

Damascus Baptist Church Personnel Policies

Equal Employment Opportunity

Damascus Baptist Church is committed to equal employment opportunity for all qualified persons to the extent required by law as applicable to a church (Churches have the right to ask religious questions when hiring non-ministerial personnel.) This applies to all employment practices, including recruitment, hiring, compensation, church benefits, promotions, demotions, training, disciplinary action and termination. We expect all employees to show respect and sensitivity toward all other employees.

If you observe a violation of this policy, you should report it immediately to your supervisor or the Personnel Committee. The Church will immediately investigate any complaint and take appropriate preventative and/or corrective action.

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

Immigration Reform and Control Act of 1986

Damascus Baptist Church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

Employee Classifications

Damascus Baptist Church classifies employees in the following manner:

Full Time Employee

You are considered to be a full-time employee if your average hours of work each workweek are at least thirty-five (35) or more.

Part Time Employee

You are considered to be a part-time employee if your average hours of work each workweek are less than thirty-five (35).

Annual Review

Annual Reviews will be held each year with all staff to review the current job description and determine staff performance by using a written evaluation. Reviews will be conducted by the Pastor, Chairman of Deacons and another Personnel Committee member. Reviews for the Pastor will be conducted by the Chairman of Deacons and 2 other Personnel Committee members. Annual written reviews should be completed by the 1st week of October each year. Any monetary adjustments must be coordinated with the Budget & Finance Committee.

Procedures for Addressing Performance Issues

The goal of this policy is to resolve any personnel issues in a manner that follows God's Word, Matthew 18:15-17.

Verbal Notice: an employee should be informed by the supervisor if his or her work/or conduct is not satisfactory and suggestions made as to how his or her performance can be improved. The supervisor's written report of the notice shall be placed in the employee's personnel file.

Written Notice: an employee shall be notified in writing if his or her work/or conduct continues to be unsatisfactory. A copy of this document shall be sent to the personnel committee and the deacons as well as in the employee's personnel file.

Suspension: an employee may be suspended with cause without pay for a period of up to seven working days during which the suspension will be discussed with the personnel committee and deacons to decide what further action is to be undertaken. A copy of the report shall be placed in the employee's personnel file.

Termination: an employee shall be terminated only with the approval of the Personnel Committee and the Deacons along with the Pastor's concurrence. The supervisor shall dismiss the employee and inform the administrative staff and financial secretary. A written record of these actions shall be placed in the employee's personnel file.

Work Rules and Performance Standards

Employment is with the mutual consent of you and Damascus Baptist 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.

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action up and including possible termination.

Job Performance

Employees may be disciplined, up to and including possible termination, for poor job performance, as determined by the Church. Some examples of poor job performance are as follows:

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

Misconduct

Employees may also be disciplined, up to and including possible termination for misconduct. Some examples are:

- Insubordination
- Abuse, misuse, theft, or the unauthorized possession or removal of Church property or the personal property of others
- Falsifying or making material omission on Church records, reports or other documents including payroll, personnel and employment records
- Divulging confidential Church information to unauthorized persons
- Disorderly conduct on Church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or threatening others with a weapon

Personnel Records

Personnel and payroll records will be kept on each employee in a secure location.

Job Descriptions

Job descriptions for each staff member will be written when the need for a staff member is determined.

Vacations

Vacations are granted to reward one for faithful performance during the year and to extend to employees the benefit of rest and recuperation for another year of service.

Full Time & Part Time employees are eligible to receive one (1) week of vacation with pay after six months of employment. (Part-time employees shall receive vacation time comparable to the number of days worked per week). For all subsequent calendar years vacation time will be determined by length of service.

- 1 year-1 week of vacation
- 2 through 7 years-2 weeks of vacation
- 8 through 15 years-3 weeks of vacation
- More than 15 years-4 weeks of vacation

Full Time and Part Time employees hired with prior experience may be credited up to a maximum of ten (10) years of service.

Vacations cannot be accumulated from year-to-year and all vacations must be completed by December 31 of each year. An employee shall not remain on the job and be entitled to receive vacation pay.

Full Time and Part Time employees terminating employment or retiring from the Church will receive pay for earned unused vacation depending on the length of service in the calendar year. After 6 months they will receive full vacation. Less than 6 months they will be afforded ½ vacation time. Vacation scheduling shall be coordinated with the Pastor.

Holidays

The following holidays will be observed for all staff members: All Federal holidays to include the day before Thanksgiving, Thanksgiving, Christmas Eve and Christmas Day.

Sick/Bereavement Leave

This leave applies to: a personal illness, the illness of an employee's spouse, parent, minor child or said person of whom the employee is legal guardian that requires personal care and attention.

Full Time and Part Time employees bereaved by death in the immediate family (spouse, parent, child, brother, sister, grandparent, parent-in-law, sister/brother-in-law or person for whom the employee is legally responsible) shall be granted up to three days off.

Sick leave accumulates at the rate of one day per month up to a maximum of 16 days but is not rolled over into the following year. On January 1 of each year, an advance deposit of 4 days will be added to an employee's sick leave.

If all accumulated sick leave is used and the employee needs additional sick days, a payroll deduction will be made. Employees may elect to use vacation days if available in lieu of payroll deduction.

Verified illness or injury that prevents an employee's return to work after 30 days will be considered temporary disability. When sick days are exhausted and vacation is exhausted the employee will not continue to receive pay. After 90 days an employee must be on disability or the beginning of normal retirement. The Personnel Committee in consultation with the Deacons and Pastor will make a recommendation to the Church concerning an employee's employment status after 90 days of consecutive absence.

Jury and Witness Duty

Staff members are encouraged to carry out their civic responsibility for jury or witness duty when called and may serve without loss of pay. Full Time and Part Time employees will receive their regular pay in addition to any jury or witness fees. Notify supervisor of notice of call to jury duty or trial witness. Report for jury duty as required and advise your supervisor of the expected length of time to serve. If dismissed or excused early, you are expected to return immediately to church duties.

Military Leave

Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two (2) weeks will be granted the necessary time off. If there is an active call-up of staff members who are reservists or Nation Guard members, the USERRA provisions will apply. In the event such a call-up take place, the Pastor will be available to assist staff member and their families with the requirements and options available. Employees returning from active military service are entitled to reinstatement and other required rights in accordance with federal and state law.

Worker's Compensation Leave

A leave of absence will be granted whenever there is a work-related illness or injury. The church will comply with all applicable state and federal laws concerning leave time for work-related illness or injury. The church's insurance agent will be called upon to assist staff in all worker's compensation matters. Employees on work-related illness or injury leaves will be reviewed on a case-by-case basis.

Conferences and Conventions

Ministerial staff members may be permitted to attend conferences related to one's area of responsibility and leadership. This includes the national and state Baptist conventions. The Budget & Finance Committee shall recommend to the Church the annual budget for conventions and conferences and the Pastor shall be responsible for administering the amount of the budget for conventions and conferences.

Revival and Mission Trips

Ministerial staff will be afforded the privilege of conducting not more than two revivals a year or mission trips away from the Church each year. In case of resignation this benefit is not applicable.

Continuing Education/Planning

The Pastor will be allowed one week away each year for Continuing Education or Planning with pay. The actual education/planning expense itself will not be reimbursed.

Other Absences to include inclement weather or emergencies

An employee unable to work will coordinate his or her absence with the Pastor or in case of the Pastor's absence with the Chairman of Deacons.

Damascus Baptist Church Sexual Harassment Policy

All employees of Damascus Baptist Church have the right to work in an environment free from all forms of illegal discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment. The position of the Church is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship.

It is the responsibility of the Personnel Committee and each employee to ensure full compliance with this policy.

Definition

Unwelcome sexual advances, request for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Policy

1. No employee, whether male or female, shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.
2. Sexual harassment shall not include occasional and appropriate compliments of a socially acceptable nature.
3. Sexual harassment does refer to behavior that is not welcome, that is personally offensive, that debilitates morale, and that; therefore, interferes with work effectiveness.
4. Such behavior may result in disciplinary action up to and including dismissal.

Complaint Procedure

1. Complaints of sexual harassment should be brought to the attention of the Pastor and the Personnel Committee. Should the complaint involve the pastor the complaint should be brought to the Chairman of Deacons and the Personnel Committee.
2. After notification of the employee's complaint, the Pastor and the Personnel Committee will initiate a confidential investigation immediately.
3. After the investigation has completed, the Pastor and the Personnel Committee will make a determination regarding the resolution of the complaint.
4. The Church will cooperate fully with law enforcement officials in a criminal investigation.

Adopted by Personnel Committee & Deacons
March 28, 2019

Non-Retaliation

This policy prohibits retaliation against employees who bring, in good faith, sexual harassment charges or assist in the investigation of such charges. Any such employee shall not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of such activity.

Non-Employees

In addition to the above, any complaint of sexual harassment by a Church member or non-member against an employee shall be reported and investigated in the same manner as stated in this sexual harassment policy. The Pastor and the Personnel Committee shall handle any complaint of sexual harassment by non-employees toward Church employees.