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**PERSONNEL POLICIES AND  
PROCEDURES**

for

**First Baptist Church  
Goose Creek**

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## WELCOME!

Welcome to the staff of First Baptist Church, Goose Creek, SC. We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of the church, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's Mission Statement and Statement of Faith.

## INTRODUCTORY STATEMENT

The personnel Policies and Procedures handbook applies to all employees and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor, or the Personnel Committee, if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with notice, as it deems necessary or appropriate.

If there is a conflict between the provisions, benefits, and policies in this employee handbook and those set forth in the terms of a [staff member](#), the terms of the manual shall prevail.

## MISSION STATEMENT

The mission of First Baptist Church Goose Creek is to fulfill the Great Commission, given to us by our Lord, Jesus Christ, in Matthew 28: 19-20; to spread the gospel by witnessing, baptizing, teaching and developing disciples.

## STATEMENT OF FAITH

The members of First Baptist Church, Goose Creek believe that the Holy Bible is the inspired Word of God, that Jesus Christ is the Son of God, who died on the cross to save us from our sins, was raised from the dead the third day, ascended up to Heaven, and will return again one day to claim His own. As His children, we have eternal life with Him in Heaven.

## SECTION I: Employment

### 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 cause and/or 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, [the Personnel Committee, the Deacon Council and approved by the church](#). This at-will relationship is governed by Article IV of the Church Constitution and By-Laws.

This employment at will relationship may not be modified by any oral or implied agreement.

### 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.

We expect all employees to show respect and sensitivity toward all other employees, church members and the public, and to demonstrate a commitment to the church's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor or the Personnel Committee.

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

### 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.

As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

## EMPLOYMENT OF MINORS

If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency, before you will be allowed to work in those positions requiring such documentation.

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

## EMPLOYMENT OF RELATIVES

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees will not normally be permitted to work in the same department or under the direct supervision of each other because of employee morale, security, or other legitimate business reasons. In addition, the church may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

## EMPLOYMENT OF CHURCH MEMBERS

All reasonable attempts will be made to employ persons other than members of First Baptist Church Goose Creek in order to reduce potential conflicts of interest.

## SECTION II: Benefits

### VACATION

Accrual of paid vacation is applicable to full and part-time ministerial employees as follows:

Part-time ministerial employees (20 hour work week)

During 1 year =12 days =48 hours  
After 3 through 10 years =18 days =72 hours  
After 10 years or more =23 days =92 hours

Full time ministerial employees (40 hour work week)

During 1 year =12 days =96 hours  
After 3 through 10 years =18 days =144 hours  
After 10 years or more = 23 days =184 hours

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Accrual of paid vacation is applicable to full and part-time non- ministerial employees as follows:

Part-time non-ministerial employees (20 hour work week)

During 1 year = 6 days = 24 hours  
After 3 through 10 years =12 days = 48 hours  
After 10 years or more =17 days = 84 hours

Full time non-ministerial employees (40 hour work week)

During 1 year = 6 days = 48 hours  
After 3 through 10 years = 12 days = 96  
After 10 years or more = 17 days = 136 hours

All requests for vacation time off must be made in writing and should be submitted to the pastor and Personnel Committee 10 days in advance of requested date(s). The approved request must be submitted to the Personnel Committee the following day. The pastor or supervisor should send a memo to the Chairperson of the Personnel Committee regarding the request being submitted. The pastor is to submit his leave requests to the Personnel Committee for approval ten days in advance. The Personnel Committee will review and deduct time requested to assure that time is available and there are no conflicts. If for any reason, a leave request is not approved, the employee will be notified immediately via phone, e-mail, or written form stating why the leave has been denied. For any leave requested by ministerial staff or others who directly impact the church services, that individual is responsible for finding a qualified person to fulfill that position during his/her absence with approval of the Deacon Council. The individual fulfilling the need will receive compensation based on the position filled and approved substitution pay made by the stewardship committee.

Vacation requests will be approved on a first come, first served basis, and only if the time off will not interfere with the normal business operations of the church.

Employees are encouraged to use all vacation time during the 12 month period after it has been earned. However, all employees will be allowed to carry over up to fourteen days of vacation into the next leave year.

Full time employees and part-time employees (ministerial or non-ministerial) who are terminated for any reason will receive prorated vacation pay at their then current rate of pay.

Employees of FBCGC that are paid on a "per worship service" basis will be allowed two paid absences per year after the first year of service and four paid absences per year after the third year of service.

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## HOLIDAY PAY

Full and regular part-time employees will be eligible to receive holiday pay, in addition to hours worked, on the following holidays:

New Year's Day	(January)	1
Good Friday	(April)	1
Memorial Day	(May)	1
Independence Day	(July)	1
Labor Day	(September)	1
Thanksgiving Day and Friday after	(November)	2
Christmas Eve and Christmas Day	(December)	<u>2</u>
	Total Paid Holidays	9

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the church for observance.
2. To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday.
3. Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay.
4. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
5. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
6. Holiday pay will not count as hours worked for the calculation of overtime.
7. Part-time employees are eligible for holiday pay only when the holiday falls on a regularly scheduled workday.



## LEAVES OF ABSENCE

The church makes leaves of absence available to employees as follows:

Personal Leave - a leave of absence for a compelling personal reason that is not medically related.

Employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of four weeks. Written requests must state the reason for the leave, as well as the beginning and ending dates.

Requests for personal leaves will be granted at the sole discretion of the Personnel Committee, based on the facts and circumstances surrounding each individual request.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification.

Pregnancy Leave - a leave of absence for a disability related to an employee's pregnancy, childbirth, or related medical condition.

Employees may submit a written request for a pregnancy leave of absence, without pay, or the length of any pregnancy related disability, up to a maximum of twelve weeks.

Requests for pregnancy leave will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Employees on pregnancy leave who desire to return to work immediately following the end of an approved leave will be allowed to return to work with a physician's written release verifying that they are able to safely perform their duties.

Medical Leave - a leave of absence for an employee's non-occupational illness or disability, other than pregnancy, childbirth, or related medical condition.

Employees who have completed at least one year of continuous service may submit a written request for a medical leave of absence, without pay, or the length of any disability up to a maximum of twelve weeks.

Requests for medical leave will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

At any time during a medical leave of absence, an employee may be asked to provide medical evidence of disability.

Although the church is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to their former job classification.

Jury Duty - a leave of absence to serve on jury duty.

Employees who are called to serve on jury duty will be paid the difference between their regular pay and all monies paid to them by the court, for a maximum of five working days.

Employees who are required to serve for more than five working days may take time off, without pay, for the balance of the time.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the church. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the church.

Study Leave - a leave of absence for personal growth and professional advancement.

Ministerial employees who have completed at least one year of continuous service will be eligible for up to ten days of study leave, with pay, during each church calendar year, with the favorable endorsement by the Pastor and approval by the Personnel Committee.

Non-ministerial employees who have completed at least one year of continuous service will be eligible for up to five days of study leave, with pay, during each church calendar year, with the favorable endorsement by the Pastor and approval by the Personnel Committee.

Written requests for study leave must be submitted at least thirty days in advance.

Military Leave - a leave of absence for required military service.

The church complies with applicable state and federal law concerning leaves for military service. If the military pay and allowances received is less than the employee's normal church salary, the employee will be paid the difference in church salary.

Workers' Compensation Leave - a leave of absence for a work-related illness or injury.

The church complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees on leave because of work-related illness or injury will be reviewed on an individual basis by the church.

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
2. Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days.
4. Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
5. Employees on leave of absence must communicate with the church on a regular basis, at least once every two weeks regarding their status and anticipated return to work date.
6. Employees on leave of absence who seek or accept other employment without the church's prior written approval will be subject to disciplinary action, up to and including possible termination.
7. Employees who falsify the reason for their leave of absence will be subject to disciplinary action, up to and including possible termination.
8. All leave of absence must be approved in advance, in writing, by the Personnel Committee.

## SICK PAY

All permanent full-time and part-time employees who have completed at least one year of continuous service will be eligible to earn up to six days of sick pay during each anniversary year. Sick pay benefits may be used in the case of personal illness or injury that is not work-related **for the employee or immediate family members**.

An employee's anniversary date corresponds to the month and day the employee was hired, subject to adjustment for the portion of any leave of absence in excess of 30 days.

Sick pay benefits may be accumulated up to a maximum of **30** days. Employees who accumulate the maximum benefit allowed will not earn additional sick pay benefits until their accumulated total has been reduced below the maximum. Thereafter, sick pay benefits will only be earned up to the maximum amount.

Unused sick pay benefits may not be used for personal time off or as additional vacation, and employees will not be paid for unused sick pay benefits upon termination of employment. In addition, sick pay will not be considered as hours worked for the calculation of overtime.

Employees who receive sick pay benefits **will** be asked to provide medical verification **after 5 consecutive working days**, and absences of more than 5 working days may be subject to the church's leave of absence policy.

## BEREAVEMENT PAY

All permanent full-time and part-time employees who have completed at least one year of continuous service will be eligible for up to three days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. Immediate family members for the purpose of this policy are defined as the employee's spouse, child, parent, brother or sister.

Employees who require more than three days away from work may request earned vacation time, or a personal leave of absence, subject to the provisions of the church's leave of absence policy.

Bereavement pay will not be considered as hours worked for the calculation of overtime.

## GROUP INSURANCE PLANS

Full-time permanent employees may be eligible for enrollment in a church approved group insurance plan (approval comes from the Stewardship Committee). Enrollment procedures are governed by the policy in force at the time of employment. All costs are borne by the employee. Ministerial staff insurance benefits will be in accordance with terms of their employment.

Employee contributions to the plans are paid by payroll deduction, which must be authorized in writing.

Detailed information about the plans will be made available at the time you become eligible for enrollment.

## WORKERS' COMPENSATION INSURANCE

All employees are automatically covered by Workers' Compensation Insurance at the time they are hired. The church pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- partial wage replacement for periods of disability
- medical care, including medicine, hospital, doctor, x-rays
- crutches, etc.; rehabilitation services, if necessary.

It is mandatory that you report any work-related injury or illness to your supervisor, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

## EDUCATIONAL ASSISTANCE AND PROFESSIONAL MEMBERSHIPS

Where it can be demonstrated that the church will benefit from an employee's participation in an educational program or professional organization, the related expenses may be paid by the church. Contingent upon funds available, requests for payment of expenses related to educational programs and professional organizations must be approved in advance by the Pastor and Personnel Committee.

## SECTION III: Personnel Status

### TARDINESS AND SICK/EMERGENCY ABSENCES

It is important that employees work their assigned schedules as consistently as possible. However, the church understands that because of illness or emergency you may be unable to come to work.

If you are unable to report to work for any reason, you must contact your supervisor or the church office. It is your responsibility to keep the church office informed on a daily basis during a short-term absence. [Fill out the required leave request form on the first day back to work. Provide medical verification if 5 consecutive working days have been missed.](#)

Nonexempt employees are expected to be at their workstation ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. Except in an emergency, nonexempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

A tardy or absence is considered "excused" only when you call ahead of time and the tardy or absence is for a compelling reason. The Personnel Committee reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and failing to call in according to church policy, will be considered "un-excused".

The church considers "un-excused" tardiness and absence to be a serious problem. However, employees who are tardy or absent excessively or show a consistent pattern of absence, whether "excused" or "un-excused" will be subject to disciplinary action, up to and including possible termination.

If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily quit.

### TERMINATION

Voluntary Termination - a voluntary termination is a termination that is initiated by the employee. The employee will provide at least two weeks written notice before you leave your job. Written notice should include your reason for leaving, as well as the name and

address of your new employer, if applicable. If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily quit.

Involuntary Termination - an involuntary termination is a termination that is initiated by the church for reasons other than changing business conditions.

Layoff - a layoff is a termination of employment that results from changing business conditions, which necessitate a reduction in staff. Whenever the church determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability. **Employees will be provided at least two-week notice before any position termination.**

## PERSONNEL RECORDS

It is important that the church always have current information about you. Please let us know immediately if you change your name, address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

Upon request, you will be allowed to review any personnel records that have been used to determine your qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to your supervisor for more information.

## PROMOTION AND TRANSFER

It is the church's intent to give qualified employees preference over others when filling job openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

An employee's past performance, experience, attitude, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions.

## SECTION IV: Compensation

### EMPLOYEE CLASSIFICATIONS

The church classifies employee's different ways, as follows:

Full Time Employee - considered to be a full-time employee if your average hours of work each workweek are at least 40 hours or more.

Part Time Employee - considered to be a part-time employee if your average hours of work each workweek are less than 40 hours.

Nonexempt Employee - nonexempt employees are eligible to receive overtime pay, if applicable, in accordance with the provisions of state and federal law.

Exempt Employee - exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay.

### PAYDAY

Employees will normally be paid bi-monthly. **Payments of salary will be distributed on a Thursday, or the closest working day.** This represents 24 pay periods in a year.

### WAGE AND SALARY REVIEWS

Employees are generally reviewed at least annually for consideration of a merit increase. A wage or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance.

### PAYROLL DEDUCTIONS

You are probably familiar with the various payroll deductions that are required by law, such as federal income tax, state income tax, state disability insurance, and social security taxes. Any other deductions from your paycheck must be authorized by you, in writing.



If you have any questions about your deductions, please talk to your supervisor and the Financial Secretary. The church complies with applicable state and federal laws regarding the garnishment and assignment of wages. An itemized statement of your deductions will be provided upon request.

## OVERTIME

You may not work overtime unless it has been approved in advance by a supervisor. Employees who work overtime that has not been authorized in advance by a supervisor may be subject to disciplinary action, up to and including possible termination.

Some employees may be exempt from the overtime provisions of state and federal law.

## COMPENSATORY TIME

Compensatory time (CT) is authorized time away from work without charge to annual or sick leave and without a deduction of pay. CT may be approved for an hourly wage employee for previously approved hours worked beyond their normally scheduled hours worked per pay period. Ministers are salaried employees and are not eligible for the earning of CT. Other employees who are designated salaried employees will not be eligible for CT. **Flextime is available for salaried employees only. Time changes should be communicated to the supervisor or Personnel Committee chair. To be used within 8 weeks from approval date.**

CT is not authorized so that employees can accomplish their routine assignments. Routine work is expected to be completed within the hours provided for the position. Special projects or unplanned work will normally be the basis for the granting of CT. Since approved CT earned will be taken during an employee's normal work schedule, it should be granted only in critical situations so not to have a negative impact on regular work assignments.

The Pastor is authorized to approve written requests for CT of hourly employees. If the Pastor determines that inadequate justification is provided or that the work can be accomplished during normally scheduled hours, the request will be disapproved. Employees may voluntarily donate time beyond their normal workday in special ministry on behalf of the church without expectation of compensation or CT.

Requests for CT must be submitted to the Pastor via the employee's immediate supervisor prior to the performance of work beyond normal hours. Requests for CT submitted after the fact will not be approved except in extreme circumstances.

The Staff Leave Record Form and Request for Leave Form will provide for the recording of approved CT Earned/Used and the requesting/approval of CT.

Accumulated CT earned should not exceed more hours than the employee's normally works in a one-week period.

CT must be used within eight (8) weeks from the approval date. Any unused CT will be forfeited at the beginning of the next leave year.

## SECTION V: Training and Development

### PERSONNEL MEMO

The personnel memo is a tool to help the church communicate more effectively with employees. It may be used to compliment special effort or results, or to advise, warn, or otherwise discipline an employee for performance or conduct that is not acceptable. If you receive a personnel memo about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, to avoid the need for further disciplinary action.

### PERFORMANCE EVALUATIONS

New hires will have a three-month evaluation with the committee to determine potential areas that need to be addressed which include, but are not limited to, performance standards, resources, etcetera.

Employees will generally receive a written performance evaluation after approximately 90 days of service, six months, and approximately every year thereafter. The purpose of the performance evaluation is to let you know how well you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

With exception of the Pastor's evaluation, the employee's immediate supervisor and a member of the Personnel Committee is responsible for completing performance evaluations. Evaluations should be approved by the Personnel Committee prior to sharing with the employee. The Pastor's performance evaluation will be conducted by the Personnel Committee. Original (signed) copies of performance evaluations will be kept in the employee's personnel file. A copy will be provided to the employee.

You will have the opportunity to discuss your performance evaluation with your supervisor and the Personnel committee. This is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify, or amend the at-will employment relationship between you and the church. An employee may request a performance review in writing not more than once per quarter.

## POSITION DESCRIPTIONS

Employees are given a Job Description Form before they start to work. A position description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your position description carefully and discuss it with your supervisor if you have any questions.

The church reserves the right to revise and update your position description from time to time, as it deems necessary and appropriate. Employees will be notified in writing of any changes to position descriptions. Employees will be required to review and sign a new/revised Job Description Form.

## SECTION VI: General Information

### WORK RULES AND PERFORMANCE STANDARDS

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 advance notice.

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

Job Performance - employees may be disciplined, up to and including possible termination, for poor job performance, as determined by the church. Some examples of poor job performance are as follows:

- below average work quality or quantity.
- poor attitude, including rudeness, or lack of cooperation.
- excessive absenteeism (without approval by the Personnel Committee).  
tardiness, or abuse of breaks and meal privileges.
- failure to follow instructions or church policies and procedures.

Misconduct - employees may also be disciplined, up to and including possible termination, for misconduct. Some examples of misconduct are as follows:

- insubordination
- abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others
- falsifying or making a material omission of church records, reports, or other documents including payroll, personnel, and employment records
- disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon (not authorized by the church).
- violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment.
- violation of the church's alcohol, drugs, and controlled substances policy
- inappropriate material, postings, sharing's on any form of social media that does not reflect a Christian lifestyle including pictures and dialogue. Any form of pornography or sexual in nature with respect to others including children will result in immediate termination and/or criminal charges.
- marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record.

## HARASSMENT

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment.
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee or
- the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If you believe that you are being, or have been, harassed in any way, please report the facts of the incident or incidents to your supervisor or the Personnel Committee immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

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

### ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on church property, during church events off property, or in church vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of the church is prohibited. “Under the influence” for the purpose of this policy, 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 well being of the affected employee, other co-workers, the public, or church property.

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

### OUTSIDE ACTIVITIES

Full Time (non-exempt, hourly) employees are prohibited from engaging in employment outside their position at FBCGC without the prior written approval of the Personnel Committee.

In addition, all employees are prohibited from engaging in employment, private business, or other activity, which may have an adverse effect on, or create a conflict of interest with, the church.

### PERSONAL APPEARANCE

Your appearance reflects not only on you as an individual, but on the church as well. We expect you to take pride in your appearance and wear what is consistent with the job function and location, when representing the church.

## LOST AND FOUND

Employees should not bring large sums of money, jewelry, or other valuables to work. The church will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

## ACCESS TO CHURCH PROPERTY

It is important that the church **staff** have access to church property, as well as other records, documents, and files. Information critical to the operation of the church should be maintained in a central file to reduce the need to access personal work areas. Financial, personnel, and counseling records are confidential and should be clearly marked to prevent access by unauthorized personnel. Documentation will be provided to the Pastor and the Personnel Committee when office areas and information is accessed or requested by individuals other than normally assigned personnel. A supervisor, minister or other witness should be present when an employee's work area is accessed.

## BUSINESS EXPENSE REPORTING

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to the church. Employees are **required** to submit these reports within two weeks to ensure proper accounting and prompt reimbursement.

## USE OF CHURCH TELEPHONES

From time to time, it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

If a phone allowance is provided for cellular service, all charges/changes are the responsibility of the user.

Employees who violate this policy may be subject to disciplinary action, loss of phone privileges, up to and including possible termination.

## EMPLOYEE PARKING

Employee's park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

## CHURCH BULLETIN BOARDS

Posted information on church bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about church policy and procedures. You are responsible for checking church bulletin boards on a regular basis and for reading all posted materials.

## FORMS

Forms for you to use regarding leave and other legalities are found in the church office, by requesting electronic versions, and on the church website.

### EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the church's personnel policies and procedures handbook. 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, become familiar with, and comply with the standards that have been established. I further understand that the church reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with notice, as it deems necessary or appropriate.

I also acknowledge that both the church and I have the right to terminate the employment relationship at any time, **with cause or advance notice**, and that this employment at will relationship will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by me and the Personnel Committee representative of the church.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

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Employee's Name (please print)

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Employee's Signature

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Date