "leave without pay."

Ministerial staff will not be advanced vacation leave until it is earned. Individuals requiring absences in excess of accrued vacation may be allowed leave without pay upon approval of the Personnel Committee. Ministerial staff may be granted additional time for self-improvement, work-related trips, conferences and conventions if prior approval is given by the Executive Pastor and Personnel Committee.

No provisions are made for extra pay for any unused vacation leave, or conference time.

Temple Baptist Church will grant vacation and sick leave on January 1 of each calendar year in accordance with the following schedule:

First Calendar Year of Employment

Hire Date	# of Days	Eligibility Date
1st Quarter	Sick 10	Date of Hire
	Vacation 10	April 1
2nd Quarter	Sick 5	Date of Hire
	Vacation 5	July 1
3rd Quarter	Sick 3	Date of Hire
	Vacation 3	October 1
4th Quarter	Sick 2	Date of Hire
	Vacation 0	
Calendar Year	# of Sick Days	# of Vacation Days
2	10	10
3	10	10
4	10	10
5	10	10
6	10	15
7	10	15
8	10	15
9	10	15
10	10	15
11	10	15
12	10	15
13	10	15
14	10	15
15	10	15
16 Years +	10	20

Carry Over of Days

The employee may carry over the following maximum number of days each calendar year:

Sick:	20 sick days
Vacation:	0 vacation days
Personal Leave	0 days

Sick Leave

Sick leave may be used only for health care appointments, personal illness, or the illness of a close family member. A close family member includes a parent, child, or spouse of the employee or a parent or child of the employee's spouse. Sick leave will not be paid to employees when they leave employment with this organization.

Vacation Time

Vacation time may be used for vacation, personal business, or additional sick leave once the allotted sick days have been exhausted. Vacation time should primarily be used for scheduled absences and should be approved by the supervisor at least 24 hours in advance.

Personal Leave

Employees may be granted up to a cumulative maximum of two days per year personal leave to be taken in hours, ½ days, etc. upon approval of immediate supervisor.

Guidelines

- If an employee exhausts all sick leave and is subsequently ill, the employee will generally be required to use available vacation time. Unless the illness qualifies under the Family and Medical Leave Act, employees are generally not permitted to take unpaid time for illness when vacation time is available.
- While vacation time can be used for illness once sick leave has been exhausted, an employee may not use sick leave for anything except personal illness, the illness of a personal family member, or for a qualifying Family and Medical Leave Act event.

WORK PLACE SAFETY

It's important that a safe, secure workplace be maintained for the benefit of this Church's employees and students. Accordingly, any actual or potential threat to safety within the workplace will be promptly addressed. Any violence in the workplace, or threatened violence in the workplace, by an employee, will result in disciplinary action up to and including immediate termination. No talk of violence or any communication involving threats of violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, displaying weapons, or threatening or talking of engaging in those activities. It's the intent of this policy to ensure that everyone associated with this Church, including employees, members and students can feel as secure as possible in this environment.

Carrying of Weapons

The Church does not prohibit the carrying of concealed weapons by any employee who has a license to do so while on church property. Any employee who carries a concealed weapon in the workplace must notify the Business Administrator and must show the Business Administrator his or her license to carry the concealed weapon. Any employee who carries a concealed weapon in the workplace must keep the weapon within his or her possession at all times. Employees are not allowed to leave such weapons unattended and are not allowed to give the weapon to any other individual. While individuals who have license to carry a concealed weapon are allowed to keep such a weapon in their personal vehicles, the weapons must be kept in a locked and secure location in the vehicle.

CONFIDENTIAL INFORMATION

The protection of confidential business information and trade secrets is vital to the interests and the success of this organization. Confidential information means information disclosed to or known by you as a consequence of your employment with

this organization that is not generally known to people outside this organization, information entrusted to this organization in confidence by third parties, and information defined as “trade secrets” under the Uniform Trade Secrets Act.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

Guidelines

- Confidential information may be contained in written manuals, verbal communications, the unwritten knowledge of employees, and/or any other tangible method of expression, including hard disk and soft disk drive mechanisms.
- Examples of confidential information include, but are not limited to, the following: financial information, member lists, counseling records, technological data and prototypes, and employment information.

DRESS AND PERSONAL APPEARANCE

Dress and personal appearance are fundamentally important for quality performance of ministry functions. Appearance must reflect the tasteful and moderate position we choose to take. Employees are expected to maintain a neat, well-groomed, and professional personal appearance at all times.

- Skirts and dresses are allowed if they are reasonable in length. (No more than 3 inches above the knee in the front and the back.) Slits in dresses and skirts must meet this requirement. No athletic shorts/pants are allowed. Shorts are allowed for recreation, childcare, support, and food service staff.
- Cut-up, ripped or torn clothing above the 3 inch line above the knee must not reveal skin or undergarments.
- Shirts that expose the stomach, cleavage or back are not permitted. Halter tops, tank tops, midriffs or see-through clothing shall not be worn. Tops with a strap width of at least 2 inches are acceptable. Strapless dresses are not acceptable.
- Appropriate undergarments must be worn. Undergarments may not be visible. Bras should be worn, but not seen.
- Sleepwear, pajama pants, nightshirts, leggings/tights (worn as pants) and swimwear shall not be worn. Skin-tight clothing (spandex, exercise outfits, leotards) is not allowed.
- No articles of clothing shall contain obscene or degrading language or pictures. Clothing promoting tobacco, drugs, alcohol, weapons or messages of a sexual or violent nature is prohibited.
- No ear buds or headphones may be worn while on duty.

CELL PHONE POLICY

Cellular telephones can cause distraction if used while driving. For safety reasons, while

employees are on ministry business, they're not to use cell phones to make calls while driving unless they use a hands-free device. If they receive a cell phone call while driving, the employee should answer it using a hands-free device or pull off the road to a safe location as soon as possible. Employees are not to send or read text messages while driving. Employees should not use a cell phone – even hands-free – when transporting children, while driving in heavy traffic or during hazardous weather conditions.

FUNERAL LEAVE

When a death occurs in the family of an employee or the spouse of an employee, this organization will provide funeral leave. Pay will not be granted for any day in which the employee is otherwise compensated (such as a paid holiday) or for any day the employee would otherwise not have been at work. Funeral leave is provided as follows:

Relationship	Paid Time
Spouse, Child, Parent	Up to 5 days
Grandparent, Grandchild, Sibling	Up to 3 days
Aunt, Uncle, Niece, Nephew	Up to 3 days

Employees may use, as necessary, the maximum number of days granted under this policy. If additional time is needed, employees may use, with their supervisor's discretion, any available sick or vacation days. Vacation time may be used to attend funeral services of persons not included in this funeral leave provision. The employee's supervisor and the human resources department must approve any variance from, or modification to, this Funeral Leave Policy.

GENERAL LEAVE OF ABSENCE

Temple Baptist Church recognizes that there may be times when an employee needs to be absent from work and the time is not covered by vacation, sick, or family and medical leave. Under such circumstances, an employee may request a leave of absence without pay. If you need to be absent for five or more working days, you must submit a written application to the Business Administrator before beginning the leave, stating the reason for the leave.

The Executive Pastor must approve all general leaves of absence in advance. An initial approved leave of absence cannot exceed 90 days. However, a leave may be extended for periods of 30 days or less upon submission of a new application and further approval by this organization.

Before an approved leave of absence, you must make specific arrangements to continue the various company benefit programs such as group health, disability, and life plans. This organization has no obligation to provide holiday pay, vacation benefits, or bonuses during an approved leave of absence. Performance appraisals may be deferred for a period equal to the length of the leave. General leaves of absence are unpaid leaves.

A general leave of absence may be granted for personal, medical not qualifying under FMLA, or other purpose. Temple Baptist Church is under no obligation to grant a general leave. A general leave does not guarantee holding the position open, as this organization may find it necessary or beneficial to fill the position. If you don't return to work at the end of an approved leave, you will be considered terminated.

Guidelines

- This policy is not intended to cover any leaves that qualify under the Family and Medical Leave Act. To determine whether a requested leave of absence meets the requirements of the FMLA, contact the Business Administrator.
- A leave of absence does not affect your continuity of employment. Your original date of employment remains in effect.
- If you are absent for more than five working days without an acceptable reason, such as a verified sickness, vacation, or authorized leave of absence, you will be considered as having voluntarily terminated your employment.

GRIEVANCE

Temple Baptist Church encourages an open channel of communication for the expression of employee concerns. There may be circumstances where an employee has unsuccessfully attempted to resolve concerns or complaints. Every effort should be made to resolve difficulties and misunderstandings on the basis of Scripture. Consequently, the grievance procedures to be followed are based on Matthew 18:15–17. With the exception of sexual or other illegal harassment, each step must be taken before proceeding to the next level. If you have a concern, follow these procedures:

- “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.” The first step is to go directly to the person with whom you have a concern. Attempt to resolve the matter without involving other people.
- “But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” The next step is to take the matter to your direct supervisor. If the problem involves your supervisor, you should contact his or her direct supervisor.
- “If he refuses to listen to them, tell it to the Church.” If, after you consult your supervisor, the matter is still unresolved, you may take your complaint to the Personnel Ministry Team. The Personnel Ministry Team will meet within two weeks of receiving a written request for a hearing. The Personnel Ministry Team is the final arbitrator in resolving complaints.

Guidelines

- There is one exception to the first step of resolution. An employee who believes that he or she has been the victim of harassment has a duty to report it immediately to his or her supervisor or the Business Administrator.
- When taking issues to the Personnel Ministry Team, be aware that certain policies apply. For example, in most cases, an employee is not entitled to have an attorney present at the hearing. This process for resolving conflicts is conciliatory in nature

and is intended to resolve issues within the body of Christ (I Corinthians 6:1–8).

HOLIDAY

Temple Baptist Church observes nine paid holidays per year. The dates of recognized holidays are designated at the Business Administrator's discretion. A person must be employed on the day before and the day after the holiday to be eligible for holiday pay. If an employee intends to terminate employment and uses vacation or sick time during his or her final workweek, holiday pay will only be paid if the employee was physically present and working on both the day preceding and the day following the holiday.

Guidelines

This organization generally recognizes the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, and 2 days at Christmas.

MILITARY LEAVE

A leave of absence, without pay, will be granted to an employee who is drafted, or enlists for a minimum period, in the armed services. The armed services includes employees in the U.S. Armed Forces, Public Health Services, National Guard, and Reservists.

Employees are requested to notify their supervisors as far in advance as possible of their need to take leave. Leaves and reinstatement upon return from a military leave will be granted in accordance with state and federal law.

MISSION TRIPS

Temple Baptist Church encourages its pastors and employees to be missional. Temple will provide paid leave of five (5) working days to participate in a church-sponsored mission endeavor. Pastors may be granted additional leave for mission trips upon approval of the Personnel Ministry Team. Staff expenses for a church-sponsored mission trip will be handled on a case by case basis by the Missions Ministry Team.

OFFICE HOURS

Generally, most positions in this organization are 40-hour-a-week jobs consistent with the general office hours of 8:00 a.m. to 5:00 p.m. on Monday-Thursday and 8:00 a.m. to 1:00 p.m. on Friday with a one hour unpaid lunch period. The normal work week will be Monday through Friday. These are the hours expected to be worked under normal conditions but are not a guarantee of hours to be worked or paid. Each employee is permitted to take two 10-minute breaks each day.

Scheduling of lunch and break periods are to be determined in consultation with the Business Administrator.

Guidelines

The Business Administrator has the discretion, based on the needs of this organization and its employees, to alter these general hours to fit the specific needs of a department or an employee. These may include ministry needs, business reasons, economic conditions, or other conditions with respect to this organization, family, or the individual.

OWNERSHIP OF WORK PRODUCT

All developments relating to Temple Baptist Church, or capable of beneficial use by Temple Baptist Church, including, but not limited to, object code, source code, marketing, confidential and trade secret information, techniques, slogans, designs, artwork, and writings, compositions, which an employee conceives, makes, develops, or acquires, either solely or jointly with others, during his or her employment, in whole or in part on company time, and shall immediately become and remain the sole and exclusive property of Temple Baptist Church.

All employees agree to grant and assign to Temple Baptist Church any and all rights, title, or interest now existing or that may come into existence throughout the world that employees may have in any developments as described in the above paragraph.

Guidelines

- Developments include, but are not limited to, inventions, discoveries, improvements, ideas, software, formulas, and processes conceived by an employee.
- Employees shall promptly and fully disclose in writing all such developments to Temple Baptist Church, and shall at any time either during or after the employee's employment, upon request of the company without charge, execute, acknowledge, and deliver to the company all instruments that the company may request to enable the company to file for, and to acquire, maintain, and enforce, all trademarks, service marks, registrations, copyrights, license, and patents covering such developments.

PROGRESSIVE DISCIPLINE

This policy provides employees who violate policies or perform unsatisfactorily an opportunity to correct their behavior. It is designed as a set of guidelines and is included simply to recommend the normal disciplinary actions to be taken. Nothing in this policy limits the right of Temple Baptist Church to diverge from or modify the sequence of actions listed in this policy. Furthermore, these guidelines cannot cover every situation that might require disciplinary action and, therefore, are not an exclusive list of all behaviors that could result in discipline. Nothing in this policy shall affect the at-will status of employees.

Employee misconduct, which does not rise to the level of immediate termination, will generally be addressed through progressive discipline, consisting of four steps: oral warning, written warning, suspension, and termination.

Oral Warning

Generally used to address misconduct that may not be serious as a single incident but could become problematic if a pattern develops. After the supervisor has discussed the misconduct with an employee, a document prepared by the supervisor explaining the discussion will be placed in the supervisor's file.

Written Warning

Generally used when a serious incident occurs that requires more than an oral warning or when a pattern of misconduct develops. The supervisor will prepare a written statement addressing the misconduct. The employee will sign the document acknowledging having received a copy of the warning. The written warning will then be placed in the employee's personnel file.

Suspension

Occurs when misconduct previously addressed has not improved or for offenses for which immediate termination may not be appropriate. The suspension should be documented by the supervisor, signed by the employee, and placed in the employee's personnel file.

Termination

If progressive discipline fails to improve an employee's conduct, or serious misconduct occurs, termination may result.

Guidelines

This progressive discipline policy does not apply to employees during the probationary period.

RETIREMENT PLANS

Temple Baptist Church encourages employees to plan for their financial future by offering a 403(b) plan for eligible employees.

403(b) Plan

This organization has adopted a 403(b) retirement plan that allows eligible employees to contribute through payroll deductions. The 401(k) plan is a tax-deferred account. For details regarding the plan document and for further information, contact the Business Administrator.

LONG-TERM DISABILITY

Long-Term Disability

Long-term disability benefits are provided to all eligible employees in accordance with the long-term disability plan.

Eligibility and Waiting Period

Long-term disability benefits become effective after 180 days have elapsed. On the 180th day, FMLA and disability leave commences.

Benefit Description

Income protection insurance is provided for eligible employees who are permanently and totally disabled and unable to work. Specific terms and conditions for long-term disability benefits are governed by the long-term disability summary plan description. If you believe that you may be eligible for long-term disability benefits, consult the Business Administrator for more detailed information.

UPDATING PERSONAL INFORMATION

In order to properly communicate employment information and administer employee benefits, Temple Baptist Church must maintain current and accurate records on all employees. Consequently, it's important that you notify the Business Administrator whenever changes occur to any of the following personal information:

- Name
- Address
- Telephone number
- Marital status
- Change in dependent status
- Person to notify in case of accident or illness
- Physician or hospital preference
- Insurance beneficiary
- Military status
- Death of a family member
- Jury duty assignments
- Planned resignation
- Planned retirement
- Personal injury or illness sustained while on the job
- Accommodations for temporary or permanent disability
- Leaves of absence (including planned or actual absence for a medical condition that may last more than three consecutive days or involve medical treatment)

ACKNOWLEDGMENT AND RECEIPT PROVISION

I, _____, do hereby acknowledge and certify that on _____, I received, read and understood the Temple Baptist Church Employee Handbook. By signing this receipt, I understand and agree to the following:

- The employee handbook supersedes all previous manuals, handbooks or personnel policies I have previously received from or have been advised of by this organization.
- The policies and conditions, including benefits, contained in this employee handbook can be changed by this organization without notice at any time.
- I am an at-will employee, and nothing in this employee handbook constitutes an employment contract or affects my at-will status.
- If a discrepancy exists between this employee handbook and my employment contract, I understand that my employment contract controls.

Employee Signature: _____

Supervisor Signature: _____

Date: _____