

**Personnel Policies  
First Baptist Church  
Tallahassee, FL  
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**Approved by the Church:  
Revised by the Church: July 1, 2017**

EACH EMPLOYEE SHALL BE GIVEN A COPY OF THE PERSONNEL POLICIES UPON EMPLOYMENT BY FIRST BAPTIST CHURCH, TALLAHASSEE. THE EMPLOYEE MUST ACKNOWLEDGE RECEIPT OF AND AGREEMENT TO ABIDE BY THE PERSONNEL POLICIES AND ANY AMENDMENT TO THOSE POLICIES BY SIGNATURE ON THE PROVIDED *ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT TO ABIDE BY THE CURRENT PERSONNEL POLICIES* FORM. THIS FORM WILL BE PLACED IN THE EMPLOYEE PERSONNEL FILE.

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ATTACHMENT



## 1.00 PURPOSE

### 1.01 Purpose

#### A. The Church

The First Baptist Church, Tallahassee, hereinafter referred to as “The Church,” is a divine institution, obligated to operate using sound and ethical business principles. These policies are in recognition of the importance of each employee in fulfilling the mission of the Church.

The mission statement of the Church is as follows:

“The mission of the First Baptist Church is to be a God-centered, Bible-directed, people-focused, caring body of baptized believers in Jesus Christ, led by the Holy Spirit worshiping, serving, and sharing Christ, and equipping believers to carry out the Great Commission in the community and throughout the world.”

#### B. The Personnel Policies

The purposes of these policies are to provide general information relative to employment at the Church. In general, these Personnel Policies will be reviewed by the Personnel Committee at least every three years. Notwithstanding the Personnel Committee may decide to review Personnel Policies any time the Personnel Committee deems appropriate.

1. All employees of the Church are employees at-will and, as such, are free to resign at any time without reason. The Church, likewise, retains the right to terminate any employee’s employment at any time with or without cause or advanced notice. Nothing contained in these Personnel Policies, or any other document, changes the at-will nature of employment for each employee, nor should it be construed as a guarantee that employment or any benefit will be continued for any defined period of time. Any compensation or benefit terms or figures provided to an employee do not create an employment contract or employment for any specific period of time. The Church retains the discretion to adjust employment, compensation, and benefits terms to meet the legitimate and lawful interests of the Church.
2. It is the policy of the Church to conduct Church business affairs in

an ethical and proper manner. The highest possible standards of ethical conduct are required of the Church's employees. Any activity, conduct, or transaction that could create an appearance of unethical, illegal or improper conduct and/or is contrary to the legitimate and lawful interests of the Church, including its Mission, must be avoided by Church employees. Any questions or concerns regarding conduct or situations that may violate the above standards must be immediately addressed with the Senior Pastor, or designated administrator.

3. Each Church employee will be given a copy of the church Personnel Policies, and will have access to such policies upon request. They will be asked to read them and sign a statement that they understand and agree to abide by them.
4. Church employees violating these policies, or any legitimate and lawful interest(s) of the Church, even if not expressly set forth in the policies, may be subject to disciplinary action, including separation of employment ("Separation").

#### 1.02 Release of Personnel & Church Information

- A. Personnel and/or Church information, including electronic or hard copy records, should be treated as confidential, and thus, should not be released, except as expressly permitted: (i) by applicable law, (ii) the employee's job description, or (iii) upon prior authorization of the Church. "Church information" shall include but not be limited to financial records of Church members including financial gifts to the Church; social security numbers; and information presented to or considered by a Committee deemed by the Chair of that committee to be confidential. General Church budget information including salaries of the senior pastor, pastoral staff and all other church employees shall not be deemed confidential and shall be available for review by any Church member. Inquiries regarding the confidentiality or release of such information must be directed to the Senior Pastor, or designated administrator.
- B. Employee Records. It is important that the following information be kept up-to-date.
  - Legal name
  - Home address

- Home telephone number
- Person to contact in case of emergency
- Change of beneficiary
- Social Security number
- Driving record or status of driver's license, if driving privileges are a part of employee's job responsibilities
- Exemptions on employee's W-4 tax form
- Training certificates or licenses maintained
- Changes in employee's immigration status (I-9)
- Changes in coverage for health
- Changes concerning direct deposit
- Changes concerning disability insurance
- Housing allowance form (when applicable)

Notify the designated administrator if there are changes that may affect the above, so the employee's records can be updated accordingly.

- C. The personnel file of any employee may only be accessed or reviewed by an authorized person, or by the employee in the presence of an authorized person. Authorized persons include the Senior Pastor or the designated administrator; the Chair of the Personnel Committee or the Chair's designee, including any attorney or human resources consultant retained by the Church or who otherwise represents the Church for that purpose; or any church employee whose job duties necessitates access to such files. Personnel files may not be removed from the church office (or office where filed), and may not be copied. No personnel file may be removed from church property, except as required by law or except as the Chair of the Personnel Committee deems necessary for the proper management and administration of the Church.



## **2.00 PERSONNEL COMMITTEE**

### 2.01 Purpose

The Personnel Committee is responsible for establishing and reviewing policies covering all aspects of employment for all categories of personnel. In general, the Personnel Committee may review and take appropriate action related to church employees; review and act on the personnel recommendations of the Senior Pastor; review the performance of employees; take appropriate action relative to compensation, benefits, promotion, retention or separation; coordinate with other church committees, and provides general oversight of the staff to ensure optimal services to the congregation.

### 2.02 Relationship to Senior Pastor and other Committees

Although the Church employs the Senior Pastor, the Senior Pastor and designated administrator are considered staff to the Personnel Committee and may make recommendations to the Personnel Committee on personnel matters. The Personnel Committee shall coordinate with other church committees, including the Finance Committee, during budget development. Before finalizing personnel matters, including matters that were not included in the budget, the Personnel Committee will work in conjunction with the Finance Committee and with the Deacon Body and the Church, when required by the church Bylaws.

### 2.03 Membership

The Personnel Committee is comprised of members appointed in keeping with Article 5. Section 6 of the Bylaws of the Church.

### 2.04 Term of Office

The term of office of members shall be in accordance with the Bylaws of the Church.

### 2.05 Officers

The officers of the Personnel Committee shall be a Chair, Vice-Chair and a Secretary.

### 2.06 Meetings

A schedule of meetings shall be adopted annually. In the absence of conflicts, the meeting time is usually the first Monday evening of each month at 6:00 p.m. The Chair, in consultation with the Senior Pastor, may cancel a monthly meeting. However, the Personnel Committee shall meet at least once each quarter. The Senior Pastor, Chair, or any four members of the committee may call a special meeting of the Personnel Committee. There may be a need to communicate electronically (i.e. email) if information must be sent and/or received prior to a meeting.

## 2.07 Policy Exceptions

These policies shall serve as guidelines for the Personnel Committee. It is recognized that all circumstances and consequences of utilizing these policies cannot be fully anticipated. Therefore, the Personnel Committee shall have the authority to make additions or exceptions to these policies, and retains final discretion regarding the interpretation, enforcement, modifications, and application of these policies. Recommendations for policy changes or exceptions may be made by the Senior Pastor or designated administrator to the Personnel Committee, which recommendations must be reviewed and approved by the Personnel Committee before implementation.

## 3.00 ORGANIZATION OF PERSONNEL

### 3.01 Organizational Chart

An organizational chart for personnel shall be reviewed and adopted annually, during the first Committee meeting of the year, by the Personnel Committee. The Personnel Committee must approve changes in the organizational chart.

### 3.02 Job Descriptions

Each position classification shall have a written job description outlining duties, qualifications, training, skills, position in the organizational chart, supervisory responsibilities (if any), reporting responsibilities and other factors pertinent to the position. Supervisors must review the job descriptions of their subordinates, and such review should occur on an annual basis or other appropriate intervals depending on the employment position or situation. The Personnel Committee must approve changes to any job description.

### 3.03 The Senior Pastor

The Senior Pastor shall be responsible for promoting, leading, and directing the spiritual life of the Church. As such, the Senior Pastor shall be a full-time, ordained minister who serves as the spiritual leader of the Church, and is ultimately responsible for the supervision of the staff. The Senior Pastor is expected to know and follow these Personnel Policies as well as the Church's Financial Policies and Procedures, and the "Safe Church" policies of the Church.

### 3.04 Pastoral Staff

The Senior Pastor is responsible for the supervision of the Pastoral Staff, composed of the ministers and other personnel needed to carry out the ministries and functions of the Church. Ministers, ~~responsible to the Senior Pastor~~, shall direct the approved ministries of the Church. Pastoral staff are generally commissioned, licensed or ordained and must be members of the Church. However, the Senior Pastor may from time-to-time utilize highly qualified, non-ordained, commissioned or licensed, and/or part-time Pastoral Staff with the approval of the Personnel Committee and election of the congregation. Within these policies, reference to the Pastoral Staff shall not include the Senior Pastor. Members of the Pastoral Staff are expected to know and follow these Personnel Policies as well as the church's Financial Policies and Procedures, and the "Safe Church" policies of the Church.

### 3.05 Other Categories of Personnel

The Church may employ or contract with other personnel or outside professionals to carry out the ministries of the Church and to provide support services related to personnel matters. Other categories include but are not limited to administrative support staff, human resources, temporary workers, contractors, maintenance staff, janitorial staff, Christian Life Center staff, Weekday Education staff, Food Services staff, and other personnel needed for operational, administrative, professional services, and support functions related to personnel matters that which functions are approved by the Personnel Committee.

### 3.06 Definition of full-time, part-time staff

All Church personnel are classified as either full-time or part-time employees. Full-time employees are those who are regularly approved and scheduled to work 30 hours or more per week and/or as defined by applicable law or benefit plans. Part-time employees are those who are regularly approved and scheduled to work less than 30 hours per week and/or as defined by applicable law or benefit plans.

## 4.00 EMPLOYMENT OF PERSONNEL

### 4.01 Establishing a Position

The establishment of a position requires the recommendation of the Senior Pastor, approval of the Personnel Committee, availability of funds in the budget or through alternative funding, formulation of a job description and inclusion in the organizational chart.

#### 4.02 Employment Procedure

The employment procedure is intended to ensure that each employee of every employment category meets high standards of character and performance. Employment procedures shall include the requirements of the Safe Church Policy for any applicants who are considered for employment.

##### A. Advertisement of Positions

All positions should be advertised in media appropriate to the position, including available and appropriate Southern Baptist and Cooperative Baptist publications, except as noted below. Advertising in internal and local media may be sufficient for general service positions, but more extensive and specialized advertising should be used for specialized, highly-skilled, administrative, supervisory or ministerial positions.

It may be advantageous to the Church to fill a position without having advertised the vacancy first. All such unadvertised hirings shall be approved by the Senior Pastor and the Personnel Committee before an offer of employment is made to such a prospective employee.

##### B. Employment Application

Each prospective employee shall fill out one of the application forms adopted by the Personnel Committee. The application form generally includes information on employment history, church membership, references, training and experience, education, skills, citizenship, residence history, personal statement as to suitability for the position, criminal records (if any), information pertinent to legal and employment compliance matters, and certification as to correctness of application information and willingness for the Church to perform checks on background if named a finalist for the position. The application also includes the First Baptist Church "Statement of Faith" which must be separately signed by each prospective employee.

##### C. Review and Interviewing of Applicants

Applicants shall not be offered employment until the application form, interview process, background (including Safe Church Policy screening) reference procedures, and terms of employment, have been checked and approved by the Personnel and Finance Committees. The review and hiring process of applicants shall involve the immediate supervisor and the

Senior Pastor or the designated administrator. A committee may be used by the Senior Pastor to review applications for full-time and part-time positions. Prior to an offer of employment being extended to the successful applicant selected for future employment, that applicant must have been interviewed by the immediate supervisor, and the Senior Pastor, or the designated administrator, unless otherwise approved by the Personnel Committee. Positions involving Pastoral Staff or administrative personnel generally require more extensive interviewing and other hiring review processes, unless otherwise approved by the Personnel Committee.

D. Background and Reference Checks

To ensure that individuals who become employed by the Church are well qualified and to ensure that the Church maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who are being considered for a position of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Church. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Church to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks shall include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The Church also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

E. Selection for Employment

New hires and offers of employment shall be reported to the Personnel Committee at its next scheduled meeting. Supervisory positions, new or unbudgeted positions must be approved by the Personnel Committee and the Finance Committee prior to any commitment to employ (see 5.2.02). The employment of the Senior Pastor or a Pastoral Staff member shall be in accordance with the Bylaws of the Church. Resumes and other documentation shall be provided to the Personnel Committee as a part of the approval process.

F. Nepotism

In general, the hiring of relatives of employees should be avoided. However, it is recognized that in Church employment, relatives may have the same strong sense of calling and dedication as the employee and may therefore be the candidate best suited to fill a vacancy. Relatives may be employed, but the recommendation of the Senior Pastor and the approval of the Personnel Committee are required, prior to such employment, to ensure that this policy is exercised in the best interest of the Church. No current employee may participate in any way in decisions involving the hiring, assignment, compensation or promotion of a relative. The placement of a relative under the supervision of a relative is prohibited.

G. Orientation

Each new employee shall be provided an orientation to the position by the direct supervisor. Compensation, benefits, and general information pertaining to employment with the Church will also be provided to the new employee by the Senior Pastor, or designated administrator.

H. Employee Attendance and Punctuality

The Church defines an absence as failure to report and remain at work as scheduled. This includes late arrival at work and leaving early as well. The only exceptions to this definition of absence are approved holidays, approved absences, and days for which no work is scheduled.

Employees are expected to report to work on time and to stay at work during their normal work hours on a regular basis. If an employee is going to be late or absent for any reason, the employee is required to notify his/her supervisor as far in advance as possible. Except for emergency situations, asking anyone else to notify the employee's supervisor of the employee's absence is not acceptable. The employee must explain to his/her supervisor why he/she is going to be absent and when he/she expects to return to work. Any employee who fails to give such notification may be considered to have voluntarily resigned their position or may be subjected to disciplinary action, including termination of employment (depending on the circumstances).

In summary, questionable absences, excessive absences, unexcused absences, tardiness or leaving early without approval should be avoided, and may result in disciplinary action or termination of employment. Our



Church depends on all Church employees for success, and dependable attendance is essential.

I. Employment Position Opportunities

While there is no formal career development policy, the first criterion for any promotion is to consistently have good job performance in the employee's current assignment. The employee must let his/her supervisor know that the employee is interested in more responsibility and discuss methods for his/her development. Continuation of education is another positive step. When positions open, the Church in its sole discretion reserves the right to look inside and/or outside the Church for the person to fill the position.

**5.00 CHURCH EQUIPMENT**

5.01 The property, materials, and equipment ("church property") used in accomplishing the work of each employee is expensive and may be difficult to replace. Employees are responsible for all church property issued to them, or in their control, during their employment with the Church. Employees must exercise care when using church property and follow all operating instructions, maintenance requirements and safety guidelines associated with the church property. Employees should report damages or deterioration of the church property immediately to their supervisor. Employees should report stolen or missing church property immediately to their supervisor. If church property issued to an employee is stolen or misplaced during working hours, the employee may be responsible for a portion of the replacement cost to the maximum extent permitted by law. Employees are required to return all church property to the Church before leaving employment with the Church.

5.02 Use of Church Computers, Internet and E-mail

- A. First Baptist Church computers, Internet and e-mail shall be used, as prescribed in Church Computer and Internet Use Policy (see Appendix).
- B. Violation of Computer and Internet Use Policy is prohibited and may result in separation for cause as described in these policies.

5.03 Consent to Use of Employee's Name and/or Images

From time to time, the Church may report on and/or take videos/pictures of its

employees for the purposes of church marketing efforts including its website, social media tools like Facebook or blogs, or for other purposes. The *Receipt, Acknowledgement & Consent* form contained at the end of these personnel policies include the employee's opportunity to authorize the Church to use the employee's name and/or images in its marketing materials. If after authorizing the Church to use his/her name and/or images, the employee decides to opt out, the employee must inform the Church in writing. Opting out does not prevent the Church from any use already in effect or pending based on the employee's prior authorization (example: a pending or current radio commercial or marketing initiative.)

#### 5.04 Keys/Security System

Employees who have keys, or a security code or a security access fob for the building(s), must not share either with others unless authorized to do so by a supervisor. Employees must notify their supervisor if the employee misplaces his/her keys or believes his/her security code is breached.

Upon separation from employment, employees shall turn in all keys, security access fobs, and church property and satisfy financial obligations to the Church, if any.

#### 5.05 Telephones and Phone Usage

During the workday, personal calls of short duration that do not interfere with job duties or the Church's legitimate business interests may be received and made from an employee's church phone or personal cell phone. No long distance personal calls should be made from church phones unless the employee receives prior permission from his/her supervisor to make such a call. Limit personal calls on a church or personal phone.

### 6.00 COMPENSATION

#### 6.01 Pay and Benefits

The Church will endeavor to provide compensation and benefits that are competitive and that meet the legitimate and lawful interests of the Church and its Mission. Compensation and benefits for employees are recommended to the Personnel Committee by the Senior Pastor, or the designated administrator. All final decisions regarding compensation and benefits are made must be approved by the Personnel Committee, and whenever possible, the Personnel Committee should receive prior notification, within the constraints of the budget. Experience,

training, credentials, skills, staffing needs, and other pertinent and lawful factors may be taken into account in establishing compensation and benefits. Compensation and benefit adjustments, including but not limited to salary increases, may be provided based on the annual budget process. Employee performance may be considered as a part of the compensation determination of each employee, in addition to other lawful factors.

## 6.02 Pay Period

Employees will be paid on the first and fifteenth of each month.

### Timekeeping Procedures

All non-exempt employees are required to record all hours they work in accordance with church policy applicable to their position. Employees must record their entry/exit at the beginning and end of every shift and at the beginning and end of every meal period and any other work hours. In addition, if an employee leaves the premises for any reason other than church business, the employee must record his/her entry/exit upon his/her departure and return. Employees must comply with these Church procedures to ensure that the employees are paid accurately and on a timely basis.

Employees are prohibited from engaging in any conduct to falsify their own or another employee's hours worked. Tampering, altering or falsifying time records, or recording time on another employee's attendance roster or time record is a serious infraction of policy and may result in disciplinary action, up to and including termination of employment.

### Work Schedule

Work schedules for employees vary throughout the Church. Operational demands may make it necessary for occasional changes in starting and ending times and in the total hours that may be needed each day and week in order to meet the varying demands of our business day-to-day operations. Employees will be informed of their work schedule. To maintain efficiency, employees are expected to be ready to start work at the established starting time and to remain at work for the entire work period, excluding overtime periods. Employees are required to record all time worked as work hours.

### Direct Deposit

The Church will directly deposit employees' paychecks into the employees' checking and/or savings accounts or into an authorized paycard. Employees will receive a statement explaining their compensation rather than a check on payday. Employees should contact accounting, payroll, or the designated administrator for more information.

### Pay Day and Compensation

An employee's compensation will include earnings for all work performed through the end of the previous compensation period. The employee's compensation is subject to all deductions required by law, including social security, and federal, state and local income taxes, as applicable. The amount of the deductions will depend on the employee's earnings and on the information the employee furnishes on the employee's W-4 form regarding the number of exemptions claimed. If the employee wishes to modify this number, a new W-4 form should be requested. Only the employee may modify his/her W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Employees must check their pay stubs to ensure that the proper number of withholdings are reflected.

The W-2 form the employee receives annually reflects how much of his/her earnings were deducted for these purposes. Any other mandatory deductions to be made from the employee's compensation, such as court ordered garnishments, will be explained whenever the Church is ordered to make such deductions.

Questions about the employee's compensation must be discussed with the employee's supervisor or the designated administrator. Should there be an underpayment of any kind, the Church will make every effort to repay the employee as quickly as possible and the employee must notify the designated administrator of any underpayment. In the event that there is an overpayment of any kind, it is the employee's responsibility to bring this to the attention of the designated administrator.

### 6.03 Overtime Pay.

An employee who receives any overpayment must repay the overpayment to the Church within seven (7) days of the end of the pay period during which the overpayment occurs, or within seven (7) days of receipt of notice from the designated administrator. Overtime-eligible (non-exempt) employees who work more than 40 hours during the workweek will be paid overtime based on applicable laws. Employees who are exempted from overtime laws or overtime payments will not be paid overtime compensation (overtime exempt). Job descriptions will identify overtime eligibility and exempt overtime status. For purposes of calculation of overtime, the workweek commences at midnight on the Sunday of each week.

In general, overtime exempt positions include Senior Pastor, Pastoral Staff positions, and any overtime-exempt positions meeting certain legal requirements.

Overtime-eligible (non-exempt) employees must record all hours worked,

including overtime hours, and are not permitted to work “off the clock.” Accordingly, overtime-eligible employees are strictly prohibited from working more than 40 hours during the workweek, unless there is a written approval from their supervisor. The written approval must indicate that working more than 40 hours is approved for the workweek. the Written approval must be given for each week that overtime is worked, the nature of the overtime work must be specifically described, and the written approval must indicate “overtime” approved for a specified number of overtime hours. The failure to obtain prior written approval for working overtime may lead to immediate disciplinary action for the overtime-eligible employee, including termination of employment, and employees shall not work overtime without the written approval set forth above. Prior to approving overtime, absent extenuating and justifiable circumstances, supervisors must first explore staffing realignment, restructuring and prioritization of job functions, and availability of funds for overtime compensation.

Any employee concerns regarding working overtime without receiving overtime compensation must be immediately submitted in writing to the Senior Pastor (or a Pastoral Staff member if there is a concern reporting the matter directly to the Senior Pastor), and the Personnel Committee must be immediately advised of the matter.

#### Overtime for Non-Exempt Employees

Non-exempt employees receive overtime pay based on applicable law. Overtime, in general, is working in excess of 40 hours in a single workweek. Employees must immediately raise (in writing) any concerns to the Senior Pastor or designated administrator any concerns (in writing) regarding overtime, the failure to pay overtime compensation, or regarding any possible situations involving inaccurate time recording or payment of accurate and lawful wages. Overtime work including that for emergency situations as determined by the Senior Pastor or designated administrator, may be required of employees depending on the job and scheduling circumstances. Failure to record overtime hours may result in disciplinary action. There is no “off the clock” time or work hours for non-exempt employees.

#### 6.04 Emergency Services

Non-Pastoral Staff called to perform emergency services may be compensated for reasonable commuting time.

#### 6.05 Promotion

Consideration for filling vacancies involving promotion will generally be given to qualified current employees. Exceptions may be applicable depending on the circumstances, employment situation, and the legitimate and lawful interests of the Church.

#### 6.06 Anniversary Recognition

The first day the employee reports to work becomes the employee's "official" anniversary date (the employee's "Anniversary Date"). In case the employee was hired on a seasonal or temporary basis and converted to full-time status, the employee's Anniversary Date will be the first day that the employee was paid by the Church as a full-time employee. The Anniversary Date is used to compute various conditions of employment and benefits described in these personnel policies.

Employees shall receive a service bonus after each five- (5) full years of service to the Church. The Senior Pastor and all full-time Pastoral Staff shall receive one hundred and fifty dollars (\$150) for each year of service on each fifth year anniversary. All other full-time employees shall receive a bonus of seventy-five dollars (\$75) for each year of service on each fifth year anniversary. The anniversary recognition for established part-time positions shall be fifty percent (50%) of the full-time employee rates for the positions described above.

#### 6.07 Flower Fund

Employees shall choose whether to participate in the church's Flower Fund. This is strictly a voluntary contribution on the part of the employee, and such contribution may be started or stopped at any time. Each employee shall expressly sign up to participate or not to participate in the Flower Fund. The current form and guidelines for the Fund are included as Appendices.

### **7.00 BENEFITS**

#### 7.01 Social Security

##### A. Pastoral Staff

The Church participates in the Federal Insurance Contributions Acts (FICA) Program for appropriately covered employees. Ordained, licensed or commissioned Pastoral Staff are considered self-employed for tax purposes. The Church shall not make a social security (FICA) contribution

for the senior pastor or for any pastoral staff member.

B. Other Employees

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, the employee is required by law to contribute a set amount of his/her weekly wages to the trust fund from which benefits are paid. As the employer, the Church is required to deduct this amount from each non-exempt employee's compensation received from the Church. In addition, the Church matches the non-exempt employee's contribution dollar for dollar, thereby paying one-half of the cost of the employee's Social Security benefits.

The employee's Social Security number is used to record the employee's earnings. Employees are encouraged to protect their Social Security record by ensuring that their names and Social Security number on their pay stubs and W-2 forms are correct. They may also want to make sure their earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration ("SSA") by calling 1-800-772-1213, or they may even access it on-line at [www.ssa.gov](http://www.ssa.gov). If an employee is deaf or hard of hearing, the employee should call the ~~if~~ SSA toll-free TTY number, 1-800-325-0778, between 7 a.m. and 7 p.m., Monday through Friday.

7.02 Retirement Plan

A. Senior Pastor and Pastoral Staff

The Church will contribute an amount equal to ten percent (10%) of the salary of the Senior Pastor and all full-time Pastoral Staff into ~~the~~ a selected retirement program vetted by the Finance Committee.

B. Defined Contributions for Employees Not Included in 7.02 A

The Church provides a matching plan through ~~the~~ a selected retirement program vetted by the Finance Committee, for its full-time staff, other than the Senior Pastor and Pastoral Staff, who chooses to participate. The following conditions apply:

1. Full-time employees (defined as working at least thirty (30) hours per week) are eligible.



2. Employees must have been employed at least one (1) full year prior to entrance into the plan on the following January 1. Exceptions:
  - a. For new employees already participating in a plan in which this Church participates.
  - b. For those who have not been out of a plan for longer than one (1) year, these employees may re-enter the plan at the same level of participation as when they left.
3. The plan provides immediate 100% vesting. For plan years 1 through 4, the Church provides a basic two percent (2%) contribution and matches an additional employee contribution of up to two percent (2%). For plan years 5 through 9, the Church provides a basic six percent (6%) contribution and matches an additional employee contribution of up to two percent (2%).
4. For plan years 10 and up, the Church provides a basic contribution of ten percent (10%) with no provision for matching.
5. Employees must indicate their level of contribution for the following year no later than September 1. The Church will provide this form no later than August 1 of each year. The level of employee matching contribution may not be changed at any other time, unless otherwise required by law.
6. Employees may elect to make additional non-matched contributions within the limits of the plan by signing a salary reduction agreement.
7. The designated administrator will meet with every Church employee prior to the beginning of the first year they are eligible for participation. Employee contributions to the retirement plan will be encouraged.
8. The designated administrator will calculate church pension funding as a part of the annual church budget process. At the beginning of the budget year the designated administrator will recalculate all church and employee contributions, ensuring compliance with the budget, and with retirement plan revisions.

9. Notwithstanding any other provision in these Personnel Policies, applicable law and plan documents, if any, shall control the application and interpretation of the retirement benefits set forth in the personnel policies to the extent that there are any inconsistencies between the personnel policies, applicable law, and plan documents.

### 7.03 Insurance

#### A. Disability Insurance

The Church provides disability insurance for the Senior Pastor and Pastoral Staff through the a selected provider vetted by the Finance Committee, or other organized benefits plan administrator. After a waiting period of six (6) months from the date of disability, the plan pays fifty percent (50%) of annual salary divided by 12, rounded to nearest \$50, and reduced by \$200 monthly. During the six (6) month waiting period, after all accrued PTO has been used, the Church will pay the amount as calculated in the preceding sentence. Disability Insurance plan documents and eligibility requirements control the terms of disability insurance.

[FOR EXAMPLE: 50% of a salary of \$60,000 = \$30,000, divided by 12 months = \$2,500 [rounded to nearest \$50 if needed], and reduced by \$200 monthly = \$2,300.]

#### B. Health Insurance

Health insurance is provided for the Senior Pastor and for pastoral staff as part of the benefits package offered at the time of employment with the Church. The Church, when financially capable, makes health insurance available at group rates. The pPlans is are available to all full-time employees, as determined by applicable law, any applicable summary plan description, and insurance requirements. The Personnel Committee will work with the Insurance Committee and Finance Committee to establish coverage and rates packages.

#### C. Life Insurance

The Church may provide basic life insurance for all staff through its group insurance carrier. The Church makes group life insurance available for all full-time employees and the each employee is responsible for the expense.

#### D. Workers' Compensation and Job Injuries

The Church provides coverage for job-related injuries through Worker's Compensation insurance and eligibility for worker's compensation is determined by applicable law and the worker's compensation insurance provider.

Workers' compensation benefits may be available following an on-the-job injury. Workers' compensation insurance may pay medical bills and a portion of lost wages (which depends on applicable law and insurance provider decisions). All injuries or illnesses arising out of the scope of the employee's employment must be reported to the designated administrator immediately.

E. Cafeteria Plan

The Church sponsors a plan under Internal Revenue Code Section 125 that allows employees to choose between a taxable benefit (cash) and a menu of nontaxable "qualified" benefits, e.g. health insurance or group term life insurance.

## 7.04 Leave

- A. The Church believes in providing flexibility to employees in order to integrate their personal and professional goals while also meeting the needs of the Church and its members. Personal (Paid) Time Off (PTO) is one of the tools the Church provides to assist employees in achieving the work/life balance they seek. The amount of PTO leave is based on the employee's position.
1. PTO shall be accrued on a per pay period basis at the following annual rates:
    - a. Senior Pastor: thirty-four (34) workdays annually [272 hours], to include not more than four (4) Sundays. The Personnel Committee can make exceptions in exigent circumstances. The maximum amount that may be carried over at the end of each year is 225 hours. The year-end date for PTO carryover limit is December 31 of each year; however, the Senior Pastor may make a one-time election of a different month to be used for his PTO carryover limit.
    - b. Pastoral Staff: twenty-seven (27) workdays annually [216 hours], to include not more than three (3) Sundays. The Personnel Committee can make exceptions in exigent circumstances. The maximum amount that may be carried over at the end of each year is 175 hours. The year-end date for PTO carryover limit is December 31 of each year; however, each Pastoral Staff member may make a one-time election of a different month to be used for his or her PTO carryover limit.
    - c. Other full-time Staff: Until an employee has achieved 10 years of service, the employee will accrue twenty-two (22) workdays annually [176 hours]. After ten (10) years of service, one (1) additional workday [8 hours] will be added to that employee's PTO accrual rate each year until a maximum of twenty-seven (27) workdays [216 hours] is reached. The maximum amount of PTO hours that may be carried over at the end of each year is 150 hours, until that employee has achieved 10 years of service, after which the maximum will be increased by 8 hours each year until a maximum of 175 hours has been reached. The year-end

date for PTO carryover limit will be the last day of the month of hire for each employee, unless the designated administrator chooses to select a different month when necessary to stagger end dates within a specific ministry.

- d. Part-time employees working less than thirty (30) hours per week are not eligible for PTO accruals.
  - e. Employees on leave without pay do not accrue PTO.
2. PTO shall be used in the following manner:
- a. The minimum time for use of PTO shall be one (1) hour.
3. *An Absence Request Form* shall be completed consistent with the requirements of this section, signed by employee's supervisor, and submitted by each employee prior to leave being taken. Whenever possible, PTO should be scheduled at least two weeks in advance (except in the cases of sudden illness or emergency). Although PTO requests will generally be granted whenever possible, PTO schedules must be coordinated subject to the requirements and needs of the Church.
4. Upon termination of employment, employees in good standing, defined below, will be eligible to be paid for accrued PTO up to the following:
- a. Senior Pastor: 150 hours.
  - b. Pastoral Staff: 120 hours.
  - c. Other full-time Staff: 100 hours.
  - d. "Good standing" shall be determined in the sole discretion of the Church. In general, an employee in good standing is considered to be one who provides at least two weeks' notice before voluntarily terminating employment and who has not violated any of the policies contained in the current *Personnel Policies or otherwise violated or compromised the legitimate and lawful interests of the Church.*
5. Transfer of current accrued leave time. On July 1, 2017, each

employee's properly accrued annual leave time will be transferred into their accrued PTO account.

6. Transition of accrued sick leave. Each employee's properly accrued sick leave balance as of June, 2017, will be recorded. The balance as of July 1, 2017, will be reduced by 8 hours each month, until it reaches zero hours. The balance will be available in case of catastrophic illness, but cannot be used otherwise. If an employee encounters a medical situation that requires the employee to miss more than 5 consecutive days, the Church will pay the employee's salary for every absent day until the balance of transferred sick leave is depleted. A physician's consultation and statement is required to support the use of this provision.
7. The Church shall maintain records of accrued PTO leave and leave taken.

#### B. Family Leave and FMLA

Family leave and other leave matters pursuant to the FMLA will be administered in accordance with the Family and Medical Leave Act of 1993 ("FMLA"), and only to the extent the FMLA is applicable to the Church and employee, as determined by applicable law. FMLA requests must be directed to the Senior Pastor or designated administrator, and should be submitted in writing by the employee whenever possible. Leave pursuant to the FMLA is unpaid. See FMLA poster displayed in church office. An employee who is pregnant or has recently given birth may be granted, upon written request, a maternity leave without pay for a period not to exceed four (4) months. During this period, the employee may choose to use accrued PTO. The employee is responsible for contacting the Church regarding payment for and continuation of insurance coverage to be effective after use of all accrued leave days.

#### Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Church will designate a room for this purpose upon request to the designated administrator. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming

products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting the designated administrator at 850-222-5470. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work off-site or in other locations will be accommodated with a private area as necessary.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

C. Jury and Witness Leave

Leave with pay may be granted to an employee who has been summoned to jury duty or subpoenaed to serve as a witness in a judicial proceeding. The employee is expected to return to work if jury or witness duty ends during Church working hours.

D. National Guard or Military Service

Leave related to National Guard or Military Service will be handled in accordance with any applicable law. The Church will provide employees who have family members in the military with leave to care for injured service members or qualified exigency leave in accordance with applicable law.

E. Sabbatical Study Leave Policy

The Sabbatical Study Leave is defined as a substantial time period recurring across a person's ministry, when a person is freed from normal duties to concentrate on learning which seeks to bring growth and renewal to self and ministry. The Sabbatical Study Leave has a dual role: 1) to provide stimulation for pastoral leaders to continue their mental and spiritual growth by contact with scholars, teachers, pastors and others in a setting that is different from where ministry is normally conducted; and 2) to provide strong leadership for the Church through pastors who are kept abreast of new developments and stimulated to effective ministries. The leave in many cases will not be tied to degree programs. It is intended to prepare a pastor for return to ministry, empowered for another period of service.

1. Policy

- a. A sabbatical leave is understood to be a time of release from normal duties in order that the recipient of sabbatical leave may devote time to renewal and study.
- b. A sabbatical leave is understood as an integral and important part of an overall strategy for enhancing the mission of the congregation through pastoral renewal, development and growth.



- c. The Senior Pastor shall be eligible for a sabbatical leave after having continuously served the congregation full-time for five (5) years. Other full-time licensed or ordained members of the Pastoral staff shall be eligible for a sabbatical after having continually served the congregation full-time for seven (7) years. Thereafter, the Senior Pastor or Pastoral Staff member shall be eligible for a further sabbatical after continually serving the Church full-time for an additional seven (7) years after the date of a previous sabbatical.
- d. The recipient of sabbatical leave opportunities will be expected to serve the congregation for at least one year following return from a sabbatical leave. If the recipient does not serve the full year after returning, the amount due the recipient for accrued PTO will be adjusted accordingly.
- e. Sabbatical leaves are not granted automatically, but shall be evaluated and approved by the Senior Pastor (for the Pastoral staff), Deacon Body and the Church, and will be administered by the Personnel and Finance Committees.

## 2. Procedure

- a. Notice shall be given during the budgeting period of the Church prior to the requested sabbatical leave. The Senior Pastor shall initiate a sabbatical leave request by submitting a written proposal to the Personnel Committee providing adequate notice of the requested sabbatical so as to allow for necessary coordination and budgeting for the proposed leave. Sabbatical leave shall not exceed three (3) months for the Senior Pastor, and six (6) weeks for other members of the Pastoral staff.
- b. The Senior Pastor shall present for approval a proposal concerning the specifics of any sabbatical project. The proposal will include the following:
  - i. Personal and program objectives.
  - ii. An explanation of the benefit of this project to the Pastoral staff member and to the Church.

- iii. An estimated cost or expense of the project (the project itself plus any cost to provide for interim staff, if needed).
  - iv. The Personnel and Finance Committees will consider all sabbatical leave requests before presenting them to the Deacon Body and the Church for approval.
  - v. When more than one Pastoral Staff member becomes eligible for sabbatical in any Church year, the Senior Pastor shall determine the order in which the sabbatical leaves are taken. The Senior Pastor may use criteria such as performance evaluations, longevity, and how the sabbatical will enhance the overall ministries of the Church in making that determination. Sabbaticals may be delayed, if funding is not available from the Church budget or other sources.
- c. Sabbatical leave is separate and distinct from PTO, which shall be granted as in any other year.
  - d. When planning sabbaticals, sources of funding outside the church family will be pursued, including grants from organizations that fund pastoral sabbaticals.
  - e. The recipient shall continue to receive normal salary compensation and benefits during the period of the sabbatical leave.
  - f. Within a month of return from sabbatical leave, the recipient shall submit a written report and evaluation of the leave to the Senior Pastor, the Personnel and Finance Committees and the Deacon Body of the Church.

#### 7.05 Participation in Professional Development Activities

##### A. Definition

Professional development includes participation as a participant or a leader in activities such as conventions, conferences, workshops, revivals,

or Bible studies.

B. Senior Pastor

The Senior Pastor may request fifteen (15) days annually [120 hours], to include not more than three (3) Sundays, for participation in professional development activities such as conventions, conferences, workshops, revivals or Bible studies. However, if any compensation is received for any activity then PTO must be used for the time taken off regardless of the amount of the compensation.

C. Pastoral Staff

Pastoral Staff (not including the Senior Pastor) may request ten (10) days annually [80 hours], to include not more than two (2) Sundays, for participation in professional development activities approved by the Senior Pastor.

D. Other Employees

Other Employees may request to participate in professional development activities. Such requests shall require the recommendation of the appropriate supervisor and the approval of the Senior Pastor, or the designated administrator.

E. Reimbursements

Reimbursements will be made in accordance with policies established by the Finance Committee.

7.06 Church Credit Card Use Policy & Procedures

A. Church credit cards are to be used only to facilitate the planning and purchase of advance tickets, trip accommodations, materials and other items required in ministry areas of the Church. Proper use and accountability of the card is documented in a Credit Card Agreement which all cardholders must sign. Reimbursements are supported by a required Substantiation Report. The Church Director of Finance is responsible for obtaining and maintaining all credit card agreements and substantiation reports. Requests to increase the credit limit must be submitted and approved by the Finance committee.

B. The Church has credit cards issued in the name of the Church, the number and users of which shall be determined by the Finance Committee. Proper

use of credit cards is determined by policies of the Finance Committee.

Please protect the Church credit card as you would your own. Do not leave it unattended and ensure that it is returned promptly after use. Multiple ministries require the use of this resource so please be a good steward of this benefit. Failure to follow these credit card policies may result in revocation of the right of an employee to use a Church credit card.

#### 7.07 Pastoral Staff Participation in Ministry/Mission Travel and Events

- A. The Church is known as a mission minded Church. Sharing the message of Jesus Christ with the rest of the world is one of the core values of the Church. To that end ~~that~~ the Church desires that its leaders, specifically, the Senior Pastor and Pastoral Staff, have the opportunity to participate in mission opportunities.
- B. The Senior Pastor and Pastoral Staff are encouraged to participate in mission trips sponsored by the Church. It is the desire of the Church that each pastoral staff member participate in at least one mission trip each year. The goals of staff participation in these trips for setting an example for Church members, for enhancement of the mission program at the Church, and for advancement of the Kingdom of God.
- C. Church-sponsored Ministry/Mission Trips
  - 1. Ministry/Mission trips may be local, domestic or international in nature and include disaster relief opportunities. A Pastoral Staff member or other church employee may request permission from the Senior Pastor, or designated administrator, for time in addition to that taken for the ministry/mission trip, all of which additional time must be used as PTO.
  - 2. Any Pastoral Staff member or other church employee may request approval of the Senior Pastor to lead or to be assigned to a church-sponsored ministry/mission trip. A request by the Senior Pastor to attend a ministry/mission trip shall be subject to approval of the church Personnel Committee. The Church will pay the travel and lodging expenses of the Senior Pastor and/or designated Pastoral Staff member only. Special circumstances may be accommodated, with approval of the Senior Pastor, for participation by an additional member of the Pastoral Staff. In such case the travel and lodging expenses of the additional Pastoral Staff member shall also

be paid by the Church. However, any other church employee must use PTO for each day away from the Church.

3. The Senior Pastor has the right to make an exception to any provision of these church personnel policies regarding ministry/mission trips when in the exclusive opinion of the Senior Pastor special circumstances warrant the granting of such an exception. Such special circumstances must be noted by the Senior Pastor in writing and the writing included as part of the application for approval for participation in the ministry/mission trip.

D. Pastoral Staff or Church Employee Eligibility:

1. Must be an employee of the Church.
2. Must be in good standing as a Pastoral Staff member or as an employee of the Church and must have the recommendation of the Senior Pastor, or the designated administrator.
3. PTO may be taken for time away from the Church in addition to that for the ministry/mission trip itself. However, the work responsibilities of the Pastoral Staff member or other church employee must be met for the entire time away. No more than five (5) days of PTO may be combined with Mission Trip leave for any one trip without special approval from the Senior Pastor, or the designated administrator.

E. Leave Request Procedure

If a Pastoral Staff member or other church employee desires to participate in a ministry/mission trip, he or she must obtain approval of the Senior Pastor, or the designated administrator, for such participation prior to submitting an application.

1. A request for permission to participate in a Church ministry/mission trip must be submitted in writing to the Senior Pastor or the designated administrator a minimum of 30 days in advance of requested leave period. The 30-day notice may be waived for some immediate disaster relief opportunities.

2. Adequate coverage for the regular job responsibilities of the Pastoral Staff member or other church employee must be available for the leave time period requested.
3. The written request approval must be submitted as part of the application to participate in an approved ministry/mission trip.
4. No more than one (1) Pastoral Staff member will be approved for the same mission trip unless otherwise authorized by the Senior Pastor, or in the case of the Senior Pastor, by the Church Personnel Committee.

F. Church Ministry/Mission Travel Expenses

1. The Senior Pastor and/or Pastoral Staff member will be reimbursed by the Church for reasonable travel expenses incurred while on a ministry/mission trip in accordance with church financial policies. Church employees who are not members of the pastoral staff shall not be compensated by the Church for time spent in the ministry/mission activity unless otherwise approved by the Senior Pastor.
2. Pastoral Staff members whose ministry/mission trips have been approved should coordinate with the designated administrator to ensure that all travel arrangements are made in the most cost effective manner possible and in accordance with church financial policies.
3. When travel is completed, the Senior Pastor and/or Pastoral Staff member(s) should submit completed travel expense reports within five (5) days. Reports should be accompanied by receipts for all individual expenses. No reimbursement will be made without supporting receipts or other satisfactory evidence of the expenditures. The Senior Pastor and/or Pastoral Staff members should contact the designated administrator for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.
4. Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, shall be grounds for disciplinary action, up to and including termination of employment.



7.08 Professional Services

- A. Senior Pastor. The Senior Pastor may receive a honorarium for performing ~~baptisms,~~ weddings, funerals or memorials, ~~or pastoral counseling.~~

- B. Pastoral Staff. Upon approval of the Senior Pastor pastoral staff may receive an honorarium for performing ~~baptisms~~, weddings, funerals or memorials, ~~or pastoral counseling~~.
- C. Other Employees. Other employees can be compensated for performing at ~~baptisms~~, weddings, funerals or memorials only as authorized under Church Personnel Policies.

#### 7.09 Housing Allowance

Housing allowances shall be submitted by the Senior Pastor and applicable Pastoral staff members by December 1 each year. The Personnel Committee will review and approve the housing allowances by December 31 of each year for the ensuing year. A newly hired Senior Pastor or Pastoral Staff member shall promptly submit the required housing allowance form to the designated administrator. The Personnel Committee shall promptly review and approve a housing allowance.

#### 7.010 Work Breaks

When work conditions permit, employees are provided one (1) fifteen (15) minute work break in the morning and one (1) such work break in the afternoon per eight (8) hour work day. Work breaks are for relaxation and stress relief. They are not guaranteed; they are not cumulative; job priorities take precedence when necessary. Work breaks shall not be authorized to cover an employee's late arrival or early departure from duty.

### **8.00 EVALUATION, COMPLAINTS, DISCIPLINE, AND SEPARATION**

#### 8.01 Evaluation

The purpose of evaluation is to encourage quality performance, job-related development and effective communications between employee and supervisor. Evaluations should promote an understanding of job requirements and performance expectations, including familiarity with the Personnel and Financial Policies. Evaluation should be an ongoing. An evaluation form adopted by the Personnel Committee, and subject to periodic review and revision based on employee feedback, should cover such factors as attitude, quality of work, interpersonal relationships, initiative and self-reliance, dependability, and other pertinent factors of each position classification.

A. Annual Evaluations

A written evaluation of each employee should be made at least annually. Pastoral staff shall be evaluated by the Senior Pastor and reviewed by the Personnel Committee. The Senior Pastor shall be evaluated by the Personnel Committee. A copy of the evaluation shall be furnished to the employee. After review by the Personnel Committee another copy signed by the employee shall be made a part of the employee's personnel file. All employee evaluations shall be provided to the Personnel Committee at its August meeting to facilitate the budget process.

B. Special Evaluations

A special evaluation may be initiated at the request of the employee or the supervisor. Special evaluations should be reported to the Personnel Committee at its next meeting

C. On-going Monitoring

The Senior Pastor, Pastoral Staff, and supervisory staff have an on-going responsibility to carefully monitor all full-time and part-time employees. Planning and monitoring of all activities will be done with great care. Any improper activity or conduct will be addressed immediately.

8.02 Complaint Resolution

To promote harmony, it is important for supervisors to listen to complaints, to investigate them promptly, to take appropriate action if warranted, and to inform employees of actions and decisions. Complaints shall receive prompt consideration.

Complaint Procedure

- A. Discuss the problem with the involved parties before it escalates.
- B. If the problem is not resolved, the involved parties will talk to the supervisor about it.
- C. If the problem persists, provide the supervisor a written statement of the problem or complaint.
- D. The supervisor will arrange a meeting between the involved parties.



- E. If the complaint is not resolved, it may be taken to the Senior Pastor, or the designated administrator.
- F. The Senior Pastor, or the designated administrator, will make a decision and the decision shall be final.

### 8.03 Discipline

- A. It is the well-established policy of the Church that any conduct which in its view interferes with or adversely affects employment or the legitimate and lawful interests of the Church, including its Mission, is sufficient grounds for disciplinary action ranging from oral warnings to immediate separation of employment.

NOTE: At the Church's discretion, a single violation may result in separation of employment. Examples of conduct that may lead to immediate separation, include but are in no way limited to:

- Conduct unbecoming a minister of the Church;
- Immoral, indecent, or illegal conduct;
- Insubordination;
- Falsification of Church records;
- Dishonesty (e.g. theft, habitual lying or misrepresentation of facts, etc.);
- Abuse, misuse or intentional destruction of church, employee or member property;
- Implied or actual harm to any employee or member;
- Unauthorized disclosure of any confidential church information.
- Legal or pending charges against the employee.
- Any other matters compromising or violating the legitimate and lawful interests of the Church, including but not limited to:

1. Abuse, mistreatment, harassment, bullying, fighting with or threatening of another employee, person or any other, for any reason, including physical, sexual, verbal, or psychological, on or off the Church's premises.

2. Falsification of any timecard, record or document of any kind.

3. Dishonesty of any type.

4. Insubordination, disrespect, or unprofessional behavior.

5. Loafing or sleeping on the job during his/her working hours.
6. Inappropriate soliciting of tips or gratuities from members or visitors.
7. Disregard of a professional appearance, dress or hygiene.
8. Tardiness, excessive, or unauthorized absence. Failure to call in for an absence.
9. Immoral, indecent or disorderly conduct that could adversely impact the Church and such conduct is not protected by law.
10. Unauthorized, unsafe, or illegal use and/or possession of narcotics, drugs, intoxicating beverages or substances and/or violation of any policy related to drugs or alcohol or possession of any of the above while on the job, or reporting to work under the influence of either.
11. Any discourtesy, unkindness, or impatience with members or with any member of the public visiting the Church.
12. Violation of any safety rule or conduct considered unsafe.
13. Unauthorized possession, negligent or deliberate destruction, or misuse of property belonging to the Church, another employee, or a customer or visitor to the Church.
14. Unauthorized possession, use, copying or reading of the church's records, or disclosure of information contained in such records to unauthorized persons unless expressly protected by law.
15. Any act of misconduct, incompetence, violation of this handbook, or any other conduct or act which is contrary to the legitimate business interests of the Church, which, in the church's sole discretion, may be considered grounds for disciplinary action and/or termination of employment.

B. Non-Disclosure of Confidential Information

In the course of employment with the Church, employees may see confidential information such as financial information and other types of

confidential information. Unless employees have authorization by the Church to do so, employees may not disclose such confidential information to anyone outside the Church or to anyone inside the Church, unless applicable law expressly protects such disclosure.

C. Non-Disclosure of Church Member Information

Employees are prohibited from disclosing information concerning any church member to anyone outside of the Church unless authorized by the Church to do so.

8.04 Separation from Employment

Separation from employment occurs when an employee retires, resigns, receives an evaluation that calls for separation for cause, engages in behavior that calls for separation, or ~~to effect~~ a reduction in workforce is deemed necessary by the Personnel Committee.

A. Separation Process

1. An employee in good standing is considered to be one who provides at least two weeks' notice before voluntarily terminating employment and who has not violated any of the policies contained in the current Personnel Policies. Employees voluntarily electing to separate employment are requested to notify the Church in writing at least one (1) month, but no less than (2) weeks, prior to the last workday.
2. Employees must return all Church property and keys to the Church on or before his/her last day of work at the Church, unless retention of church property is expressly permitted or protected by law. Employee may be financially responsible for any lost or damaged items to the extent permitted by law. Employees must satisfy financial obligations to the Church, if any.
3. The Senior Pastor, or the designated administrator, may schedule an exit interview to receive input from the employee. The exit interview should also include the Chair of Personnel, or the Chair's designee.
4. The Church will provide the employee with separation of employment information such as the amount of the final

compensation, payment (if any) for accrued PTO, retirement and annuity information, and information on continuation or conversion of insurance coverage.

B. Separation Based on Evaluations

When evaluations indicate a substantial need for improved performance, full-time (other than Pastoral Staff) and part-time employees including paid interns, will be informed of required improvements. Failure to make the required improvements may lead to separation. The supervisor must have the concurrence of the Senior Pastor prior to notifying the employee of separation based on evaluation. All such separations shall be timely reported to the Personnel Committee.

C. Voluntary Separation of Senior Pastor

Senior Pastor should give at least 30 days written notice prior to voluntary departure from employment with the Church.

D. Involuntary Separation of Employee

An employee may be involuntarily separated from employment with or without cause, including but not limited to such reasons as described in paragraph 8.03 of these Policies. That list is meant to be illustrative in nature, and is not meant to be all-inclusive.

E. Involuntary Separation of Senior Pastor

Other than resignation or retirement, the Senior Pastor may be involuntarily separated from employment in accordance with church Bylaws only upon recommendation of the Personnel Committee in consultation with the Deacon Body. The Deacon Body shall then make a recommendation to the Church for a vote. The Personnel Committee's recommendation shall include the total separation compensation, if any, due to the employee of the separation. Reasons for such involuntary separation may include, but are not limited to, the following:

1. Moral failure (Exodus 20:14; 1 Timothy 3:1-13)
2. Fiscal malfeasance (Jeremiah 2:26; 5:3; 1 Timothy 3:3; and 1 Peter 4:15)



3. Lying, deceiving or misleading the congregation (Romans 9:1; and 2 Corinthians 11:31)
4. Preaching false doctrine and/or neglecting to consistently share the gospel (Jeremiah 6:14; Ezekiel 13:10; and 1 Timothy 4:1-11).

F. Involuntary Separation of Pastoral Staff

Other than resignation or retirement, Pastoral Staff members may be involuntarily separated from employment upon the joint recommendation of the Senior Pastor and the Personnel Committee. The recommendation shall include the total separation compensation, if any, due to the employee as a result of the separation. In the absence of a senior pastor the Personnel Committee may make the recommendation to the Deacon Body and to the Church.

G. Reduction in Workforce

Reduction in workforce is a serious condition resulting from such causes as a demonstrated need for reorganization or verifiable lack of fiscal resources. The separation of an employee due to reduction in workforce requires approval of the Personnel Committee and any other Church committee overseeing the affected ministry or function.

1. The first consideration in selecting an employee for separation under reduction in workforce shall be maintaining the quality of the services provided by the affected ministry or essential services to the Church.
2. Only when skills, qualifications and level of contribution to services are considered to be equal will length of service be used as a determinant.

## **9.00 EMPLOYMENT LAW POLICIES**

### 9.01 Office Operating Days and Hours

A. Office Hours

Monday through Friday office hours are 8:00 A.M. to 5:00 P.M.

B. Professional Flexibility for Pastoral Staff

1. The Church has many ministries and functions that occur outside a normal workweek. The Senior Pastor may provide an adjusted ministry schedule for pastoral staff during limited seasons of the year to accommodate for extended time of service during times of heavier loads of responsibility. This flexibility ~~is intended to be scheduled immediately surrounding~~ may continue no more than 14 days following the extended time of service and does not allow for the accumulation of any type of leave time.

2. Offsite Work. From time to time the Senior Pastor, Pastoral Staff and other church personnel may need to perform offsite work in locations other than at the Church itself. "Offsite work" is work performed at a location other than on property of the Church and not included in the employee's job description. Offsite work must be approved in writing in advance by the employee's supervisor or, in the case of the Senior Pastor, by the Personnel Committee. A written report statement concerning such offsite work must be provided by the employee to the Personnel Committee prior to the next meeting of the Personnel Committee for each month during which offsite work is performed.

9.02 Holidays

A. All full-time employees shall have the following 9 holidays with pay:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day

In the case of an emergency, the Church and Church Office may be closed with the approval of the Senior Pastor or the designated administrator.

B. When a holiday falls on a Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the previous Friday will be observed.

C. Part-time employees do not qualify for holidays with pay.

### 9.03 Conflict of Interest

#### A. Outside Involvement:

The Senior Pastor, Pastoral Staff and other full-time employees shall not be involved in outside activities or employment which could detract from accomplishing assigned responsibilities or detract from the mission or reputation of the Church.

#### B. Approval of Outside Involvement

Any outside activity or employment shall be approved in writing by the Senior Pastor and reported to the Personnel Committee. In the case of the Senior Pastor, the recommendation of the Personnel Committee and the approval of the Deacon Body are required. All business activity or activity involving remuneration is subject to review under this policy.

#### C. Related Party Transactions

It is generally considered inappropriate for church employees to sell, rent, or otherwise provide goods, property, or services to the Church. All such transactions shall be in accordance with Section 7.f of the Financial Policies as approved by the Church.

#### D. Neither a relative of the Senior Pastor nor a relative of a member of the pastoral staff may serve on the Personnel or Finance Committees, nor may an employee serve as chair of any committee based on which service they are also a member of any other committee which oversees any aspect of the employment of his/her relative. In those instances in which a chair of a committee is, as a result of his/her chair position, also a member of another committee which is considering a matter that might affect his/her relative, the committee chair shall direct the committee vice-chair or another committee designee to serve in his/her place.

### 9.04 Discrimination and Harassment

#### A. It is the policy of the Church that all employees have a right to work in an environment free of discrimination, which includes freedom from harassment – whether that harassment is based on sex, age, race, national origin, marital status, or membership in other protected groups, as defined by the law applicable to Churches. The Church prohibits harassment of its

employees in any form – by supervisors and coworkers, congregants, volunteers or suppliers.

1. No employee shall make a threat or insinuation, whether explicitly or implicitly, which in any way may influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Such conduct may result in disciplinary action up to and including separation for cause for the employee who harasses any others.
2. Harassing or discriminatory conduct in the workplace, whether physical or verbal, committed by supervisors or others is also prohibited. This includes: sexual advances, slurs, jokes, or degrading comments concerning sex, age, race, national origin, religion, or marital status; offensive sexual flirtation, advances, or propositions; continual or repeated abuse of a sexual nature; graphic verbal comments about an individual's body; and the display in the workplace of sexually suggestive objects or pictures.
3. Employees who have complaints of discrimination and/or harassment must report such conduct to the Senior Pastor, or designated administrator, or to any member of the Pastoral Staff with whom the employee feels comfortable. Employees who observe harassment must also report such conduct to a member of the Pastoral Staff, the Senior Pastor, or designated administrator. The Church will investigate the matter. If the investigation confirms the allegations, appropriate corrective action will be taken. All employees are expected to cooperate with the investigation. Failure to do so may lead to discipline, including separation of employment. Information provided by individual employees in the course of an investigation will be treated as confidential and only be provided to those who have a need for the information or when it is required in the course of investigating the complaint. Providing false information during the course of an investigation is grounds for discipline, including separation of employment. Retaliation is prohibited for raising complaints or concerns.

B. Definition of Sexual Harassment

Sexual harassment is defined as any unwelcome sexual advance or other

unwelcome verbal or physical conduct of a sexual nature when (1) a reasonable individual would believe that his/her response to the conduct will affect his/her employment or advancement, or (2) the conduct creates an intimidating or hostile environment for work. Sexual harassment can be verbal, visual, physical, or communicated in writing or electronically. Although sexual harassment may violate state or federal law, the Church may consider some conduct to be sexual harassment whether or not it rises to the level of illegal sex discrimination. Employees must report sexual harassment to a member of the Pastoral Staff, the Senior Pastor, or designated administrator. Retaliation is prohibited for raising complaints or concerns. Any person to whom a complaint of sexual harassment is reported must immediately notify the Senior Pastor or the designated administrator.

Any employee who feels that he or she has been harassed by any supervisor/manager, co-worker, vendor, or any other person in the workplace must immediately report the alleged harassment to the Senior Pastor, or the designated administrator. All supervisors who become aware of harassment or receive a complaint of harassment must immediately notify the designated administrator.

If the complaint is substantiated, corrective action appropriate to the circumstances will be taken. All complaints and all information given during an investigation will be treated as confidentially as possible, subject to the need to conduct a fair investigation, and to inform those individuals who will be involved in any corrective action.

Under no circumstances will any person who in good faith makes a complaint of harassment, or assists in its investigation, be subject to any form of retribution or retaliation. Any employee experiencing retaliation must report the situation to the Senior Pastor, designated administrator, or any member of the Pastoral Staff. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to corrective action.

### C. Examples of Sexual Harassment

- requests for sexual favors;
- hugging, touching, patting or brushing another's body in a sexually suggestive manner;
- inappropriate whistling or staring;
- veiled suggestions of sexual activities;
- requests for private meetings outside of work or business hours for other than legitimate purposes;
- the use of sexual jokes, stories, or images;
- remarks about a person's body or sexual relationships, activities or experience.

### 9.05 Alcohol and Illegal Substances-Free Workplace

It is the policy of the Church to operate and maintain an environment free of alcohol and illegal substances.

In keeping with the Church's concern for the health and safety of its employees, and legal guidelines, the Church has instituted this Alcohol and Illegal Substance-Free Workplace policy. The Church is committed to maintaining a safe workplace, free from the influence of drugs, and complies with drug-free workplace laws and workplace safety laws. The back of these personnel policies contains an acknowledgment regarding this policy that the employee must sign, date and return to the designated administrator. The Church has the ultimate discretion as to whether this policy has been violated and good judgment, ethics, and/or safety will be key factors (not exhaustive factors) for decisions related to violations, so employees should avoid technical or loophole interpretations or excuses that are

not acceptable.

A. Prohibitions

This policy prohibits employees from engaging in any of the following activities:

1. Use or Possession at Work. The use of alcoholic beverages or the use or possession of illegal drugs, or the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, while on church property, on the job, performing church business or in a church vehicle at any time, is prohibited.
2. Intoxication/Impairment. Appearing for work or performing any job duties or Church business while intoxicated or impaired by alcohol or drugs is prohibited.
3. Illegal Drugs. The possession or use of illegal drugs is prohibited at all times.
4. Legal Drugs. The use of legal drugs (over-the-counter or prescription medications) in accordance with federal law is not prohibited. Abuse of legal drugs shall be considered to be the same as use of illegal drugs under this policy. If use of legal drugs in accordance with doctor's orders and/or manufacturer's recommendations may impair the employee's ability to safely and effectively perform his or her job, the employee must so notify the designated administrator in advance, so that any necessary arrangements can be made to ensure safety and productivity.
5. Job Applicants. The Church reserves the right to not offer employment to any job applicant based on actual or suspected violations of a drug free workplace or any other lawful reason, including but not limited to, safety concerns.
6. Refusal to Sign. Refusal to sign a statement to abide by this policy.

B. Testing

1. The Church may require any employee or job applicant to submit to a blood, breath, urine test, or any other lawful test, for drugs or alcohol.

Follow-Up Testing. The Church may require a current employee to undergo testing during or following completion of rehabilitation, without prior notice that such a test will be conducted.

2. Reasonable Suspicion. The Church may require any employee to be tested for the presence of drugs or alcohol based on reasonable suspicion. This determination of a reasonable suspicion may be based on a variety of factors, including but not limited to, the non-exhaustive factors set forth below:

a. Observation, or reports from co-workers or others.

b. Possession of drugs or alcohol on the premises, or use of drugs or alcohol at work, prior to work, on break, or while “on the clock.”

c. Behavior, speech or other physical signs indicating impairment or use.

d. Abnormal conduct, erratic behavior, job performance concerns such as attendance, punctuality, mistakes, or other employment related concerns

e. Unexplained accidents, on the job injuries, or property damage.

f. A combination of some of the above factors and/or any other factor(s) in the sole discretion of management.

The Church’s determination of whether reasonable suspicion exists shall be discretionary and shall be final. Nothing contained in this policy shall be deemed to require the Church to request an alcohol or drug test in any circumstance; the decision of whether or not to require a drug or alcohol test shall be left to the Church’s sole discretion in each case.

C. Authorized Use of Prescription Medicine

An employee properly utilizing a prescribed or over-the-counter medication may need to provide information related to such use prior to and/or after the testing to ensure accurate drug testing results and/or



explanation for drug testing results.

9.06 Tobacco and Vaping-Free Workplace

No use of tobacco or vaping shall be permitted on church property.

#### 9.07 Parking

Parking space is limited on church property and spaces must be left open for the membership and vendors. Parking for specified employees is provided.

#### 9.08 Church Operational Procedures

When appropriate, the Senior Pastor, or the designated administrator will develop operational procedures to guide and direct the implementation of the written Personnel Policies and the written Financial Policies of the Church.

#### 9.09 Dress Code

Church employees must maintain the appearance of a professional work environment. The Senior Pastor, or designated administrator, may approve any deviation if determined that such deviation furthers the ministry of the Church. The Senior Pastor, or the designated administrator, will determine if attire is improper on a case-by-case basis. If an employee's clothing is considered inappropriate, the Senior Pastor, or the designated administrator, will discuss the attire with the employee and have the situation corrected.

#### 9.10 Disability Accommodation

The Church is committed to complying fully with the Americans with Disabilities Act (the "ADA") and any other applicable laws related to disabilities. The Church is also committed to ensuring equal opportunity for qualified persons with disabilities, whether they are an applicant or an employee. ~~(See the "Equal Employment Opportunity" policy below.)~~

When asked, the Church will make job applications available in alternative, accessible formats. It will also give assistance in completing the application. The Church only makes pre-employment inquiries regarding an applicant's ability to perform the duties of the job. Additionally, after an employee is hired, the Church will make reasonable accommodations for qualified individuals with known disabilities who can otherwise perform the essential functions of their jobs (unless making the accommodation would result in undue hardship for the Church). If employees who require such an accommodation or have any questions concerning this policy, the employee must contact the Senior Pastor, or designated administrator.

#### 9.11 Immigration Law Compliance

When hired, employees will be asked to provide original documents verifying their right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If an employee at any time cannot verify his/her right to work in the United States, the Church may be required to terminate his/her employment and take such other action as required by law.

**EMPLOYEE PERSONNEL POLICIES**  
**Revised and Approved by the Church: July 1, 2017**

**RECEIPT, ACKNOWLEDGMENT & CONSENT**

Please read the following statements, sign and date below, and return this form to the Church the designated administrator.

**Acknowledge and Receipt of Personnel Policies**

I have received and read a copy of the Church’s personnel policies. I understand that the policies and benefits described in it are subject to change at the sole discretion of the Church at any time and I accept such changes. I understand that these policies are not a contract of employment with the Church and are merely policies which govern employees of the Church.

**At-Will Employment**

I further understand that my employment is at-will, and that neither I, nor the Church, has entered into a contract regarding the duration of my employment. I am free to terminate my employment with the Church at any time, with or without reason. Likewise, the Church has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time for any reason, with or without advance notice, at the discretion of the Church. No employee of the Church can enter into an employment contract for a specified period of time or make any agreement contrary to this policy, except for a written agreement signed by the Senior Pastor and the Chairman of the Personnel Committee, which expressly states that the employment is not at-will.

**Monitoring Consent**

I understand that for the purposes of call quality, record keeping, and evaluation, my calls may be recorded and monitored. I understand that monitoring of calls is a condition of employment, and I authorize both the monitoring and recording of telephone conversations. I also understand that I have no, and expressly waive any, privacy rights regarding my use of the Church Computer Resources and I consent to Church monitoring my use of such resources.

**Consent to Use Name and/or Images**

I authorize the Church to use my name and/or images in its marketing materials or information, including such information to the public. I understand that I can opt out later by notifying the Church administrator in writing.

**Alcohol and Illegal Substance-Free Workplace and Tobacco and Vaping-Free Workplace Policy**

I have read and understand the requirements of the Church’s Alcohol and Illegal Substance-Free Workplace and Tobacco and Vaping-Free Workplace policies and agree, without reservation, to follow these policies, including providing the required samples for drug and alcohol testing as may be requested.

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Signature of Employee

Date