



PERSONNEL POLICY HANDBOOK

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WELCOME TO IMMANUEL BAPTIST CHURCH

The family at Immanuel Baptist Church welcomes you as an employee. It is our desire that we all work in a spirit of love and unity to further God's work in a cooperative manner.

This document has been prepared to inform you of the policies and procedures that direct us in our daily work. Please read the entire document and discuss any questions with your immediate supervisor and/or the Church Administrator.

Our goal is to have team players who direct and expand God's Kingdom here on earth.

EMPLOYMENT:

At Immanuel Baptist Church, El Dorado, we try to select the most qualified candidates available for employment with us. We pay special attention to matching the applicant's interests, skills and experience with our requirements. Our employees are hired on the basis of their qualifications.

It is our policy that our employment practices reaffirm our commitment to equal opportunity, and that the working environment remain free of all forms of discrimination or harassment. Any incident of harassment, sexual harassment or discrimination of any kind will not be tolerated and will be promptly and thoroughly investigated with appropriate action being taken. Each person working at Immanuel Baptist Church is the key to success in administering our equal opportunity policy. That means open communication among all employees, along with policies and practices that recognize human dignity is expected.

As a general policy, Immanuel Baptist Church does not hire the spouse, child, mother, father, sister, brother, or in-law counterparts of existing employees. An exception to this policy is that, if two persons marry while in the employ of Immanuel Baptist Church, they may remain in the employ of Immanuel Baptist provided they do not work in the same department, nor shall one relative be in a supervisory position over the other. Other exceptions to this policy may be allowed if deemed advisable by the personnel committee.

Employee Status Definitions – The following definitions have been established in order to standardize terminology and provide an understanding in reference to employee status:

Employee – any person who receives wages or salary from Immanuel Baptist Church.

Church Staff - Ministerial staff and directors of ministries as defined below.

Ministerial Staff – all ordained ministers called to serve at Immanuel Baptist Church and approved by Church action for employment.

Directors of Ministries – all employees of the Church who are not ministerial staff as defined above but serve in positions of leadership over ministries defined by the Church.

Support Staff (Ministry Assistants) – all full-time employees of the Church who are not in positions of leadership such as directors or ministers.

Part-time Employees – all employees who work a minimum of twenty-five hours weekly but less than forty.

Temporary Employees – all employees who work less than twenty-five hours weekly. Temporary employees are not provided benefits, except those prescribed by law.

PRINCIPLES OF EMPLOYMENT

Principles by Which We Work

We Work For Christ. Therefore, our major aim is to bring people to Christ and help them grow toward maturity in the Christian experience. Every individual is of major importance.

We Work For Others. Ours is the blessed privilege of doing vocationally what the Lord has commanded Christians to do. Thus, we work for others. We are their agents. We become their helpers by making the task easier by our planning, our encouragement, and our day-by-day labor in the vineyard. We are here to serve, not to be served.

We Work As A Team. “Each for the other –all for God.” We have no single stars in our program. Each individual plays his/her part to the best of his/her ability. Each team member is important to the working of all. It is expected that each member of the team will assume a full share of the work to be done. There will be times when all of us pitch in to help another member of the team. When criticism, or praise, comes to the staff, it comes to all!

Therefore, it is of vital importance that we learn and practice the marvelous concept of being team members working for the same goal. Fellowship of the community of believers begins with the Church staff.

We Work As Good Stewards. Time is trust. Each member of the team should learn to be a good steward of his/her time. We should strive to be found honest, faithful, generous, and helpful at all times.

As a team, we strive to help one another; we stick together in the face of criticism, hardship, problems, and misunderstanding. If constructive criticism is due, it will be handled face to face, honestly, politely, quickly, and biblically in Christian love. The loyalty of members of the team to

Jesus, to each other, and to Immanuel Baptist Church, El Dorado, should never be in question by another member or an outsider. There is no place on the Church staff for disloyalty, petty jealousy, factionalism or any other unchristian behavior.

Members of the Ministerial staff and Directors of Ministries shall be expected to keep in mind, at all times, the spiritual nature of Church work and to conduct themselves accordingly. It is very important that strictest confidence be maintained in all matters of Church business and other information which comes to knowledge of the Church.

A Ministerial Staff Member or Director of Ministries should:

1. Be God-called and dedicated.
2. Resolve to “seek first the kingdom of God and His righteousness.”
3. Accept his/her position as a place of trust and an opportunity for service.
5. Realize his/her need for spiritual growth, development, and maturity, and therefore, make time to study God’s Word daily and “pray without ceasing”.
5. Be knowledgeable of programs offered by the Southern Baptist Convention.
6. Be a true steward of life’s resources and lead others to practice the same.
(This includes tithing which is expected of each staff member.)
7. Live a life above question and reproach. (Avoid the very “appearance of evil.”)
8. Be honest in word and deed.
9. Live within his/her means and pay all financial obligations promptly.
10. Cooperate fully with his/her pastor, recognizing his leadership of the entire church program.
11. Cooperate with fellow staff members in planning and developing a correlated program of work.
12. Have a thorough understanding of the total work of the Church and relate his/her plans effectively to it.
13. Recognize his/her responsibility to the members of the Church and give them full consideration in carrying out their plans.
14. Be zealous for world missions and share in the promotion of missionary endeavors.

15. Use every opportunity to win the unsaved to a saving faith in Jesus Christ.
16. Direct his/her energies toward strengthening the total work of the Church and avoid building a program that centers on him/her.
17. Participate in denominational meetings and work.
18. Give of his/her time unselfishly, many times with personal sacrifice.
19. Develop the qualities of truth, patience, tact, diplomacy, and impartiality.
20. Be alert to all needs of the Church members and keep other staff ministers informed of illnesses, members hospitalized, deaths and etc.
21. Guard with fervency the showing of partiality to individuals, regardless of any friendship ties.

The Church office is on an “Open House” basis at all times, and visits by members and visitors may be expected at all times. They would expect to see an orderly work area and interest and attention being shown to the work at hand. In dealing with the general public and Church members, keep in mind that as far as they are concerned, “You are the Church.” Friendliness and cordiality in a business-like manner will help them have a good attitude toward you and the Church.

APPLYING FOR EMPLOYMENT

At Time of Employment – Support staff employees are hired on a three-month (90 day) probationary period. This period is set up to accommodate the employee and the supervisor. It is a period of adjustment and adaptation on both the personal level and the job requirement level. The support staff employee is expected to meet or exceed the initial demands of the position during this time period. Also, it is a time period for adjustment to the Church’s overall policies and work rules.

If, during this time period, the support staff employee fails to adapt successfully to the Requirements of the position, or the Church as a whole, employment will be terminated as determined by the supervisor, in concert with the Pastor and the Personnel Committee. Discussion and counseling will be employed before termination is recommended. The support staff employee is made aware of probation via the hire letter given him/her at time of employment. Probationary periods are also discussed during the orientation.

Application Process – As previously stated it is Immanuel Baptist’s Church policy not to discriminate in its hiring practices. However, we do wish to have all employees adhere to the principles as set forth in policy and Christian principles as taught in God’s Holy Word.

When a person wishes to apply for employment with Immanuel Baptist Church, we request he/she comply with the following procedures:

A. ALL APPLICANTS

All applicants for any type of employment must agree to a background check.

B. APPLICANTS FOR STAFF POSITIONS

Submit a resume of qualifications, including references, to the Pastor, a member of the Personnel Committee or the appropriate search committee, if applicable.

C. APPLICANTS FOR SUPPORT STAFF POSITIONS

Contact the Church office for an "Application for Employment" and return the completed application to the Administrator or Personnel Committee.

D. APPLYING FOR ANOTHER POSITION AT IMMANUEL BAPTIST CHURCH WHEN ALREADY EMPLOYED BY IMMANUEL BAPTIST CHURCH.

Follow the above procedures.

EMPLOYEE ASSISTANCE PROGRAM:

If a staff or support staff employee should experience a problem that is personal in nature and needs assistance, he/she should contact his/her supervisor. If, for some reason, he/she feels uncomfortable speaking with the supervisor about the problem he/she may contact the Pastor or a member of the Personnel Committee. Examples of such personal problems include financial, physical, emotional, or psychological. Remember, Immanuel Baptist Church wishes to provide assistance in Christian love to its staff just as it would any member of the Church. Our Father's goal for us is forgiveness, redemption, correction and redirection.

All employees are encouraged to follow Biblical principles in dealing with their personal finances. In the event that problems do occur and legal action is taken, the Church will comply with the law concerning garnishment of pay and/or disciplinary action will be taken.

It is the intent of Immanuel Baptist Church to adequately compensate its employees so as to provide them with a decent living. However, should an employee experience severe Financial trauma, he/she is encouraged to contact the Pastor who will seek counsel and help for the employee. Please do not allow your situation to deteriorate to the point that your wages are garnished. This is an embarrassment to our Lord, Immanuel Baptist Church and to you. It compromises your witness for Christ. It has serious legal implications for the Church. In the case of staff members, it leads to disciplinary measures. Once again, contact the Pastor if you need help.

CONDITIONS OF EMPLOYMENT

Our Church must be a safe, healthy and orderly place to work. We, therefore, publish the following actions which are prohibited and may subject you to disciplinary action or dismissal:

1. Abuse, theft, or destruction of our property or the property of others.
2. Removal from our premises any Church property, records, and/or materials without prior permission.
3. Falsification of Church records.
4. Possession, use or sale of alcohol or illegal drugs or illegal weapons.
5. Illegal, immoral, or indecent conduct or language.
6. Deliberately restricting or interfering with our work or the work of other employees.
7. Insubordinate conduct toward your supervisor.
8. Conducting personal business during work hours.

For your protection as well as the protection of fellow employees of Immanuel Baptist Church, we have adopted certain safety rules. These safety rules, which you are encouraged to observe, are as follows:

1. All injuries, no matter how slight, should be reported immediately to your supervisor. First aid should be received immediately. Infection, pain and lost time can result from neglecting a simple injury. If you are unable to report the injury, seek assistance in doing so immediately.
2. Walk, do not run, particularly around doors and hallways, exercising care to watch for others so as to prevent injuring someone else as well as yourself. Use handrails when on stairs.
3. Do not leave desk or file drawers open. Extend only one file drawer at a time a fully extended top drawers can tip over files causing injury or damage to property.
4. Do not attempt to lift or move heavy objects that could cause injury to your back. Ask for help.
5. Maintaining good housekeeping is as important to safety as it is to efficient operations.
6. Report all safety hazards to your supervisor or property manager, immediately.

CONFLICT RESOLUTION

One of the greatest contributors to good working conditions in the work place is getting along with your fellow employees. However, Immanuel Baptist Church recognizes that occasionally misunderstandings will occur. Such misunderstandings may be a great hindrance to job performance and satisfaction and should be addressed immediately. Most of the time, these problems can be solved when they are brought out into the open and talked over frankly. However, if you have unresolved issues, the procedure to use is as follows:

Discuss the matter with your supervisor. If this brings no resolution or better understanding, tell your supervisor that you would like to talk to the Pastor. If a resolution or understanding still has not been achieved, tell the Pastor that you would like to talk to the Personnel Committee. This final step should be taken **ONLY AFTER EXHAUSTING ALL OTHER STEPS AND THE WHOLE PROCESS HAS BEEN BATHED IN MUCH PRAYER BY ALL PARTIES CONCERNED.**

DISCIPLINE

As stated throughout this manual, Immanuel Baptist Church wishes to be an employer who practices mercy when administering discipline to its employees. We recognize that errors will occur, or opinions will vary in how to execute a task when operating in a routine work environment. Unfortunately, from time to time situations will arise in a work environment that dictate measures that go beyond the "routine". When this occurs, we encourage a policy of redemption that will restore the employee to a productive position and help him/her to deal with the cause of the problem and correct it. It is our prayer that each situation can take a corrective path and lead to a more productive and committed staff or support staff member. Therefore, all supervisory personnel are encouraged to take a path of mercy and redemption in administering discipline at Immanuel Baptist Church.

When a course of mercy and redemption does not prove to be successful in addressing the problem, it may be necessary to provide for a probationary period.

Disciplinary Action

Immanuel Baptist Church will take appropriate disciplinary action in cases of misconduct of employees. This may take the form of a verbal warning, a written reprimand, a certain period of suspension, or dismissal, depending on the severity of the infraction.

Reasons for Automatic Termination of Employees:

1. Vandalism, sabotage or theft.
2. Substance abuse.
3. Sexual misconduct.

Progressive Discipline Procedure

1. Supervisor talks to the employee and subsequently documents the discussion for the personnel file.
2. The supervisor provides the employee a copy of the written reprimand and receives a signed copy from the employee for the personnel file. A copy of the documentation should be provided to the Administrator.
3. The employee will meet with the Pastor, the Administrator and the supervisor to review the documentation related to the conduct and/or performance issue.
Options to be used:
 - a. Last warning or chance in writing.
 - b. Suspension with or without pay as determined by the Pastor and the Personnel Committee.
4. Termination in writing to the employee from the Pastor and the Personnel Committee for a support staff employee.

PROBATION, SEPARATION AND TERMINATION

Probation

In addition to probation at employment, another cause of probation is performance inadequacy during employment. An employee may be placed on probation for a designated period of time if it is recognized that serious performance deficiencies exist, but are within the employee's ability and desires to correct after the progressive disciplinary procedures have been exhausted. It is a course of action that delays or avoids the discharge of the employee. It should be used only where a supervisor cannot work out the problem without it, and it should always be done in writing. The specific problem(s) should be outlined and goals for improvement delineated and a date established for improvement. At the end of the probationary period, a performance review should be held to determine what progress, if any has been made. Salary increases shall NOT be granted during this time.

Separation and Termination (Support Staff and Staff)

When a person accepts a position with Immanuel Baptist Church it is hoped that the relationship will be a permanent one. However, we recognize that the career direction and needs of each employee and Immanuel Baptist Church are constantly changing.

Types of Termination

1. **Voluntary Resignation** – A voluntary resignation occurs when an employee elects to resign his/her job with the Church.
2. **Discharge** – A discharge occurs when an employee is terminated due to misconduct, violation of work rules and or unsatisfactory performance.

A. **Separation/Termination: Ministerial Staff** – After consultation with the Deacon Body, the Personnel Committee may at a regular or called meeting and by three-fourths vote bring a recommendation to the Church requesting termination of a staff member. This recommendation must be voted on at a duly called conference at a regular Sunday morning service and must be carried by a three-fourths majority of the Church members voting. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

B. **Separation/Termination: Other Employees** – The Personnel Committee, in agreement with the Pastor and appropriate supervisor, shall be responsible for hiring and dismissing all employees.

PERSONNEL POLICIES

Work Week and Hours - The Church office shall be open Monday through Friday, 8:00 a.m. through 5:00 p.m. excluding holidays. Support staff employees will have two fifteen minute breaks and a one hour lunch break to be scheduled by the administrator in consultation with the supervisor.

For employees, the work week is a five-day work week (Sunday being considered a week day). The ministerial staff will be off on Saturday and one other day, or the combination of two half days from the remaining six days. The equivalency day will be scheduled by the Administrator in consultation with the Pastor and the staff. The day off procedure for preference will follow the same guidelines for scheduling vacation time. One week of vacation is seven consecutive days for ministerial staff. (Five days of vacation combined with days off).

The full time staff of the Church is expected to keep regular office hours. Whereas staff responsibilities include evening meetings, retreats, weekend seminars and other events, staff is expected to maintain integrity in regard to their office hours.

When it is necessary for a staff member to be away from the office during regular office hours, the receptionist and staff's support person should know where he/she may be located and the expected time of return to the office.

Due to the fact that the Church office is closed on Saturdays, the staff is not required to maintain office hours on Saturday. However, some programs and job responsibilities will require attendance and/or attention on Saturdays and each staff member is required to exercise integrity in handling these duties.

Overtime Policy – Hourly employees are expected to complete their tasks and responsibilities within the regular work week. In the event that overtime is required, written approval from the employee's supervisor must be obtained prior to working the overtime. Any unapproved overtime will be deemed volunteer work and the employee will not be compensated for it. Supervisors must provide the written approval to the Administrator or the Personnel Committee so that the overtime should be paid. The Administrator will communicate with the Personnel Committee if necessary overtime is expected to exceed budgeted amounts. See also Volunteerism below.

Volunteerism – Volunteerism should be part of every church members' life. Thus, there are times when employees may wish to volunteer their time to various church efforts. In these instances, the employee is responsible for volunteering their time after working hours. If an employee is available during working hours, the employee may obtain written approval from his/her supervisor in order to assist with volunteer work. However, under no circumstances will overtime be allowed due to employees volunteering during regular work hours.

Annual Review – The Personnel Committee will meet with each member of the ministerial staff at least once each year. The purpose of the meetings will be to (1) discuss job performance during the year; (2) receive recommendations concerning salaries of their subordinates; (3) review the ministers' housing allowance for the upcoming year; and to ensure all recommended salary increases are based on incentive, job performance, length of service with the Church, cost of living index, supervisor approval, etc.

All ministerial staff and directors of ministries shall be evaluated annually by the Pastor and Personnel Committee. All support staff employees shall be evaluated by their supervisor. The evaluations shall be maintained by the Administrator and the Personnel Committee where files are made available to the Personnel Committee for review.

All evaluations must be completed and submitted to Personnel Committee before any staff will be eligible for raises. These must be completed by July 1st yearly. If further review is necessary, the Personnel Committee may review the evaluation with the supervisor and the employee.

As part of the budget process, the Personnel Committee will hold no less than two (2) informative meetings during the budget process which will be open to the Church membership. These meetings will be held to allow membership input regarding compensation matters for the upcoming budget. Members will be provided a detailed draft of any proposed salary increases during the meetings. Once the meetings are completed and Personnel Committee has reached a consensus along with the Stewardship Committee, a single personnel budget amount shall be included in the overall budget package and presented to the Church for adoption. These procedures eliminate the possibility of discussing employee performance on the Church floor and possible embarrassment for employees.

Tardiness – The Church pays employees for a full day’s work. The needs of the Church dictate that employees be present and ready to begin work at their normal starting time and, with the exception of their scheduled lunch period and break times, remain for their normal hours of work. Occasionally, situations may arise that will delay an employee in his/her effort to get to work at the proper starting time. Time sheets must be completed accurately by all employees reflecting time away from the office.

All support staff employees may be excused for good cause by their supervisor. This procedure is in no way intended to condone tardiness or absences. Any tardy or absence allowed under this procedure should be minimal as there are very few emergency situations that would cause the average conscientious employee to be late for work.

Jury Duty – The Church believes it is the civic duty of its employees to accept jury duty service when called. Therefore, postponements of jury duty shall be requested by the Church only in exceptional circumstances when it is determined that the employee’s continuous efforts on a critical project are required to ensure the success of the project.

Inclement Weather and Civil Emergency – In the event of inclement weather or civil emergency, all Church employees are expected to make a “good faith” effort to report for work. If an employee arrives by 10:00 a.m., that employee will receive a full day’s pay. It is incumbent upon the employee, if in doubt as to whether or not the Church offices are open or closed, to telephone their immediate supervisor for proper information and notification.

It is recognized that there is a possibility, due to the severity of the inclement weather or civil emergency, that the Church offices would be closed. In that case, employees will receive pay for the time off.

Recommendations and References – It is the policy of Immanuel Baptist Church, when requested to provide a letter of recommendation or reference to a prospective employer of a former employee, to provide only the dates of employment and the position of the employee held while employed at Immanuel Baptist Church. No information will be released relative to the employee’s performance or will a recommendation, positive or negative in nature, be given except by a way of a release form from the former employer signed by the employee.

Injury on the Job – Employees who receive injuries while on the job must report the injury to the Administrator within 24 hours of the injury and appropriate forms must be completed.

Personal Telephone Calls – Church phones must be free for Church business and personal calls should therefore be kept to an absolute minimum. Personal cell phone use must be kept to a minimum as well. You are expected to explain this policy to your friends and family.

Personal Appearance and Dress – All employees are expected to be professional in their appearance and dress since they represent the Church.

SPECIAL BUSINESS TRAVEL EXPENSES

The Personnel Committee may recommend to the Stewardship Committee an expense allowance for a staff employee for the purpose of paying travel expenses (at current IRS regulations) lodging, meals, and other expenses incurred in attending conferences and meetings.

Use of Personal Auto by Employees

Employees using their personal cars will be reimbursed at the rate approved for IRS Business rate for miles traveled on Church business. In addition, all tolls and parking charges will be reimbursed. A travel log reimbursement form must be completed, approved by the immediate supervisor and submitted to the financial secretary for reimbursement. Only one mileage allowance per car is allowed. The use of personal automobiles for business is entirely voluntary with all liability being solely the responsibility of the employee.

Travel Expenses

Staff members attending out-of-town meetings must obtain approval from the Administrator or Personnel Committee. Reimbursements or cash advances can only be made for approved travel and time away. Except as directed by the Pastor and Stewardship Committee, these travel expenses will be limited to convention/meeting expenses allowances by the Personnel Committee.

It is the policy of the church to reimburse employees for the following expense incurred while away from home on an overnight business trip:

1. Lodging – Receipt required.
2. Meals (including gratuities) – Receipt required. If a guest is being entertained or a business meeting held, the guest's name, guest's affiliation, place of meeting, or entertainment and business reason must be included.
3. Transportation – Includes
 - Personal Auto – log required, mileage allowance per IRS stated rates
 - Standard Coach Accommodations Only – Receipt required.
 - Car Rental – Receipt required- mid-size and insurance required.
 - Cab Fare, Tolls, and Shuttles – Receipt required.
4. Valet parking charges for extended stays – Receipt required.
5. Conference registrations

Reimbursement requests shall be made by travel expense voucher with attached receipts limited to amounts specified by the Stewardship Committee for convention or meeting expense allowances.

Use of personal credit cards while on Church business is considered a matter of personal convenience. Employees using such cards will be reimbursed for business expenses in the normal manner and no obligation by the Church to the credit card company is recognized. Copies of all credit card receipts must be submitted as prescribed for reimbursement.

Travel Advance

Employees receiving a temporary cash travel advance are required to submit a Travel Expense Report within 5 days following completion of the business travel for which the funds were requested. This report shall detail all expenditures and contain receipts as required. Unused cash shall be returned with the report. Cash advances will be limited to the approximate amount of anticipated cash expenditures.

EMPLOYEE BENEFITS

Pay Period – All employees, salaried or hourly, will be paid biweekly, with checks being issued by close of business on Wednesday.

Vacation – Immanuel Baptist Church provides its permanent and part-time employees who have continuous service with a paid vacation. Temporary employees are not eligible to receive this benefit.

All vacation requests should be submitted in writing to the immediate supervisor with a copy to the Administrator (or his/her designee). A formal leave request showing days requested will then be prepared and attached to the written request. This formal request will then go to the finance office for verification of time available, then to the supervisor for approval and finally to the Administrator for final approval.

Eligibility – Full time and part-time employees become eligible for one week vacation during their first year upon completion of probationary period and two weeks (10 days) vacation after one year of continuous service. Support staff employees will be eligible to receive five (5) additional vacation days for a total of three weeks after ten continuous years of service. Staff employees will be eligible to receive five (5) days additional vacation days after (5) continuous years of service after fifteen (15) continuous years of service. Earned vacation may not exceed three (3) weeks of support staff employees and four (4) weeks for staff employees.

Scheduling of Vacation Time – Vacation leave time may be scheduled to be taken either on consecutive days or on individual days upon approval of the supervisor and Administrator.

At the first of each calendar year, an employee must apply in advance for vacation leave stating a first and second choice of time. Every effort will be made to grant vacations in accordance with the employee seniority, preference, and the work schedule of the

Church. However, vacations must be scheduled by the appropriate supervisor, the Administrator and Pastor in such a manner so that an adequate number of employees are present at all times.

Holiday Within Vacation Period – If a holiday should fall during an employee’s scheduled vacation, the holiday must be used and the vacation day will be taken at a later date agreed upon by the employee’s supervisor, the employee and the Administrator.

Carryover Vacation – No more than five (5) days of vacation may be carried forward from one year to the next. An employee will not be given additional pay in lieu of unused vacation days.

Vacation Pay Upon Separation From Payroll – When an employee leaves the Church employment, the employee shall receive pay for any vacation days earned but not used through their separation date.

Sick Leave – On occasion, legitimate illnesses occur which incapacitate employees to the extent that they are unable to report to work as scheduled. Immanuel Baptist Church grants to their full-time and part-time employees’ sick leave benefits. (Part-time employees will have ½ sick time benefits or six day yearly). No temporary employees are included in the provisions of this policy.

Sick Leave Provisions – One day will accumulate for each month worked up to a maximum of 45 days for Church staff and 30 days for support staff employees. (see page 2, “Employee Status”)

Sick Leave Requirements – Paid sick leave may be used for illness which incapacitates employees to the extent they are unable to perform their assigned duties. In addition, physician and dentist appointments are allowable as sick leave. Personal sick leave days may also be used in case of illness of immediate family. Immediate family includes spouse, mother, father, children, brother, sister, grandparents, grandchildren, mother-in-law, and father-in-law.

If employee does not have sick days available, five (5) days will be advanced. If an employee is absent more than five (5) days accumulative during a 60 day period, a written doctor’s statement may be required. If employee leaves Church employment before accruing the advanced sick days, the amount will be deducted from the last pay check. Sick days cannot be used for anything except illness or as stated above.

Report of Sick Leave – Reporting of sickness must be made to immediate supervisor or the Administrator prior to their regular reporting time, or as soon thereafter as possible.

Unused Sick Leave Time – Employees leaving the employment of Immanuel Baptist Church will not be compensated for any unused sick leave time. Any sick days used in advance will be taken out of last paycheck.

Abuse of Sick Leave Benefits – Abuse of sick leave benefits will result in disciplinary action up to and including, termination. Abuse includes such patterns as using sick leave as extra vacation, extending weekends or vacations by using a sick day, and using sick leave for any other purpose than defined by these guidelines.

Records – A record of the employee’s sick leave time and used sick leave time will be maintained in the employee personnel file.

Personal Leave – Personal time off for employees to care for family members who are ill or need assistance may be granted when arrangements are made with the immediate supervisor and the administrator. The immediate supervisor is responsible for obtaining written documentation and approving the reasons for personal leave. Documentation must be provided to the administrator and/or financial secretary to ensure proper accounting. Such time off will be without loss of pay, up to three work days per year or 22 hours per year for part-time employees when the need for such time off occurs during regularly scheduled work hours.

Holidays – The church shall recognize ten (10) paid holidays for each calendar year as follows: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day and one floating or “birthday” holiday. The Pastor and the administrator, in consultation with the staff will notify the employees as far in advance as possible concerning the day to be observed as the holiday.

If, due to circumstances, it becomes necessary for support staff to work on a given holiday, that holiday pay will be time-and-a half.

If a support staff is absent on a given holiday while on authorized sick leave, the holiday must be used as sick day.

The paid holiday will not be allowed if the support staff does not work the last scheduled work day before the holiday and the next scheduled work day after the holiday, unless the support staff has pay status (pay status in this case will be approved leave, i.e. sick leave).

Retirement – Immanuel Baptist Church will make retirement contributions for Ministerial Staff and Directors equal to 5% of total compensation. Total compensation is defined as salary and housing for ministerial staff and salary for directors of ministries. The Church will also match ministerial staff contributions up to an additional 4% of total compensation. Retirement for support staff is 3% with no matching added.

Insurance – Insurance is allocated in the hiring package.

Maternity Leave – Provided a full-time permanent employee notifies the Church in writing thirty (30) days prior to their anticipated delivery date and of the intent to return to their job following the birth of their child, the employer will hold the employee’s same position open for a period of six (6) weeks from the date of delivery.

Bereavement Pay – When death occurs in the employee’s immediate family (full-time or permanent employee) such employee shall be granted reasonable absence with pay by the administrator and supervisor for time lost from work. Any time beyond the stated bereavement days will be charged to vacation or taken without pay with the approval of the supervisor. The policy relating to such absences is as follows:

Eligibility – A staff or support staff employee must have completed the probationary period (90 days) in order to qualify for paid bereavement leave. This benefit does not apply if death in the immediate family occurs while the employee is on a leave of absence, layoff, or absent for any other reason.

The supervisor may request verification of the absence (i.e., death certificate, newspaper article) prior to granting bereavement pay.

OTHER EMPLOYEE BENEFITS

Staff Leave:

Ministerial Staff Leave for Conference Attendance and Leadership, Revival Leadership, Retreats, (Leave with Pay/Staff Leave)

The Church ministerial staff will be granted up to ten (10) days per calendar year for the above activities, limited to two (2) Sundays and two (2) Wednesday services. Staff retreats may be scheduled at the discretion of the Pastor with a maximum of four days. The Pastor is encouraged to attend the Southern Baptist Convention and the Evangelism Conference annually. Other staff members will be granted privilege of attending the above conventions on a rotating basis.

Ministerial Staff Leave for Mission Trips

To help minimize the number of staff out of town during the same time period, all staff must obtain prior approval by the Pastor.

Moving Expenses – The moving expenses will be paid for all full –time ministerial staff members. This applies only to the initial moving of the entire household items to the Church field. Three bids must be solicited and final approval for expenses must be given by the Personnel Committee and the Stewardship Committee.

Leave of Absence – Leave of absence will be on an unpaid basis. A leave of absence may be requested by any full-time employee. The type of leave and the duration of leave will be determined by the supervisor in conjunction with the Pastor and Personnel Committee.

Leaves of absence will not be granted to an employee who has less than one year of service. This additional requirement may be waived under emergency circumstances. The employee can be granted up to five (5) days by the supervisor, administrator and Pastor. Any additional days must be granted by the Personnel Committee.

When considering a request for a leave of absence, the supervisor will also determine if the employee has any remaining vacation credit. All vacation eligibility should be exhausted prior to requesting a leave of absence.

The following procedures should be followed when requesting a leave of absence:

Supervisor:

1. Upon receiving a request for a leave of absence, obtain all pertinent information.
2. Determine whether the request and duration of leave will adversely affect operations.
3. Determine whether a replacement employee is available.
4. Make a recommendation concerning approval or rejection of the leave, bearing in mind the employee's overall work record.

Personnel Committee and Pastor

1. Working with the supervisor, determine whether the leave of absence will be granted.
2. If a leave is approved, thoroughly discuss any loss of salary.

CHANGES or MODIFICATIONS

Any exceptions or proposed changes in this manual, the organizational chart or job descriptions should be initiated and approved by the Personnel Committee.