6. RESIGNATION, RETIREMENT, AND TERMINATION

Employment with the Convention concludes in one of the following ways.

A. Resignation

1. When an employee decides to end his/her relationship with the Convention, he/she should discuss this matter fully with the appropriate supervisor. A written notification of resignation will be provided by the staff member. This letter will include the employee’s last day of work. Notification of 15 days is required to be considered proper notice for the employee to be eligible to receive compensation for any earned but unused Paid Time Off (PTO) days. Whenever possible 30 days advance notice is preferred. PTO days may not be used in lieu of proper notice.

2. All letters of resignation will be submitted to the employee’s supervisor. The supervisor will share copies with his/her supervisor, the appropriate team director, the Mission Support Team director, and the EDT.

3. When an employee resigns, a severance check is presented on the following basis:
   a. From one year up to five years of completed service, prorate up to $10 annually.
   b. From five years to just under 10 years completed service, prorate up to $15 annually.
   c. From 10 years to just under 20 years completed service, prorate up to $20 annually.
   d. After 20 years of completed service, prorate up to $25 annually.

The time periods above are based on continuous years of service with the Convention. No severance check will exceed one month’s pay for the employee. Severance checks will comply with IRS reporting and withholding requirements.

4. When an employee leaves the employment of the Convention, he/she will be compensated for any unused accrued PTO at the departure date. For example an employee who earns 16 days of PTO annually and ends employment on June 30 would have accrued 8 days of PTO time (6 months/12 months x 16 days). If an employee has used more PTO than has been accrued including any previous year carryover, the final compensation payment will be adjusted for the time not earned.
5. Employees will not be compensated for any grandfather sick leave time when their employment ends with the Convention. If an employee has been advanced any PTO by the Convention and leaves employment prior to accruing the time advanced, the final compensation payment will be adjusted for the time not earned.

B. Retirement

1. When an employee plans to retire from the Convention, he/she should discuss this matter with his/her supervisor. A written notification will be provided to the employee’s supervisor. The supervisor will share copies with his/her supervisor, the team director, the Mission Support Team director, the Associate Executive Director/CFO, and the EDT. Whenever possible, the employee will provide notice one year prior to the effective retirement date. Notification of 90 days is required to be considered proper notice for the employee to be eligible to receive compensation for any earned but unused PTO days.

2. There is no mandatory retirement age.

3. When an eligible employee retires, the following benefits and recognition will apply:

   a. The employee will receive a severance check based on continuous years of service with the Convention. Checks are based on the following years of service:

      1. Less than 20 years of service – prorate up to one month’s compensation.

      2. From 20 years to less than 30 years – one month’s compensation for the first 20 years of service and prorate an additional month’s compensation for up to 30 years of service.

      3. From 30 years to less than 40 years – two month’s compensation for the first 30 years of service and prorate an additional month’s compensation for up to 40 years of service.

      4. More than 40 years service – three month’s compensation

   b. At retirement each employee will receive a gift from his/her respective team. A gift will be provided by the appropriate team budget, based on the following continuous years of service:

      1. Less than 10 years of service $50

      2. Ten to less than 20 years service $100

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3. More than 20 years of service $250

c. The retiring employee will be recognized at the last meeting of the Executive Board prior to the employee’s date of retirement.

d. In the last few weeks of employment, a catered luncheon may be held in the Convention Building. The Convention, WMU, and Foundation staff will be invited to the luncheon. The retiring employee may invite up to ten guests to participate in the luncheon. If the retiring employee does not want a catered luncheon, a smaller event may be planned in consultation with the appropriate team director and the Associate Executive Director/CFO. The appropriate team will plan the catered luncheon or other retirement event in consultation with the retiring employee and the Associate Executive Director/CFO. The cost of the retirement event will be charged to the appropriate budget in consultation with the Associate Executive Director/CFO.

e. No Convention funds will be spent for retirement recognition other than stated in this policy.

4. When an employee leaves the employment of the Convention, he/she will be compensated for any unused PTO at the departure date. For example an employee who earns 16 days of PTO annually and ends employment on June 30 would have accrued 8 days of PTO time (6 month/12 months x 16 days). If an employee has used more PTO than has been accrued including any previous year carryover, the final compensation payment will be adjusted for the time not earned.

5. Employees will not be compensated for any unused grandfather sick leave when their employment ends with the Convention. If an employee has been advanced any PTO by the Convention and leaves employment prior to accruing the time advanced, the final compensation payment will be adjusted for the time not earned.

C. Disability

1. Convention employees are provided long term disability insurance coverage. This policy generally provides qualified employees with sixty percent (60%) of his/her regular salary. This benefit is coordinated with Social Security.

2. An employee should make application for long term disability as soon as it is evident that he/she will not be able to return to work within a 90 calendar day period. Application should be made through the Retirement and Insurance Services Office.
3. Compensation for an employee will continue during the 90 day waiting period if an employee has adequate PTO and/or grandfather sick leave time. Any exception must be approved by the EDT on recommendation of the Associate Executive Director/CFO.

4. During the period that an employee is approved for receiving long term disability insurance benefits, the Convention will provide the following based on years of service with the South Carolina Baptist Convention:

   a. For an employee with less than ten years of service with the South Carolina Baptist Convention, benefits will be limited to the provisions of the disability insurance policy.

   b. For an employee with more than ten years of service but less than 20 years of service with the South Carolina Baptist Convention, the Convention will pay 50% of the cost of the employee’s medical and dental insurance and 50% of the cost of eligible group term life insurance. When an employee reaches the age of eligibility for Medicare, the Convention will provide 50% of the cost of the Medicare supplement based on the rate in the year the employee reaches eligibility for Medicare. The Convention’s payment will be frozen at the rate in effect at the year the employee reaches eligibility for Medicare.

   c. For employees with more than 20 years of service with the South Carolina Baptist Convention, the Convention will pay the cost of the employee’s medical and dental insurance, the cost of eligible group term life insurance, and the contribution to the employee’s retirement account based on the ending salary of the employee. When an employee reaches the age of eligibility for Medicare, the Convention will provide the cost of the Medicare supplement insurance. The Convention’s payment will be frozen at the rate in effect at the year the employee reaches eligibility for Medicare. The Convention will pay the cost of eligible qualified carry out group term life insurance. The Convention will end annuity contributions when a disabled employee reaches eligibility for Medicare.

   d. If a disabled employee is deemed to be physically able to return to work and is no longer eligible for long term disability, all benefits provided by the Convention will end on the day the disabled employee is deemed to be able to return to work.

5. When an employee has been unable to work for 90 calendar days, the Convention may declare the staff position vacant. There is no provision for future employment should an employee’s physical status change.

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D. Termination

1. Termination of an employee occurs when employment with the Convention is involuntarily concluded. All Convention staff serve at the will and pleasure of their employer, the Convention. Under extreme circumstances the Convention reserves the right to terminate an employee from service with the Convention without notice. Termination may occur immediately for a breach of moral conduct by the employee. Any termination must be approved in advance by the EDT. In the event of any employee termination, maximum confidentiality of the circumstances of the termination will be maintained by the EDT and any other Convention staff involved in the termination process.

2. Termination of an employee is to be recommended as being in the best interest of the employee and the Convention. It is to be effected in a redemptive manner with a sense of mutual concern and well being of all involved. Maximum confidentiality of the circumstances of the termination will be maintained by the EDT and any other Convention staff involved in the termination process.

3. The EDT has final authority in the termination of any Convention employee. Severance pay, if any, is to be authorized by the EDT. The EDT will notify the Administrative Committee chairman of any employee termination.

4. When an employee leaves the employment of the Convention, an employee will be compensated for any unused accrued PTO at the departure date. For example an employee who earns 16 days of PTO annually ends employment on June 30 would have accrued 8 days of PTO time (6 months/12 months x 16 days). If an employee has used more PTO than has been accrued including any previous year carryover, the final compensation payment will be adjusted for the time not earned.

5. Employees will not be compensated for any unused grandfather sick leave when their employment ends with the Convention. If an employee has been advanced PTO by the Convention and leaves employment prior to accruing the hours advanced, the final compensation payment will be adjusted for the time not earned.