

# PERSONNEL POLICY AND PROCEDURES HANDBOOK

**September 28, 2011**

**Belle Aire Baptist Church  
Murfreesboro, Tennessee 37130**



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# PERSONNEL POLICY AND PROCEDURE MANUAL

## Belle Aire Baptist Church Murfreesboro, Tennessee 37130

### I. Purpose of This Handbook

We have prepared this handbook in order to provide you with general information regarding the church's policies and procedures. Of course, this booklet cannot possibly cover every situation or employment related question. To remain flexible in responding to changes in our ministry, some of the policies and procedures outlined in this handbook may change from time to time, and the church, therefore, reserves the right to change or revise policies and procedures without notice when such action is deemed necessary by Belle Aire Baptist Church. Efforts will be made to notify employees of changes in policy through meetings with supervisors, payroll inserts, or other written notification.

The purpose of this handbook is to provide you with general guidelines to follow as an employee of Belle Aire Baptist Church. **NEITHER THIS HANDBOOK NOR ANY PROVISION IN THIS HANDBOOK CONSTITUTES AN EMPLOYMENT CONTRACT OR CREATES ANY OTHER CONTRACTUAL RIGHTS BETWEEN THE CHURCH AND THE EMPLOYEE.** Your employment relationship with the church is for an indefinite period and this handbook does not alter the right of either the employee or the church to terminate the relationship at any time for any reason.

### II. Church Staff

#### A. Purpose of the Church Staff

The purpose of staff members employed by the church is to assist in developing, guiding, administering, supporting, and evaluating the programs of the church in order for the church to reach its goal as set out in the Constitution and By-Laws of the church.

#### B. Classification of Church Staff

Note: The terms “staff member” and “employee” are used interchangeably in this handbook.

##### 1. Nonexempt or Exempt

Each staff member is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under federal and/or state laws. Exempt employees are excluded from specific provisions requiring overtime pay. Exempt employees must satisfy the specific duty, responsibility, and pay level criteria established by the Department of Labor.

##### 2. Hourly or Salaried

Each staff member is also classified as either hourly or salaried. Hourly employees must fill out a timesheet to record their hours worked. They are paid by the hour. Salaried employees are paid a fixed amount each pay

period, regardless of the number of hours worked. A salaried employee may or may not be exempt. However, all exempt employees are salaried.

3. Ministerial, Administrative, or Support

- a. Ministerial Staff. Those staff members employed by the church who are ordained, or if not ordained, are required by the nature of their position to perform ministerial duties in the function of their jobs and are required to perform administrative and supervisory duties as outlined in their job descriptions.

Not all ministers at Belle Aire may qualify as a “minister” for federal tax purposes. Ministers who choose to take advantage of the applicable special tax rules (including a housing allowance) must be ordained, licensed or commissioned and must meet the following additional tests: (1) perform sacerdotal functions (marriages, funerals, baptisms, communion, etc.), (2) be considered a religious leader by the church, (3) conduct religious worship, and (4) have management responsibility in the control, conduct or maintenance of the church.

- b. Administrative Staff. Those staff members employed by the church in an administrative capacity who are not required to perform ministerial duties yet still fulfill all the requirements of an exempt employee.
- c. Support Staff. Those staff members employed by the church who perform work in the support of the church and its programs, who are not in either of the above positions as outlined in their job descriptions.

4. Full-time or Part-time

- a. Full-time Employees. Those employees whose average hours of work each week are 40 hours or more.
- b. Part-time Employees. Those employees whose average hours of work each week are less than 40 hours. Benefits are not available to part-time employees.

C. Role of the Personnel Committee

The personnel committee is responsible for assisting Belle Aire Baptist Church in matters related to employment and personnel administration in accordance with the mission of Belle Aire Baptist Church and under the leadership of the Holy Spirit. The committee seeks to achieve its purpose by:

- Maintaining harmonious relationships among staff members and between staff members and the church
- Working with the Pastor and ministers in selecting/recommending new staff members
- Working with the staff to establish reasonable personnel policies

- Serving as a liaison to the church staff
- Making recommendations to the finance committee on salaries and benefits
- Investigating and recommending termination of staff members , if necessary
- Periodically reviewing and revising this manual to ensure that it contains policies and procedures that accomplish the purposes of the church while protecting the interests of all employees.

### **III. Employee Standards of Conduct**

All employees of Belle Aire Baptist Church are expected to uphold the following Standards of Conduct:

1. Acceptance of the mission and purpose of the church to integrate personal goals with the goals of the church, and to be a part of the team working toward the church's goal.
2. Represent the church well on the job and away from the job, and live a lifestyle consistent with the mission of the church.
3. Staff members are expected to show a commitment to Christian principles through excellence of work. Employees are expected to do their best on assignments, to learn all they can about their jobs and the church, and to be prompt, dependable, and willing to do more than their share.
4. Provide courteous and cooperative service to visitors and members of the church.
5. Maintain good working relationships and cooperate with fellow workers.
6. Participate in opportunities provided for spiritual, personal, and job-related growth.
7. All staff members are expected to be professional and neat in appearance when on the job, unless specific activities for that day demand a more casual dress. Professional casual is acceptable.
8. Answer telephone calls in a timely manner, being courteous and accommodating. Keep personal calls to a minimum.
9. Be committed to a policy of Christian excellence in applying the highest standards of professionalism in job performance, and perform duties of a confidential nature in a discreet manner.
10. Staff members are expected to maintain a cooperative spirit, work together harmoniously, and respect each other as integral parts of a team. Differences should be resolved in a Christian manner.
11. Ministerial staff shall be responsible for adequate leadership in regularly scheduled services, in the event they are unable to conduct the services themselves.

#### **IV. Employment Policies**

##### **A. 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 the personnel committee of the church. This employment at will relationship may not be modified by any oral or implied agreement.

##### **B. Equal Employment Opportunity**

The church is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, marital status, physical handicap, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

As a religious entity, Belle Aire Baptist Church is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of this church to hire employees of like faith who subscribe without reservation to our Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions.

##### **C. Immigration Reform and Control Act of 1986**

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present the necessary documents to establish identity and employment eligibility.

##### **D. Age Limits**

In most cases, you must be at least 18 years of age to be eligible for employment. However, under special circumstances, individuals who are age 16 may be employed within the limits of state and federal law. These age limits are the only limitation related to age and employment at Belle Aire Baptist Church.

##### **E. Employment of Personnel**

Ministerial staff shall be called and employed by the church minister search committee as outlined by the Constitution and By-Laws. Other staff shall be interviewed and hired in accordance with the following procedure:

1. When a staff position other than one in the Belle Aire Weekday Preschool becomes available, the hiring supervisor shall obtain approval from the personnel and finance committee chairmen to post the position. (The Belle Aire Weekday Preschool shall

- establish its own hiring procedures.)
2. Once approval has been granted, the hiring supervisor shall place a notice of the open position in the church bulletin and on the website. The notice shall be posted for at least two weeks.
  3. After a two week period, the hiring supervisor may cease receiving applications and begin interviews. At least three applicants should be interviewed if the applicant pool provides enough acceptable candidates.
  4. Once the hiring supervisor has chosen a candidate, he shall set up an additional interview for that candidate with the chairman of the personnel committee (or his designated representative).
  5. If the chairman agrees to offer employment to the candidate, then the hiring supervisor may commence with the employment offer.
  6. A new employee shall not, under any circumstance, begin work before the Finance Office has given the hiring supervisor notice that all employment papers have been received and processed.

F. Termination of Personnel

The following are the four main types of termination procedures:

1. Resignation-You will be considered to have resigned if you provide your immediate supervisor at least two weeks written notice of your departure. This allows time to arrange for services. Ministerial staff are requested to give a four week notice. An exit interview will be conducted with all employees who resign in order to gather feedback on the employee's work experience. The goal is to use this information to make improvements in working conditions and to increase employee retention.
2. Quitting-This refers to an employee who leaves without notice or with less than the required notice.
3. Staff reduction-This refers to a termination of employment by the church due to lack of work or reorganization.
4. Discharge-This is an involuntary termination. Every effort should be made to correct employee deficiencies through counseling with the supervisor, Pastor, or personnel committee. All counseling sessions should be documented as they occur, and the documentation placed in the employee's personnel file. When the employee fails to respond to the corrections outlined in a timely manner, termination proceedings will begin.

Since employment is with the mutual consent of you and the church, both you and the church have the right to terminate the employment relationship at any time, with or without cause or advance notice. However, whenever possible, advanced notice should be given to insure the smooth operation of church programs.

The personnel committee, in consultation with the Pastor and the chairman of

the deacons shall have the authority to discharge ministerial staff, upon the vote of the church. Such a vote shall be by ballot with two-thirds of the members present voting to terminate the employee. The Pastor may be discharged in like fashion following the above stated procedures.

Administrative and support staff can be discharged by the personnel committee in consultation with the appropriate supervisor. No church vote is required.

G. Annual Review/Evaluation

To help employees know how well they are performing their jobs and to identify areas where improvement could be made, employees averaging at least 20 hours per week who have been employed at Belle Aire Baptist Church for more than 6 months will be subject to an annual review/evaluation of their job performances. Evaluations shall be conducted during the month of September and will cover the preceding 12 month period. The Pastor will be reviewed by the chairmen of the personnel committee and deacons, the ministerial staff by the Pastor, and the administrative and support staff by their immediate supervisors. The completed evaluations may be examined by the chairman of the personnel committee, the Pastor, or the Minister of Administration upon request. Employees who feel they have been unjustly evaluated should state so and explain why in the "employee comments" section of the evaluation form. Then, they should talk with the Minister of Administration or the Pastor. If their concerns are not addressed satisfactorily, employees have the right to appeal to the chairman of the personnel committee.

H. Qualifications for Employment

Applicants for employment must meet education, experience, and/or job skill requirements as established for each position. Experience may be substituted for formal education.

It is desirable that all ministerial staff have seminary education. It is required that ministerial staff members have membership in this church.

All prospective employees shall be subject to criminal background checks, reference checks, and drug testing (if appropriate).

I. Hours of Work

Members of the ministerial staff are considered to be professionals and are expected to work whatever time is required to carry out their responsibilities in a professional manner. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, ministerial staff members do not have a normal schedule. Even though hours are flexible, ministerial staff members are expected to work a minimum of 40 hours per week and whenever and however the need arises. In recognition of Sunday as a minister's work day, ministers will regularly take off one weekday, coordinated with the Pastor, so that at least one minister will be in the office during normal working hours through the week.

Administrative staff normally work a designated 8 hour day, Monday through Friday, however, as circumstances arise, these hours may be extended due to

workload variances.

Full-time support staff are to work 40 hours per week and generally will fall within the hours of 8:00 a.m. to 4:30 p.m. on Monday through Friday. Work schedules will be arranged by the supervisor in the event of deviation from this schedule. Under no circumstances are more than 40 hours per week to be worked without the written permission of the supervisor, or in his/her absence, the Minister of Administration.

Part-time support staff will work the hours scheduled by their supervisor but less than 40 hours per week. These hours will generally follow the hours of the church office of 8:00 a.m. to 4:30 p.m. on Monday through Friday. Under no circumstances are more than 40 hours per week to be worked without the written permission of the supervisor, or in his absence, the Minister of Administration.

J. Lunch Period

The work day schedule shall include a minimum unpaid lunch period of 30 minutes for full-time staff members. Part-time staff members who are scheduled to work more than 4 hours over the noon hour may choose to take either an unpaid 30 minute lunch break or a paid break of 15 minutes or less. Employees are encouraged to take their lunch period away from their work area.

K. Check In/Out

Ministerial staff are asked to check in or out each day in order to be located in the case of an emergency, in case a need arises in the area of their ministry, and to insure that a minister is always available to the membership of the church. All staff should check in when reporting for work at the beginning of their work day and should check out whenever they are out for a lunch break, and whenever they leave the church building, stating their estimated time away and generally the duties they expect to perform when absent as well as where the duties will be performed, and a phone number where they can be reached if possible, in the case of extended periods of time away.

L. Holding Other Jobs

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

At no time will an employee's outside work involve use of church equipment or materials without permission from the Minister of Administration. Church property shall not be used for any purpose other than the stated tax-exempt purposes of Belle Aire Baptist Church.

M. Access to Church Property

The church will have access at all times to church property, as well as other records, documents and files. With due cause and under the authority of the personnel committee chairman, deacon chairman, or finance committee chairman, the church reserves the right to access employee offices, computer

records, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent.

Employees do not have any expectation of privacy in any communications or files made using or stored upon Belle Aire Baptist Church's communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or the recipient.

N. Children at Work

Children are welcome to visit employees at the office for such purposes as lunch, a brief visit to a workstation or for special occasions when they are specifically invited. The parent or hosting employee is responsible for the children during such visits and should remain with them at all times. Other employees should not be asked to watch the children while they are in the workplace.

Children should not be brought to the work site as a substitute for other childcare arrangements. If an employee is faced with an unforeseen circumstance where childcare arrangements have been disrupted, the supervisor may grant an exception if the following conditions are met: 1) the child is not exhibiting symptoms of a potentially contagious illness, 2) alternate arrangements are being made and the time the child will be in the work area is brief, 3) the child is accompanied by the employee at all times, and 4) the employee is able to perform his or her regular job duties. Employees and supervisors must consider issues of safety, confidentiality, disruption of work, disruption to other employees, appropriateness and liability posed by the presence of the minor children in the workplace.

As necessary, the employee's supervisor may grant leave or flexible hours to meet emergency or unforeseen circumstances.

O. Diseases and Illnesses

Employees with infectious, long-term, life-threatening, or other serious diseases or illnesses may continue to work as long as they are able to perform the duties of their position without undue risk to their own health, to that of other staff members, or to that of the people to which Belle Aire Baptist Church ministers.

An employee who is diagnosed with a serious disease or illness, and who wants an accommodation should inform his supervisor of his condition as soon as possible and provide his supervisor with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. Belle Aire Baptist Church may require a doctor's certification of an employee's ability to perform job duties. In addition, Belle Aire Baptist Church may require such an employee to undergo a medical examination.

P. Personnel Files

Belle Aire Baptist Church maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, and other employment records.

Employees have a duty to keep their personnel records up to date and should

notify the finance office in writing of any changes, including the following: name, address, telephone number, marital status, number of dependants, and persons to be notified in case of emergency.

Personnel files are the property of Belle Aire Baptist Church and access to the information they contain is restricted. Only persons who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so. Current employees may inspect their own records in the presence of the Minister of Administration or his designated representative.

Current employees who believe that any personnel file material is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the Minister of Administration. If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the regular grievance procedure.

**Q. Alcohol, Drugs and Controlled Substances**

The unauthorized use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of Belle Aire Baptist Church is prohibited.

“Under the influence” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and wellbeing of the affected employee, co-workers, the public, or church property.

Violation of this policy may result in disciplinary action, up to and including termination. The church reserves the right to request drug testing at our expense.

**V. Employee Benefits**

**A. Vacation**

All full-time staff members will earn vacation days as follows:

- After 6 months--5 working days
- After 1 year--5 additional working days (or a total of 10 working days)
- For each additional year of service an employee will earn an additional day of vacation up to a total of 15 days (example: after 2 years of service, an employee would have 11 days of vacation, after 3 years-12 days, etc.).
- Further increases beyond the 15 days may be awarded by the personnel committee at annual review/evaluations.

Vacation days are to be approved by an employee's immediate supervisor and should be scheduled as soon as possible to avoid schedule conflicts. The Pastor will coordinate. The ministerial staff vacation days will be coordinated so one minister is always present at the church. The ministerial staff should normally

take only one Sunday per 5 vacation days.

Vacation days will be based on each individual's job anniversary.

Up to 5 vacation days may be carried over to the next year, but an employee cannot accrue more than 5 extra vacation days beyond his regular earned vacation each year.

Vacation days can be taken in whole or half days.

All staff eligible for vacation days will receive pay in accordance with their normal salary. Accrued unused vacation days will be paid to the employee if they leave the employment of the church in good standing.

The Minister of Administration and/or Pastor will make sure adequate staff is available at all times and that temporary help is secured when needed to replace staff who are on vacation.

Exceptions to any part of the above vacation policy will be handled on an individual basis with the appropriate supervisor and the personnel committee.

#### B. Holidays

The church office is closed the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

If a holiday falls on Saturday, the church office will be closed the preceding Friday. If a holiday falls on a Sunday, the office will be closed on the following Monday.

#### C. Sick Leave

An employee is expected to notify his immediate supervisor as soon as possible of his/her sickness and when he/she expects to be able to return to work.

All full-time staff members will be allowed one sick leave day for each month of service up to a total of 20 days. These days will accrue month to month and from year to year and cannot be used for any other purpose.

Sick leave days can be taken in whole or half days as needed.

If all sick leave days have been utilized, vacation days will be utilized; if vacation days are not available, the employee will be placed on leave of absence without pay. During this leave of absence, insurance benefits will remain in force up to ninety days.

When at least a two week notice of termination is given, employees will be paid for one half of accrued unused sick leave days upon leaving the employment of the church.

D. Doctor Appointments

Employees will give one week notice of doctor appointments when possible. Time off for doctor's appointments will be classified as sick days.

E. Death in the Family

All full-time employees will receive up to three days off (plus two travel days if traveling more than 250 miles) at regular pay at the death of a member of their immediate family (e.g., spouse, child, parents, grandparents, siblings, in-laws).

F. Jury Duty

Employees are encouraged to cooperate in citizenship responsibilities when possible. Any full-time staff member on jury duty or called to be a court witness will receive full pay in addition to the jury pay.

G. Conventions, Conferences, and Revivals

With the approval of the Pastor, ministerial staff will be allowed 10 working days to provide leadership in conferences or revivals for which they may receive remuneration. Ministerial staff will also be allowed another 10 working days to attend conferences that will benefit them in the performance of their duties at the church. Ministerial staff should schedule these dates as soon as possible and should avoid being gone on Sundays.

Administrative and support staff may attend conferences and seminars that will benefit them in the performance of their duties at the church with the approval of Minister of Administration and their immediate supervisor. Conference expenses for administrative and support staff must be submitted as part of the annual budget. Nonexempt employees will be paid for all time spent in conference sessions.

H. Voting Time

Each staff member is encouraged to vote either before or after work hours.

I. Health Insurance

1. Medical Insurance. All full-time staff members shall be provided with the option to take medical insurance for themselves and their family members. The employee will pay a portion of the dependent premium cost. This charge can be changed and adjusted by the personnel committee as needed each year. The personnel committee will select the medical insurance provider and the church will pay the additional insurance premium. Each year employees must respond in writing stating their acceptance or rejection of this medical insurance benefit.
2. Vision Insurance. All full-time staff members will be provided with vision insurance coverage at no cost to them. Spouses and dependents may be covered at the expense of the employee.
3. Disability Insurance. All full-time staff members shall be provided with short-term and long-term disability insurance at no cost to them, if they

qualify for the insurance.

4. Life Insurance. All full-time shall be provided with life insurance equal to three times their salary. If the employee is 65 years or older, the amount of life insurance provided may be less due to limits placed on the coverage by the insurance company. (Note: The Internal Revenue Service requires that a portion of the premiums to provide life insurance over \$50,000 be reported on the employee's W-2 form.) Spouses and dependents of full-time staff members shall be provided \$5,000 and \$10,000, respectively, of life insurance coverage.

J. Retirement

Recognizing the need to prepare for the future, all full-time support staff are encouraged to voluntarily reduce their salaries to set money aside to be deposited in their retirement program with the Southern Baptist Convention Annuity Board. Each employee should request in writing the amount or percentage of salary he/she wants to be deducted from his/her salary each month and deposited in his individual retirement program with the Southern Baptist Convention Annuity Board. Requests should be presented to the designated person in the church office that administers these accounts. This amount can be changed or adjusted each year as needed. The church will match 100% of any salary deduction by the employee up to 6% of the employee's salary. The matching funds will be deposited in the employee's retirement account with the Southern Baptist Convention Annuity Board and become property of the employee.

K. Church Ministry-Related Expenses

All staff shall be reimbursed for church ministry-related expenses up to the amount budgeted each year and approved by the Minister of Administration and their immediate supervisor. Any amount above the budgeted amount must be approved by the finance committee.

Mileage must be documented with miles traveled, destination, and business purpose. Mileage shall be reimbursed at the amount allowed by the federal government.

All other expenses must be documented with receipts. Employees should report all expenses on the approved expense form and turn it in to the church office by the 5th day of each month. Reimbursement will not be made for expenses that are not adequately documented within 60 days of the expense.

Employees may estimate expenses and receive a cash advance when needed. They must, however, properly document all expenses and return advances that exceed documented expenses within 120 days.

L. Social Security Allowance

The government requires all ordained ministers who take a housing allowance to be self-employed for social security purposes. Therefore, they must pay the total amount of the social security tax (presently 15.3%). The church is required to pay FICA taxes equal to one-half of the total on all other employees

(presently 7.65%). To be fair and to help ordained ministers (who are considered self-employed) with this additional tax burden the church will pay 7.65% of the ordained ministers' salaries (up to the amount that is subject to social security tax) in four equal quarterly payments, payable on January 15, April 15, June 15, and September 15, to coincide with IRS quarterly payments. These payments will be included on the minister's paycheck and are subject to income and social security tax.

M. Birthdays

Full-time staff members shall be given their birthdays as a day off from work with pay. If a staff member's birthday falls on a weekend or a holiday, he/she will be allowed to take the day before or the following day off with pay.

N. Job Anniversary

If money is allotted in the church budget, all staff members averaging 12 hours or more per week will receive a bonus on their five year (5, 10, 15, 20, etc.) anniversaries. The amount of the bonus shall be determined by the personnel committee. Full-time administrative and support staff will receive three-fourths ( $\frac{3}{4}$ ) of that given to ministers. Part-time employees will receive one-half ( $\frac{1}{2}$ ) the minister's bonus. On these special anniversaries, the personnel committee shall determine other appropriate means of recognition. Typically, ministerial staff will be acknowledged before the congregation on their 5 year anniversaries. Beginning on their 10<sup>th</sup> year anniversary, a reception will be held in their honor. (Note: The Internal Revenue Service requires that bonuses be reported on an employee's W-2 form as taxable income.)

O. Christmas Bonus

If money is allotted in the church budget, all staff members averaging 12 hours or more per week shall be given a Christmas bonus each year on December 15. The amount of the Christmas bonus shall be determined by the personnel committee. (Note: The Internal Revenue Service requires that this amount be reported on an employee's W-2 form as taxable income.)

P. Worker's Compensation Insurance

Belle Aire Baptist Church provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. (Note: A panel of approved physicians is posted in the office workroom. You must use one of the physicians/services from this list for your initial treatment.)

Neither Belle Aire Baptist Church nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Belle Aire Baptist Church.

Q. Unemployment Insurance

Belle Aire Baptist Church is exempt from federal and state unemployment compensation laws and does not voluntarily contribute to the Tennessee Unemployment Compensation Trust Fund. Consequently, if you are terminated from your position at Belle Aire Baptist Church you will not be eligible for unemployment benefits.

**VI. Salary Administration**

A. Work Week

A work-week is considered 12:01 a.m. Sunday to 12:00 midnight the following Saturday.

B. Pay Periods

Employees will be paid bi-monthly on the 15th and last day of each month. With the approval of the finance committee, changes to this structure may be made to meet an individual's need in extreme cases.

C. Pay Raises

All pay raises will be in accordance with the adopted or revised budget and administered through the personnel committee. Cost of living increases and/or merit increases will be under the direction of the personnel committee. Factors affecting merit increases will be determined by the employee's annual review/ evaluation.

D. Time Records

All nonexempt employees must fill out their timesheet the end of each work shift. The work start and stop times will be recorded to the nearest 15 minutes (hh:00, hh:15, hh:30, or hh:45).

All time worked must be entered on the timesheet. This includes all time worked off-site when on camps, retreats, mission trips, and the like. Travel time for day trips shall be included as hours worked. Travel on overnight trips shall be included if it falls within normal works hours. You cannot volunteer (nor be asked) to work additional hours without pay. The church will not pay for time not worked except as authorized under the church's holiday and leave policies.

Timesheets must be fully completed by each employee, be signed by the supervisor, and submitted to the finance office on or before the day timesheets are due. It is the responsibility of the employee to ensure this happens. Timesheets are to be completed in blue or black ink only. Falsifying a timesheet by failing to add time worked or adding time worked when such work was never performed is strictly prohibited and will result in disciplinary action.

When correcting a timesheet, a single line strikethrough should be used. All corrections must be initialed by the person making the correction and the employee, if not the same person. Only the employee, his/her supervisor, or the financial secretary may correct a timesheet.

Employees who do not turn in their timesheet completed by the deadline will be paid within one week of the time the sheet is turned in. Same-day payment should not be expected. Repeated failure to submit timesheets on time is cause for disciplinary action.

Employees who submit incomplete or inaccurate timesheets will not receive their payroll check until their timesheet is complete and correct.

E. Overtime

Overtime is defined as all hours worked in excess of 40 in one work week. Nonexempt employees are prohibited from working overtime without prior approval from their supervisor. Overtime compensation at one and one-half the employee's hourly rate is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation, holiday, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

F. Emergency Closings

When the church is officially closed due to emergency conditions, part-time employees who were scheduled to work will not be paid for the hours lost. However, with supervisory approval, employees may adjust their normal work schedule to recover the lost time.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off unless they receive approval to use available vacation days.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

## VII. Employee Grievances

Belle Aire Baptist Church recognizes that disagreements are inevitable in the life of every work environment. The important thing is not the fact that disagreements exist, but the manner in which employees express and resolve them. Employees are reminded that the manner and spirit with which they pursue a grievance reflect their spiritual qualification for ministry service. Thus, an employee who addresses a conflict in an inappropriate manner or with the wrong spirit is subject to disciplinary action, up to and including termination of employment.

Employees who feel they have an appropriate dispute should proceed as follows:

- Step One: Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the employee may

proceed directly to Step Two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the employee within a reasonable amount of time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee's personnel file.

- Step Two: Appeal the decision to the Minister of Administration, if dissatisfied with the supervisor's decision, or initiate the procedure with the Minister of Administration if step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The supervisor's version of the dispute and decision will then be submitted using a similar written form. The Minister of Administration will, in a timely fashion, confer with the employee, the supervisor, and any other persons considered appropriate, investigate the issues, and communicate a decision in writing to all parties involved.
- Step Three: Appeal an unsatisfactory Minister of Administration decision to the chairman of the personnel committee. The timeliness requirement and procedures to be followed are similar to those in Step Two. The chairman of the personnel committee will take the necessary steps to review and investigate the dispute and will issue a written, final, and binding decision.

The church may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way

### **VIII. Sexual Harassment**

Sexual Harassment will not be tolerated. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually-oriented behavior or comments which create a hostile or offensive work environment. Both men and women may be victims or perpetrators of sexual harassment. Sexual harassment from supervisors, co-workers or others who visit the church should be reported immediately to the Minister of Administration or Administrative Assistant.

### **IX. Staff Expansion**

If possible, staff expansion should be planned for implementation at the start of a new church year. This will enable the personnel committee to include the necessary salary requirements in the personnel budget for the new year. If any new staff position is to be implemented, the proposed salary will be presented by the personnel committee to the finance committee so the current church budget can be amended. Upon approval of the finance committee, the proposal will be presented to the church by the personnel committee for approval.

#### **A. Ministerial**

Recommendations to the personnel committee for any expansion of ministerial

staff should include an explanation of the need for the position, a complete job description, and a recommended salary range. The personnel committee, with the endorsement of the finance committee, will present the new staff position to the church for approval. Once approved by the church, the personnel committee will make the necessary changes in the organizational chart and begin employment procedure as described in the Constitution and By-Laws.

**B. Administrative and Support**

The Minister of Administration will recommend to the personnel committee the need for any new administrative or support staff positions. Justification, a job description, and recommended salary grade will be presented to the personnel committee for review. Once approved, the Minister of Administration, with appropriate supervisors, will interview and present recommendations to hire to the personnel committee for approval.

**X. Salary Policy Guidelines**

The personnel committee will prepare a salary budget, which may or may not include cost of living and merit increases. The personnel committee will present its recommendations to the finance committee.

Salary increases are not automatic, and shall be based on factors including annual reviews/evaluations of employees by the appropriate supervisors, economic climate, and salary ranges. A performance or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance and availability of funds.

**XI. Attendance/Absence**

From time to time situations will arise whereby full-time employees will find it necessary to be away from work. Employees must request permission from their supervisor in advance of any absences that can be planned, such as medical appointments, funerals, and other unavoidable circumstances. Unpredictable situations (such as personal or family illness, or inclement weather) may occur that prevent an employee from reporting to work as scheduled. Should that occur:

1. Notify your supervisor each day you are absent unless he or she instructs you otherwise.
2. Give your supervisor the reason for your absence and the expected duration.

If an employee fails to notify his or her supervisor as instructed above, the absence will be considered unexcused, and as such, will be without pay.

If an employee is absent for three consecutive days without any notification to their supervisor or other appropriate individual, employment will be terminated as of the last day worked for abandonment of position.

If an employee becomes ill or injured while on vacation, the employee will be paid only for the vacation.

Employees are expected to be at work unless the church offices are officially closed due to inclement weather (snow, ice, flooding, etc.) or adverse working conditions as determined by the Pastor and/or Minister of Administration. If an employee chooses not to come to work during inclement weather when the church office is open, it will count as vacation time; if an employee doesn't have any vacation time, it will count as time off without pay.

Ministerial staff should secure a replacement for services they are unable to conduct themselves.

## **XII. Leave of Absence**

### **A. Military Leave**

If an employee is also a member of a U.S. Armed Forces reserve or National Guard unit, two weeks of leave per year will be granted without pay. The employee may elect to take paid vacation time for the two weeks.

### **B. Personal Leave Without Pay**

All requests for personal leave without pay which are initiated by the employee are considered individually by the supervisor and must be approved by the personnel committee. The church cannot guarantee that the employee will be placed in the same job and pay grade upon return from a personal leave of absence.

### **C. Family and Medical Leave**

Belle Aire Baptist Church will comply with all applicable requirements of the Family and Medical Leave Act (FMLA). The FMLA requires Belle Aire Baptist Church to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12 month period is a rolling period measured backward from the date an employee uses any FMLA leave. In certain circumstances, eligible employees may take FMLA leave intermittently or by reducing their work schedule.

To be eligible for family or medical leave, an employee must have worked for Belle Aire Baptist Church for at least 12 months and worked for Belle Aire Baptist Church at least 1,250 hours in the previous 12 months.

Eligible employees may take leave to care for the employee's child upon birth or in connection with a child's placement with an employee for adoption or foster care; to care for a parent, spouse, or child with a serious health condition; or when the employee is unable to work because of the employee's own serious health condition.

Employees who want to take FMLA leave ordinarily must provide the church at least 30 days notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practicable. When leave is to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment in order to minimize disruptions of the ministry's

operations. The church may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave.

In addition, employees who need leave for their own family member's serious health condition must provide medical certification from a health care provider of the condition. The church also may require a second, and if necessary, a third opinion (at the church's expense), periodic re-certifications of the serious health condition, and, when leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The church may delay or deny approval of leave for lack of proper medical certification.

Employees taking leave under the FMLA are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. If applicable, arrangements will be made for employees to pay their share of health insurance premiums while on leave. If an employee chooses not to return to work from FMLA leave, Belle Aire Baptist Church may be entitled to recover premiums it paid to maintain health coverage during the leave.

The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the leave. However, the employee must use any accrued paid vacation and sick days during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member. In addition, an employee must use any accrued paid vacation days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child.

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of exempt employees and records of leave taken may be kept for those employees without affecting the employee's exempt status.



## Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of the church's **Personnel Policies and Procedures Handbook, September 28, 2011**. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, and become familiar with, and comply with the standards that have been established. It is not a contract and does not offer or imply permanent employment. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

Employee's Name (please print) \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_