

First Baptist Church of Show Low, Arizona

Personnel Policies and Guidelines

Section 1. General Policies

The following are statements of Personnel Policy, which apply to the paid staff of First Baptist Church of Show Low, Arizona (the Church). The policies are not all inclusive. Additions or deletions shall be made as required by the Personnel Committee, and presented for Church approval.

It is the responsibility of the Personnel and Finance committees to make joint recommendations to the Church concerning salaries and benefits, which also include gifts, annuity insurance (such as disability, life and health insurance), retirement programs, paid vacations, sabbaticals, sick leave, and holidays.

A. Statement of Faith

The *Statement of Faith* of this Church shall be those set forth in the *Baptist Faith and Message*, as adopted by the Southern Baptist Convention, June 14, 2000, and in the *Church Constitution, Article III*, as amended July 26, 2015.

This Church has affirmed the Biblical ideal that marriage can only occur between one biologically-born and presenting male and one biologically-born and presenting female, as evidenced by birth certificates, in covenant commitment. Consistent with this belief, our pastors, staff and officials will not officiate in same-sex unions or same-sex marriages, nor will its property or resources be used for such purposes.

We further believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. Psalm 139.

The *Statement of Faith* does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with the final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. For purposes of the Church's faith, doctrine, practice, policy, and discipline, the Senior Pastor is the Church's final interpretive authority on the Bible's meaning and application. All employees and volunteers will be required to sign a statement affirming their agreement with the Church's *Statement of Faith* and are willing to comply with the Church's standards of conduct. Violation of the Church's *Statement of Faith* constitutes cause to terminate employment or volunteer service.

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B. Spiritual Life

The Church would like all employees and volunteers to be spirit-filled Christians who are faithful in:

1. church attendance (at FBC-SL or another Bible-believing fellowship),
2. financial support of the LORD's work, and
3. the support of their church programs.

C. Religious Employment

The Church, as a religious organization, exercises its First Amendment right to discriminate in hiring based on religion or unbiblical behavior and for pastoral staff based on gender. The Church does not discriminate in hiring based on age, race, color, national origin, citizenship or veteran status. All employees must provide proof of legal residency in the United States. Reasonable accommodations will be provided for individuals with a record or history of disability (including, but not limited to, physical, mental or medical-related, *i.e.* cancer treatment).

D. Immigration

The Church is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed an I-9 with the Church within the past three (3) years or if their previous I-9 is no longer retained or valid.

E. Tobacco, Alcohol and Controlled Substances

Our bodies are the temple of the Holy Spirit, who is in each believer. (1Corinthians 6:19)

Employees, volunteers and vendors are prohibited from the use or sale of tobacco products and e-cigarette devices, controlled substances, and alcohol on Church property and in Church-owned or rented vehicles.

Furthermore, no employee shall report for work or perform work while under the influence of any drug or alcohol. Arizona Revised Statutes Annotated § 28-1381 defines "under the influence" as any drug or its metabolite in the person's body regardless of whether the person is actually impaired. If an employee is prescribed a controlled substance for a medical condition, his/her immediate supervisor shall be informed of the prescribed use and possible side effects. Such notification shall remain confidential, unless the possible side effects could prove a hazard to other employees or Church property. Failure of any drug or alcohol test constitutes "under the influence" regardless of impairment and will be grounds for immediate dismissal.

F. Telephone and computer usage

Church-provided telephones and computers are not to be used for illicit purposes, such as accessing websites deemed to be of an inappropriate or illegal nature, and may subject the staff member to disciplinary action up to and including termination.

G. Background checks

All Church employees and volunteers will be subject to a criminal background check. Although a record of criminal offense may not disqualify the person for employment, a lack of acknowledgment of those offenses on the employment/volunteer application may be grounds for denial of employment or dismissal.

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Because of the nature of the extensive presence and involvement of children in the activities of the Church, both staff and unpaid volunteers working directly with children must pass an annual background check. The Church will not knowingly employ or allow any volunteer with a record of sexual offense or abuse of children.

Furthermore, pursuant to Arizona law, no paid employee or volunteer with a state-issued medical marijuana card shall have cannabis on their person when on Church-owned property, including designated parking areas, or in Church-owned or rented vehicles.

H. Harassment

The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the Church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for the employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited.

Any employee who believes they are being, or have been harassed in any way, or have observed harassment in any way, must report the facts of the incident or incidents to their supervisor, senior Pastor, or Personnel Committee chair immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. Violation of this policy may result in disciplinary action, up to and including possible termination.

I. Personal Appearance

Employees are expected to present a positive image consistent with their work assignment. Employees having personal contact with visitors and church members should be particularly conscious of clothing and grooming that represents the image desired by and consistent with the doctrine of the Church.

Section 2. Personnel Committee

The composition, duties and responsibilities of the Personnel Committee are outlined in the *Church By-Laws Article VII, Section 7*, as amended October 19, 2014, or subsequently amended by Church action.

Section 3. Organizational Structure

A. Pastoral Staff

1. Senior Pastor
2. Associate Pastor(s)
3. Assistant Pastor(s)

B. Support Staff

1. Administrative Assistant/Financial Secretary
2. Custodian
3. Other (future support positions not currently defined)

Section 4. Benefits

A. Salaries

1. The Personnel and Finance committees will jointly recommend the compensation package for the Senior Pastor. In consultation with the Senior Pastor, they will recommend compensation for other pastoral and support staff for approval by the Church at the annual Ministry Conference.

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2. Each employee of the Church shall be evaluated on his/her job performance at least annually by the Personnel Committee and the Senior Pastor or immediate supervisor.

The purpose of the performance evaluations is:

- a. To improve communication and relationships between Pastor/supervisor and employee;
- b. To promote growth and development in the employee;
- c. To provide an accepted forum on the part of the employee and Church for a candid discussion of job performance; and
- d. To provide an objective basis on which the Personnel Committee can consider salary and benefit packages.

Performance Review Procedure:

- The evaluation process shall be conducted annually. The performance of new employees shall also be reviewed at the six (6) month anniversary of their employment.
 - Each employee shall be evaluated by his/her supervisor. The Senior Pastor or Personnel Committee shall have additional review if desired.
 - The Personnel Committee and chairs of the Deacon Body, and Administrative Committees (Finance, Nominating, and Property and Equipment, as defined in the *By-Laws, Article VII, Section 1*) and two At-Large Members [one (1) selected by the Senior Pastor and one (1) selected by the Administrative Committee chairs] shall annually meet with the Senior Pastor for his performance review and to review ministry priorities for the coming year.
 - The primary standard by which the employee will be evaluated is his/her job description.
 - Each employee shall have opportunity to freely express feelings about the working environment and relationship with his/her supervisor, as part of the evaluation.
 - Performance evaluations will be discussed with each employee by the supervisor who completed the evaluation and the evaluation form will be signed by both parties.
 - Copies of the completed job performance forms shall be forwarded to the Senior Pastor, who will make a report to the Personnel Committee, including any recommended salary or benefit adjustments for the next calendar year.
 - Each employee shall receive a copy of his/her performance evaluation and a copy will be kept in his/her personnel file.
3. Hourly employees pre-authorized in writing by their immediate supervisor to work more than 40 hours in a work week (Sunday to Saturday) will be paid time and a half for the first five (5) hours over 40 hours, with any remaining hours as comp time at the rate of hour for hour. Comp time must be used within four (4) weeks of the week earned, unless an extension is granted by their immediate supervisor, Senior Pastor or the Personnel Committee. Holiday hours will be capped at a maximum of four (4) hours, paid at double time. Added 10-23-2016

B. Insurance

It is the responsibility of the Personnel and Finance committees to make recommendations to the Church at the annual Ministry Conference concerning Annuity Insurance, such as retirement, disability, life, health and dental insurance, for Church employees.

C. Vacations

1. All employees shall receive paid vacation based on continuous service with this Church. After the first six (6) months of employment, one (1) week of vacation is accumulated. Vacation time must be used within the same calendar year it is earned. Vacation time cannot be carried over into the next calendar year, however, the Personnel Committee may grant carry over of one (1) week to be used within the first two (2) months of the new year. No payment will be made in lieu of vacation not taken without approval of the Personnel and Finance committees. Vacation scheduling shall be based on seniority, and shall be scheduled, if possible, so that at least one (1) staff member is on duty during regular Church office hours and the ministry needs of the Church.
2. Part-time employees shall receive paid vacation after the first six months of continuous part-time employment with this Church. Vacation pay will be based on the contracted weekly hours for the employee.
3. All Church employees shall receive paid vacation as follows:

After 1 year of continuous service	2 weeks
After 5 years of continuous service	3 weeks
After 10 years of continuous service	4 weeks
4. Any employee may negotiate for time off without pay by obtaining approval from their immediate supervisor, Senior Pastor, or the Personnel Committee.
5. Accrued unpaid vacation leave shall be payable to the employee at their current rate of pay upon resignation or release from position.

D. Special Events and Activities

1. Full-time pastoral staff will be allowed three (3) weeks of conference and/or convention time per year. The Personnel Committee may make additional allowances with approval of the Church. It is understood that the Pastor is authorized to attend the Southern Baptist Convention annual conference every year, providing finances are available.
2. Time serving as an officer of the Desert Pines Baptist Association or the Arizona Southern Baptist Convention will not be counted as conference/convention time. Church approval is required before accepting appointment or election as a national officer in the Southern Baptist Convention.
3. Participation in conferences, conventions, revivals or mission trips for which no remuneration is received is not to exceed two (2) weeks per year [ten (10) working days and one (1) Sunday]. All conference/convention/revival/mission trip time must be requested and scheduled in advance through the Personnel Committee. Any exceptions to this policy must be approved by the Personnel Committee and the Church.

E. Sabbaticals

1. A sabbatical may be requested for:
 - a. personal spiritual renewal;
 - b. participation in a short-term mission; or
 - c. personal improvement by furthering one's education.
2. A full-time pastoral staff member shall be eligible for a four (4) week paid sabbatical after seven (7) years of continuous service with this Church. Should additional time be needed for educational purposes, the staff member may use two (2) weeks vacation for a total of six (6) weeks.

The scheduling of the sabbatical shall require approval of the Personnel Committee and the Church. The employee shall forfeit the sabbatical pay if his employment is terminated or he resigns within one (1) year after returning from the sabbatical.

3. Pulpit Supply

In case of the pastor's absence due to a sabbatical, the Church will be responsible to pay the honorarium of the supply preacher. The Pastor is responsible to secure the supply.

F. Sick Leave

The Church shall provide paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses, injuries, doctors' appointments, pregnancy-related disability, and, to a limited degree, for the same purposes for the employee's dependents or family members. Part-time employees shall notify their immediate supervisor at least 48 hours in advance of the need to be absent during their normal work hours for regular medical or dental appointments. A doctor's statement may be required for three (3) or more days of consecutive sick leave usage unless waived by employee's supervisor.

Full-time employees shall accrue one day of sick leave per month, which may accumulate and be carried over to following years. The maximum accumulation of sick leave shall not exceed sixty (60) days. Special and unusual sickness leaves will be considered by the Senior Pastor and the Personnel Committee on an individual basis.

Upon resignation or release from their position accrued sick leave is forfeited.

Eligible employees may use up to six (6) days per year of sick leave to care for immediate family members or dependents, when such family members or dependents are ill, injured or require the employee's assistance in traveling to doctor's appointments. Immediate family members are defined as husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, grandparent, grandparent-in-law, grandchild, sister, sister-in-law, brother, brother-in-law, or other individual who is claimed by the employee as a dependent on his/her federal income tax form.

If any employee is injured or becomes ill while in performance of assigned duties the Church's Workman's Compensation and Short-Term Disability Insurance Policies, set forth herein by reference to the whole, in force at the time of the incident shall apply. An accident report and insurance forms must be filed as soon as practical upon injury, with insurance notified within 24 hours, or per current policy requirements.

G. Unpaid Family Leave (FMLA)

After twelve (12) months of employment, all full-time Church employees may be granted up to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period under the Family Medical Leave Act of 1993 for one or more of the following reasons:

1. for the birth and care of the newborn child of the employee;
2. for placement with the employee of a son or daughter for adoption or foster care;
3. to care for an immediate family member (defined as husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, grandparent, grandparent-in-law, grandchild, sister, sister-in-law, brother, brother-in-law, or other individual who is claimed by the employee as a dependent on his/her federal income tax form) with a serious health condition; or
4. to take medical leave when the employee is unable to work because of a serious health condition.

H. Maternity/Paternity Leave

1. All full-time Church female employees are eligible for maternity leave.
2. The female employee will submit to her supervisor a written request for maternity leave at least thirty (30) days prior to the beginning date of the leave.
3. The Church reserves the right to initiate a leave of absence if the employee's attendance, quality or quantity of work is adversely affected by the pregnancy.

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4. If the leave time is longer than the sick leave and/or vacation time accrued by the employee, then the remaining time may be taken as medical/family leave without pay for up to twelve (12) weeks.
5. An employee on maternity leave shall contact her supervisor two (2) weeks prior to her returning to work.
6. At the conclusion of an approved maternity leave, the employee will be restored to her former position when possible, or to a comparable position at a similar rate of pay if available.
7. If an employee does not return to work at the conclusion of the leave of absence, employment will be terminated.
8. All full-time male employees are eligible for one (1) week of paternity leave, which shall not count against accrued annual leave, upon the natural birth or adoption of a child by his family.

I. Bereavement Leave

Leave with pay (up to three (3) days for in-state and five (5) days out-of-state) will be granted for the death of an immediate family member of any employee (defined as husband, wife, son, daughter, mother, father, mother-in-law, father-in-law, grandparent, grandparent-in-law, grandchild, sister, sister-in-law, brother, brother-in-law, or other individual who is claimed by the employee as a dependent on his/her federal income tax form.). Additional time may be taken and charged to accrued vacation time with the approval of the Personnel Committee.

J. Civil Duties

All employees are encouraged to serve on jury duty when selected. Employees are paid for time on jury and are allowed to keep the juror's stipend. Employees are expected, however, to report to work when "struck" from a jury or when their juror responsibilities are over for the day, if there is practical time remaining in the normal workday.

If called as a witness, the employee shall receive their normal pay for time and travel to appear in court. The Senior Pastor and Personnel Committee shall be informed of any jury summons or subpoenas.

K. Leave of Absence for Military Duty

Employees shall be granted a leave of absence without loss of time, pay or efficiency rating, on all days during which they are employed on training duty under orders with any branch of the Armed Forces of the United States, for a period of not to exceed thirty (30) days in any calendar year. The period of time spent training under orders shall not be deducted from the vacation period with pay to which any employee is otherwise entitled.

Federal law provides broad protection to the job and seniority rights of employees who leave their employment for the purpose of entering the Armed Forces of the United States for extended periods (in excess of six months) of active duty. The period of protection is ordinarily four years from the date of entrance into the armed service, but may be extended to five years if the fifth year of service is required of the individual for the convenience of the government. At present, no protection of law extends beyond five years regardless of the reason for the extension of service.

The principal protection afforded the individual is the right of re-employment in the job he or she left for the purpose of entering the armed service, or in a substantially equivalent job, provided the individual: (a) presents a certificate of satisfactory completion of service, (b) applies for reinstatement within the time limits specified by law, ordinarily 90 days from the

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date of discharge from the service, and (c) would not have been laid off if employment had not been interrupted by military service.

Determinations of the terms and conditions of re-employment (rate of pay, seniority status where appropriate, length of service for benefits eligibility purposes, etc.) is a complex matter and will be discussed with the Senior Pastor and Personnel Committee on a case-by-case basis. Generally, the individual must be treated as having been on leave of absence and given credit for military service time in computing service for seniority and benefit plan purposes.

L. Holidays

All paid Church employees shall receive their birthday off with pay as a Personal Day. Part-time employees will receive four (4) hours of Personal Day pay for their birthday. If the birthday falls on a weekend, then the following Monday shall be the Personal Day.

All employees receive the following paid holidays and the Church office will be closed:

- New Year's Day
- Presidents' Day
- Memorial Day
- Labor Day
- Thanksgiving (2 days – Thursday & Friday)
- Christmas Day
- Martin Luther King Jr. Civil Rights Day
- Good Friday
- Independence Day
- Day after Christmas

M. Working Hours

1. Pastoral Staff

Normal workweek will be approximately 40 hours. Actual office hours will be flexible allowing for the respective duties of each pastoral staff member.

Days off: One (1) day off per week with three (3) consecutive days off once per quarter, except in which vacation time of two weeks or more is taken.

Each pastoral staff member may take one (1) weekday off per week. Saturday is a non-working day, except when regularly-scheduled or Church events occur on Saturday, then the staff member should be in attendance. Comp time will be given **ONLY** if both Saturday and the weekday off are missed due to ministry duties. All comp time must be used within 30 days and cannot be accrued.

2. Other Full-Time Support Staff

Working hours between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, with one hour lunch time or half hour lunch and two 15-minute breaks per day (7.5 daily working hours). Work hours shall be reviewed regularly by the Personnel Committee to assure the needs of our community and ministries are being met.

It shall be the goal, as much as possible, that at least one staff member shall remain in the office to receive visitors and answer the phone at all times during the regularly scheduled working hours.

Non-exempt workers will be paid not less than one-and-one-half times their regular rate of pay or receive one-and-one-half times the number of extra hours as comp time after 40 hours of work in a workweek. Non-exempt employees shall not perform job functions, including sending and responding to church-related emails, during their "off-duty hours."

3. Part-Time Personnel

Hours for part-time employees shall be set by the Senior Pastor in consultation with the Personnel and Finance committees.

Section 5. Vacancy of Position

All staff of the church shall be responsible through their supervisor to the Pastor and shall adhere to the standards of employment and performance as set forth in Job Descriptions, written Personnel Policies and Guidelines and the Church Constitution and By-Laws.

A. Resignation

Voluntary termination on the part of the employee requires a minimum two-week notice, in writing, to the immediate supervisor or pastoral staff. The time it takes to rehire and train new personnel actually requires more than two weeks; therefore, notification of a planned resignation several weeks in advance would be most helpful and greatly appreciated. The written resignation shall be delivered to the Senior Pastor or Personnel Committee chair, depending upon the area of ministry in which the staff member is employed.

B. Employment & Discharge

Employment is with the mutual consent of the employee and the Church. Before an employee is discharged, the employee will be given a verbal warning by the immediate supervisor or by a member of the pastoral staff that the employee's work is of insufficient quality and is not meeting the standards required for the specific job.

The employee will be given a four-week period in which to remedy the complaints. If sufficient improvement is not made within the four-week period of time, the employee's dismissal will be recommended to the Personnel Committee. No further notice shall be given before termination of employment.

Written documentation of interviews, reviews, and actions taken shall be maintained.

An employee may be immediately discharged for cause if their actions are an embarrassment to this Church as a result of, but not be limited to:

- acts of dishonesty
- insubordination
- violation of any felony criminal law
- failure to meet standards of job performance, attendance, and/or work behavior
- misconduct
- sexual harassment
- improper use of church-owned computers (visiting adult websites, etc.)
- failure to follow employment-related policies and procedures.

C. Church Property

At termination of a staff member's duties, all church keys, credit cards, computers, telephones, office supplies, furniture, equipment and records shall immediately be returned to their supervisor or Personnel Committee chair in good condition.

D. Appeal of Discharge

A dismissed employee has the right to appeal the decision. A Hearing Panel – consisting of the Personnel Committee, Deacon Body chair or designee, and one (1) At-Large active Church member selected by the other panel members – shall review the evidence of the dismissal. The decision of the Hearing Panel is final and shall not be appealed to the Church membership as a whole to maintain the health of the fellowship.

Section 6. General Information

A. Access to Church Property

It is important that the Church have access at all times to church property, as well as other records, documents, and files. As a result, the Senior Pastor and Church General Officers, as defined in *Church By-Laws, Article IV*, reserve the right to access employee offices, work stations, filing cabinets, desks, computers and computer files, voice mail, email, and any other church property at their discretion, with or without advance notice or consent.

Access to the Church-owned Parsonage shall be in accordance with the *Arizona Residential Landlord Tenant Act* (see housing.az.gov/general-public/arizona-residential-landlord-and-tenant-act), included here by reference in lieu of inclusion in full.

B. Business Expense Reporting

Employees will be reimbursed for all approved business-related budgeted expenses upon submission of accurate and receipted expense reports. Employees are requested to submit these reports within 15 days to ensure proper accounting and prompt reimbursement.

C. Employee Parking

Employees park at their own risk and the Church will not be responsible for theft or damage to any employee vehicle(s) parked on church property or elsewhere. Also, the Church will not be responsible for personal property left in vehicle(s) or the Church premises that is lost, damaged, stolen, or destroyed.