

PERSONNEL POLICY AND PROCEDURES HANDBOOK

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**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 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 environment, Belle Aire Baptist Church reserves the right to change or revise these policies and procedures without notice when such action is deemed necessary. Efforts will be made to notify employees of changes in policy through meetings with supervisors, payroll inserts, emails or other written forms.

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 so that the church can accomplish its mission as set out in the charter and the Constitution and Bylaws 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 the 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. Minister or Non-Minister

Ministers are staff members who are “called” by the church to provide spiritual and administrative leadership over the key ministry areas of the church. Ministers, typically, will be ordained, have a seminary degree, and be authorized to perform the sacerdotal functions of a pastor. Non-ministers are hired to perform additional managerial and ministry support functions, as needed.

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.

4. Full-time or Part-time

Full-time employees work 40 hours or more per week. Part-time employees average less than 40 hours of work per week.

5. Interns

Interns are trainees who have been called by God to serve in an area of Christian ministry. Interns work under the close supervision of an experienced staff member to gain the exposure, experience and education necessary to build a solid foundation for their calling.

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. 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. Accept the mission and purpose of the church, integrate the goals of the church into their personal goals, and 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. Show a commitment to Christian principles through excellence of work. Do their best on assignments, learn all they can about their jobs and the church, and 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. Be professional and neat in appearance when on the job, unless specific activities for that day demand a more casual dress. For staff, 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. 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.

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 advanced 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 (Baptist Faith and Message, 2000) 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 committee 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 inform the personnel committee of the decision and obtain the committee's permission to hire the candidate.
5. 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. Ministerial staff are requested to give a four-week notice.

An exit interview will be conducted with all employees who resign 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-You will be considered to have "quit" if you leave 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, lack of funding 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 advanced notice. However, whenever possible, advanced notice should be given to insure the smooth operation of church programs.

The dismissal of the Pastor or any minister shall be in accordance with the procedures outlined in the bylaws of the church.

Non-ministerial 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 October and will cover the preceding 12-month period.

The Pastor will be reviewed by the chairmen of the personnel committee and deacons; the Associate Pastor, Minister of Administration, and Minister of Worship--by the Pastor; the age-group ministers--by the Associate Pastor; and the non-ministerial 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 the education, experience, and job skill requirements established for each position. Experience may be substituted for formal education.

It is desirable that all ministerial staff have a 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

a. Office Hours

Church office hours are Monday-Thursday from 8:00 a.m. until 4:30 p.m. and Friday from 8:00 a.m. until noon.

b. Ministers' Hours

Ministers are expected to work as many hours as are needed to fulfill their assigned duties. For full-time ministers, this should be a minimum of 40 hours per week. Part-time ministers should average, as a minimum, the number of hours specified in their employment agreement.

Because ministers often work outside normal office hours, some flexibility is allowed as to when they are in the office. They are, however, expected to work at the church unless their duties require them to be elsewhere. Ministers shall keep a record of the days they worked each week. A monthly report shall be submitted to their supervisors.

Since ministers are scheduled to work Sundays, they may select one weekday to be off each week. The day chosen shall be approved by the Pastor.

c. Non-Ministers' Hours

The work schedule for non-ministerial employees is established by the

employee's supervisor based on the requirements of the job. The total hours worked in a specific week may vary depending on the workload, but the weekly average for the year must not exceed the amount specified in the employment agreement. Exceptions to this rule must be approved by the personnel and finance committees.

J. Work Breaks

In accordance with Tennessee law, each employee who is scheduled to work six (6) or more hours consecutively must take a thirty (30) minute unpaid meal break. The break cannot be taken during or before the first hour of work. To ensure compliance with this law, these meal breaks must be documented on the employee's timesheet.

No work shall be performed during an unpaid meal break. Employees are encouraged to take their meal break away from their work area.

K. Check In/Out

During church office hours, all office employees shall use the Check In/Out Board to inform other church staff of their whereabouts. The board is located in the office reception area.

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. Full-time employees shall notify their supervisor and the personnel committee if they are employed elsewhere.

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

Employees do not have any expectation of privacy in any communications or files made using (or stored on) 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.

The church reserves the right, with trustee approval, to access employee offices, computer records, filing cabinets, desks, and any other church property, with or without advanced notice or consent.

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 shall be with them at all times. Other employees shall not be asked to watch the children while they are in the workplace.

Children shall 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:

- the child is not exhibiting symptoms of a potentially contagious illness,
- alternate arrangements are being made and the time the child will be in the work area is brief,
- the child is with the employee at all times, and
- the employee can 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, the church may require the employee to undergo a medical examination.

P. Personnel Files

Belle Aire Baptist Church maintains a personnel file on each employee. The personnel file includes the employee's job application/resume, performance reviews, employment agreements, payroll and benefits information, and other government required employment documents.

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 dependents, 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 the information are permitted to do so. Employees may inspect their own records in the presence of the Minister of Administration or his designated representative.

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. For the purpose of this policy, “under the influence” 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.

R. Social Media and Computer Resources

1. Definition

“Social media” refers to social networking services, blogs, short-message services, message boards, wikis, podcasts, image and video sharing sites, and other methods of real-time information sharing among users. This is a constantly evolving technical field, therefore, this term applies to all social media platforms--whether or not they are mentioned here. It is recognized that social media is not only a good way to communicate with members or groups within the church, but also a method to reach others for Christ. However, in using social media, you must remember that whether you are using an official Belle Aire Baptist Church (BABC) site or your personal communications, you are representing Jesus Christ and BABC.

2. Guidelines

- a. Notify Your Supervisor. If you are planning to use social media for ministry purposes or communications with members of BABC or a group within the church, discuss it with and obtain permission from your supervisor. Only certain persons are designated to state positions or make public statements on behalf of BABC and you must understand your authority in this regard.
- b. Uphold Christian Standards. The content of your social media should reflect Christian values and the religious beliefs of BABC. Remember that anything posted in social media may be shared by others in ways you cannot control and may remain in the public digital world permanently.
- c. Maintain Respect and Privacy. Be respectful of others. Do not disparage or speak negatively of the church or leaders of the church or post content that would allude to such disrespect. Do not

ridicule, gossip, defame or libel other churches, organizations or individuals. Do not post content that is obscene, sexually suggestive, profane, libelous, slanderous, harassing or hateful. Do not post personal information of others without their permission. Do not post the name or personal information of a minor (person under age 18) without the permission of their parent or guardian.

- d. Maintain Confidentiality. As an employee of BABC, you may be privy to information that is confidential, sensitive, or proprietary in nature. You must use caution not to intentionally or inadvertently discuss, transmit, divulge or reproduce in any form confidential information. This includes private prayer requests.
- e. Incorporate a Disclaimer. When utilizing social media, you should make it clear that the views you are expressing are your own and do not necessarily reflect the views of BABC. This is important in larger posting such as might appear in a blog. It is recognized that this might not be practical in short messages such as Twitter. Unless specifically authorized by the church, you are not permitted to make any statement to a third-party that is represented as the church's official or unofficial policy regarding organizational, management, or governance issues or any alleged liability of the church.
- f. Avoid Commercial and Political Activities. BABC is a nonprofit 501(c)(3) corporation. As such, the church cannot, by law, engage in commercial or political activities. It is recognized that you may wish to provide a link to a third-party site to support a point or provide information on an issue. However, you must avoid any appearance that the church can be considered to be a sponsor of a commercial activity or an endorser of a political candidate.
- g. Adhere to Copyright Laws. Users must comply fully with copyright laws when posting and uploading materials.
- h. Use Care with Minors. The same care should be taken in your communications with minors (person under the age of 18) as you would take in face-to-face conversations. You must make sure there is no appearance of impropriety or inappropriate relations.
- i. Use Church Computer Resources Appropriately. The use of church computer resources, e-mail and internet systems is for church business only. We recognize that there may be occasional personal use, but you are expected to use good judgment, keep it to a minimum, and comply with church policies.

Personal information should not be kept on church computers. All material that appears on church computers is presumed to be for business purposes and is subject to review by the church at any time without notice to the employee. This review would only be

conducted by the Pastor, Associate Pastor, or in special circumstances by a person approved by the personnel committee.

Do not use the computers or other devices belonging to the church to view or download pornographic material, solicit minors for sexual contact or conduct, or any other illegal activities.

- j. Understand the Consequences. Violations of this policy may result in discipline, removal from your position, or termination of employment. Any appeals of decisions made based on the interpretation of this policy shall be made to the Board of Trustees.

V. Employee Benefits

A. Vacation

1. Process to Earn Vacation

Paid vacation days are available only to full-time employees.

The number of vacation days per year is based on the employee’s length of service. For full-time ministerial staff, the length of service equals the number of years in full-time Christian ministry. The length of service for full-time non-ministerial staff includes only years of full-time employment at Belle Aire Baptist Church. Part-time employees do not earn paid vacation.

Paid vacation is earned and used on a calendar year basis. All full-time employees earn paid vacation beginning the first day of the month following their hire date. Employees earn vacation hours monthly on the first day of the month according to the following schedule:

Length of Service	Earned Vacation Credit	
	Full-Time Hours per Year	Full-Time Hours per Month
Less than one year		6.67
Year 1 through 5	80	6.67
Year 6 through 10	120	10.00
Year 11 and over	160	13.33

Employees move to the next higher level of vacation credits on the first day of the month following completion of their 5th and 10th years of service. Employees will not earn vacation for any month during which they are on unpaid leave of absence for more than 16 days.

2. Maximum Accumulation of Vacation

Employees are not allowed to carry over earned vacation into the next year. However, within each year of employment, employees will accrue their monthly vacation credit and will be able to use those vacation hours within that year. Employees will forfeit all unused vacation hours that remain at the end of the year

3. Vacation Scheduling

Employees must request vacation and obtain approval from their supervisor before using vacation hours.

The ministerial staff normally should take only one Sunday per five (5) vacation days. Exceptions will be coordinated with the employee's supervisor.

The employee's supervisor shall accommodate the employee's request for vacation if the employee's absence will not adversely affect his or her ministry area or the employee's absence is unavoidable.

Vacation may be requested in half or full-day increments.

Employees who have been with the church longer than six months may take vacation days before they earned them as long as the total used does not exceed their allotment for the year. Employees with less than 6 months of employment cannot use vacation time before they earn it.

4. Vacation Pay

Vacation pay is computed using the employee's compensation rate in effect at the time vacation is taken.

Employees will receive pay for all unused, accrued vacation hours upon separation from BABC. If an employee has used more vacation hours than he or she has earned, the unearned vacation hours will be deducted from the employee's final paycheck.

5. Exceptions to the Vacation Policy

Exceptions to any part of the above vacation policy will be handled on an individual basis with the appropriate supervisor and the personnel committee. The personnel committee will record all approved exceptions in its monthly meeting minutes.

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. Only full-time employees will be paid for church holidays. Part-time employees whose normal work day falls on a holiday can make up the lost hours by working additional hours on days when the church office is open.

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. Part-time employees will not be paid for sick days; however, they can make up lost hours by working additional hours when they return to work.

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 should give at least one weeks' notice of doctor appointments, if 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 of paid leave (plus two travel days if traveling more than 250 miles) if a member of their immediate family (e.g., spouse, child, parents, grandparents, siblings, in-laws) dies.

F. Jury Duty

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, ministers will be allowed 10 working days to provide leadership in conferences or revivals. 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. Ministers should schedule these dates as soon as possible and should avoid being gone on Sundays.

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

H. Voting

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

I. Health Insurance

1. Medical Insurance. All full-time staff members will be offered 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 balance of the insurance premium. Each year employees must provide written acceptance or rejection of this medical insurance benefit.

2. Vision Insurance. All full-time staff members will be offered vision insurance coverage at no cost to themselves. Spouses and dependents may be covered at the employee's expense. Part-time employees scheduled to work twelve (12) or more hours per week may purchase vision insurance through the church at their own expense.
3. Disability Insurance. All full-time staff members will be offered long-term disability insurance at no cost to themselves.
4. Life Insurance. All full-time staff members will be offered 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.) Spouses and dependent children of full-time staff members will receive free life insurance at a \$5,000 and \$10,000 limit, respectively.

J. Retirement

Participation in the church's retirement plan with GuideStone Financial Resources is available to all employees who are scheduled to work twenty (20) or more hours per week. A minimum contribution of \$200 per year is required.

The church will match 100% of the contributions of full-time employees up to 6% of the employee's salary. Part-time employees do not receive matching funds.

K. Church Ministry-Related Expenses

All staff can be reimbursed for church ministry-related expenses up to the amount provided in the annual budget. 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 Internal Revenue Service. All other expenses must be documented with receipts and business purpose.

Employees should report expenses monthly. Reimbursement will not be made for expenses that are not adequately documented and submitted 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

All ministers who qualify for and take a housing allowance are self-employed for social security purposes. This means they must personally pay the total amount of the FICA tax (15.3%) -- unlike non-ministerial employees who pay half that amount.

To help ministers with this additional tax burden, the church will pay 7.65% of the minister's salary (up to the amount that is subject to social security tax) in four equal quarterly payments that coincide with their IRS quarterly payments. These payments will be included on the minister's paycheck as taxable income.

M. Birthdays

Full-time staff members may take their birthdays off as an additional paid holiday. This holiday must be taken within a week of the actual birthdate. Deviations from this policy must be pre-approved by the employee's supervisor.

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 as follows:

Ministers	\$500 per 5 years of service
Full-Time Staff	\$375 per 5 years of service
Part-Time Staff	\$250 per 5 years of service

On these special anniversaries, the personnel committee shall determine other appropriate means of recognition.

The Internal Revenue Service requires bonuses to be reported as taxable income on the employee's Form W-2.

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 the first payroll in December. The amount of the Christmas bonus shall be determined by the personnel committee.

The Internal Revenue Service requires bonuses to be reported as taxable income on the employee's Form W-2.

P. Worker's Compensation Insurance

Belle Aire Baptist Church provides comprehensive worker's compensation insurance for all employees.

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.

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 the 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. Monday to 12:00 midnight the following Sunday.

B. Pay Periods

Employees will be paid bi-monthly on the weekday closest to the 15th and last day of each month. With the approval of the finance committee, changes to this schedule may be made to meet an individual's urgent financial need.

C. Pay Raises

The personnel committee is responsible for setting the salaries of all employees. Typically, this is done as part of the annual budget process. Any mid-year salary adjustments that increase the personnel section of the budget must result in a budget revision that is approved by the church body. If a mid-year salary adjustment doesn't increase the budget, the finance committee shall be informed of the change and shall give final approval.

D. Time Records

All nonexempt employees must record their hours of work at the end of each day's work shift. Start and stop times will be recorded to the nearest 15 minutes.

All time worked must be recorded on the employee's timecard. This includes all time worked off-site when on camps, retreats, mission trips, and the like. You cannot volunteer (nor be asked) to work additional hours without pay. Falsifying a time record 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.

Travel time for day trips shall be included as hours worked. Travel on overnight trips shall be included if it falls within normal work hours.

The church will not pay for time not worked except as authorized under the church's holiday and leave policies.

E. Overtime

Nonexempt employees will receive overtime pay if they work more than 40 hours in a work week.

Nonexempt employees are prohibited from working overtime without prior approval from their supervisor.

In accordance with federal and state law, overtime pay shall be paid to all nonexempt employees at a rate of one and one-half times their regular rate. 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. Compensation (“Comp”) Time

There is no legal requirement or obligation for Belle Aire Baptist Church to grant compensatory time off to exempt employees. It is expected that exempt employees will, on occasion, work more than 40 hours per week without additional compensation. Comp time should be rare and be used to provide a day of rest following an exhausting and lengthy period of ministry (e.g., children/youth camps or mission trips, Vacation Bible School). Having to come in on a Saturday or a scheduled day off does not automatically earn comp time. All comp time must be pre-approved by the employee’s supervisor.

G. Emergency Closings

When the church is officially closed due to severe weather or other 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.

Since Belle Aire Weekday Preschool staff cannot reschedule lost time, they will be paid their normal salary when the preschool is closed due to severe weather or an emergency condition.

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

Employees in essential operations may be asked to work on a day when the church is officially closed.

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 timelines 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 to be improper under this policy.

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 can be victims 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 Associate Pastor.

IX. Staff Expansion

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 ministerial staff

position to the church for approval. Once approved by the church, the personnel committee will follow the employment procedure as described in the bylaws.

B. Non-Ministerial

The appropriate supervisor will recommend to the personnel committee the need for any new non-ministerial staff. Justification, a job description, and recommended salary range will be presented to the personnel committee for review. Once approved, the personnel committee will follow the employment procedure as described in Section IV.E.

X. Salary Policy Guidelines

Each year, the personnel committee will prepare a personnel budget, which may or may not include cost-of-living and merit increases. The personnel budget goes to the finance committee for consideration as part of the annual church budget process.

Salary increases are not automatic. Raises are based on several factors including, but not limited to, annual performance reviews and the financial health of the church. A good performance review does not guarantee a raise. It only indicates that you are eligible for consideration based on your job performance.

XI. Unexcused Absences

From time to time situations will arise whereby full-time employees 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.

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.

D. Sabbatical Leave

The intent of providing ministerial sabbatical leave is so that the minister may have an extended time to intentionally renew, refocus and recharge for future ministry. The minister is encouraged to use this time to nourish his soul through prayer, rest, special study and strengthening his marriage.

A full-time minister (including the Pastor) is eligible for up to a four-week sabbatical leave after completing five consecutive years as a full-time minister of Belle Aire Baptist Church.

The specific objective(s) of the minister's sabbatical shall be a joint decision between the minister requesting the sabbatical and the Pastor, with a written description of this being provided to the personnel committee.

A sabbatical shall be approved by the Pastor and the personnel committee, with any restraints on budget and ministerial manpower being among the considerations before approval.

For budget purposes, a sabbatical leave must be requested prior to the year the leave is to be taken. On a case by case basis, the Pastor and personnel committee, in consultation with the finance committee, can approve an urgent or emergency need for a sabbatical leave that was not budgeted.

Full salary and benefits shall be paid during the leave.

Up to \$5,000 (to be provided for the minister's use) may be budgeted for each sabbatical leave.

Up to an additional two weeks of the minister's earned vacation time, if requested at the time of the sabbatical request, may be taken prior to or following a sabbatical leave.

Ideally, no more than one sabbatical leave will be taken in any 12-month period. However, if two ministers are eligible for a sabbatical leave during the same calendar year, those leaves should be scheduled with at least 6 months between the beginnings of each leave. In the rare case of more than two 2 sabbatical leaves in a calendar year, these shall be worked out among the Pastor, the ministers involved, and the personnel committee.

A full-time minister is eligible for an additional sabbatical after the completion of five additional consecutive years as a full-time minister of Belle Aire Baptist Church.

Employee Statement of Acknowledgment

This is to acknowledge that I have received a copy of the church's **Personnel Policies and Procedures Handbook, November 1, 2014**. 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 as it deems necessary or appropriate.

Employee's Printed Name _____

Employee's Signature _____ Date _____