

# Employee Handbook

## GENERAL INFORMATION

### Introduction

Welcome to the staff of Sandy Ridge Baptist Church. You are important to the overall mission of the Church and we look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to the team 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. You are expected to abide by all of the moral and religious teachings and beliefs of Sandy Ridge Baptist Church and not to engage in any personal conduct or life-style, which would be a variance with or contrary to the policies of the Church.

The purpose of this Employee Handbook is to provide guidelines and summary information about the Church's personnel policies, procedures, benefits, and expected conduct, which apply to all employees. It is further intended that this Handbook serve as a guide for Sandy Ridge Baptist Church employees in their routine work activities and relationships. Therefore, 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 if you have any questions or need additional information.

Employment is with the mutual consent of you and the Church (employed at-will). Consequently, both you and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. The employment at-will relationship will remain in effect throughout the ministers' and non-ministers' employment with Sandy Ridge Baptist Church and may not be modified by any form of oral or implied agreement. No church leader, supervisor or Church representative has the authority to alter this relationship, and each employee should never interpret such a person's remarks as a guarantee of continued employment. All terms and conditions expressed in this Employee Handbook are for informational purposes only, and are not to be understood or construed to constitute contractual terms and conditions of employment. The Church reserves the right to modify this Employee Handbook at any time and may modify, supplement, rescind, or

revise any policy, benefit, or provision at any time, with or without notice, as it deems necessary or appropriate.

### **Authority and Administration of the Policy**

The policies contained in this Handbook have been approved by the Personnel Committee/Team and carry the full authority of Sandy Ridge Baptist Church. They shall be followed by all staff members in all situations. Any variations from these policies must be approved by the Senior Pastor and/or Personnel Team.

Any questions regarding the carrying out of these policies shall be referred to the Senior Pastor. The policy interpretation of the Senior Pastor in consultation with the Personnel Team shall be considered final.

### **Call to Commitment**

Your job is important. It is important not only to you, but also to your fellow team members who are responsible for the coordination of work at Sandy Ridge Baptist Church. Your job is important also to the Church body and its ministry.

We want this to be a pleasant work experience for you. You are part of our ministry of music, education, worship, administration, counseling, and soul winning. You are encouraged to be active in Church membership and growing in your Christian spiritual life.

You, as an employee, are responsible for performing your job in the best and most efficient manner. Our staff works as a team and the results depend on the combined efforts of all employees.

### **Statement of Faith**

We believe the Bible to be the only infallible, authoritative Word of God.

We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.

We believe that for the salvation of lost and sinful man, regeneration by the

Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **Classification of Terms**

Church – The term “Church” refers especially to Sandy Ridge Baptist Church.

Pastor – Considered Senior Pastor.

Immediate Family – Refers to spouse, child, grandchild, parent, brother, sister, brother-in-law, sister-in-law, parent-in-law, grandparent and grandparent-in-law.

## **EMPLOYMENT POLICIES**

### **Equal Opportunity**

Sandy Ridge Baptist Church’s employment policy is to provide equal employment opportunity for all qualified employees and applicants without regard to race, color, sex, age, disability or national origin.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the Church’s equal opportunity objectives. If a violation of this policy is observed, employees should report it immediately to their supervisor. Violation of this policy may result in disciplinary action, up to and including possible termination.

### **Definitions of Employment Status**

- **Regular Full-Time** – Full-time employees are regularly scheduled to work 32 hours or more per week. Only full-time employees are entitled to medical benefits offered by the Church, as outlined in the Benefits Section. Paid time off used in a work week does not qualify as hours “worked” in the calculation of overtime pay. Examples of paid time off include: vacation, holidays, sick leave, etc.

- **Temporary Full-Time** – There are occasions when the work of a specific job requires full-time for a period of limited duration. As an example, a person who works in an interim position, while a regular employee is sought, may be classified in this category.
- **Regular Part-Time** – These employees are classified as regular, because they work a consistent schedule each week, but are regularly scheduled to work less than 31 hours per week.
- **Temporary Part-Time** – Extra employees may be used when a temporary job assignment needs completing. Temporary part-time employees regularly work less than 31 hours per week and for a period of limited duration. These employees are often used on an "as needed basis".
- **Exempt Employees** – Exempt employees are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay. Exempt employees are usually paid on a salary basis, and it is generally accepted that exempt employees may work in excess of forty (40) hours per week. In circumstances where excessive overtime is being worked, these employees at the supervisors discretion, may be granted time off at a later date.

## **Classification of Staff**

The Staff are classified in the following categories:

- **Senior Staff** is comprised of the Senior Pastor and staff members appointed by the Senior Pastor.
- **Ministerial Staff** serve in capacities where they oversee one or more of the primary ministry emphases of Sandy Ridge Baptist Church (i.e. Outreach/Evangelism, Education and Worship).
- **Professional/Administrative Staff** consists of those employees who serve in key administrative, supervisory and/or specialized positions.
- **Support Staff** consists of the following categories:
  - Office Support Staff consists of those staff members who serve as secretaries, bookkeepers, and clerical workers and maintain the support

functions of the administration, education, music, pastoral, and media ministries of the Church.

- Music Support Staff consists of those staff members who serve as pianists, organists and other paid musicians of the Church.
- Custodial/Maintenance Support Staff consists of those staff members who serve in the custodial upkeep and the maintenance of the facilities and grounds.
- Child care Support Staff consists of those staff members who serve in providing child care to the various ministries and programs of the Church.
- Intern Support Staff consists of those staff members who are serving in an internship program of Sandy Ridge Baptist Church, for the purpose of providing training, education and practical experience for a limited duration.

It is the intent of Sandy Ridge Baptist Church to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time, and the Church's employment "at-will" policy remains in effect at all times.

### **Employment of Minors**

No one under eighteen (18) years of age will be employed.

### **Employment of relatives**

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be given preferential treatment in employment matters. However, related employees and employees who may be involved in a romantic relationship with each other may not be permitted to work in the same department and will not be 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.

### **Introductory Period for New Employees**

The first ninety (90) days of employment are known as the introductory period of employment for a new employee. During this time, the employee has an opportunity to evaluate the Church as a place to serve, and the employee's

supervisor has an opportunity to evaluate the employee's work ethic, attendance, their ability to carry out job duties and the ability to follow the Church's policies/procedures and defined requirements.

During this period, the employee's supervisor will meet with the employee to discuss their progress. At the end of the ninety (90) day introductory period, the supervisor will evaluate the employee's performance. Upon satisfactory completion of the introductory period, the employee will become a regular employee. All staff members, regardless of classification, status or length of service, are expected to meet and maintain Church standards for job performance and behavior.

### **Personnel Records**

Official personnel files are the property of Sandy Ridge Baptist Church, and are kept confidential. The only people allowed access to an employment file are the employee's direct supervisor, employees assigned personnel file responsibility, payroll personnel, or other individual(s) with a legitimate reason as authorized by the Senior Pastor.

Employees may request to view their personnel file. The employee's supervisor will determine a specific time and place where both may view the contents of the file. Employees may not review letters of reference or information solicited prior to employment.

Personnel records may not be photocopied or have any portion removed. An employee may submit any written supplement they feel appropriate for the file.

Usually, the only time information is released to anyone outside of the Church is when the following apply:

- The Church will verify that an employee is (or was) an employee of Sandy Ridge Baptist Church and their length of service, by telephone, if the caller is properly identified and it is reasonable to assume that he/she has a legitimate need for this information.
- The Church will provide information concerning, length of employment, salary history, etc., to qualified lending institutions only if the request is in writing and accompanied by a signed statement from the employee authorizing the release of such information. Employees will be notified of the release of such information.

- The Church will provide whatever information is required by law, when requested by government agencies or the courts.

## **Change of Personal Information**

We must, at all times, have complete and accurate records of your personal information. Therefore, whenever a change occurs in any of the following items, please notify your supervisor immediately:

- Address
- Telephone number (listed or unlisted)
- Marital Status
- Change of name
- Persons to notify in case of emergency
- Exemptions for withholding tax

Your payroll and personnel records are used for many purposes; therefore, it is very important that you keep them up to date.

## **Absenteeism or Tardiness/Leave Early**

Each employee is expected to be regular and punctual in his or her attendance. Failure to maintain consistent daily attendance causes inefficient operations. However, SRBC understands that because of illness or emergency, you may be unable to come to work from time to time.

If you are unable to report to work for any reason, you must contact your supervisor. It is your responsibility to keep the Church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

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 meal period. Except in cases of emergency, 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 “unexcused”.

The Church considers “unexcused” tardiness and absence to be a serious problem. Therefore, employees who are tardy or absent excessively or show a consistent pattern of absence, whether “excused” or “unexcused”, will be subject to disciplinary action up to and including possible termination of employment.

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

### **Your Job Description**

Job descriptions are used to aid in staffing, wage and salary administration and training. They also aid employees and supervisors in communicating job responsibilities. However, job descriptions can be expected to change over time.

From time to time, employees are expected to perform duties and handle responsibilities that are not part of their normal job. If, over time, the new duties and responsibilities remain a significant part of the assignment, the job description may be changed.

### **Performance Appraisals**

New employees will receive a performance appraisal from their supervisor on or near three (3) months of employment. Each employee, who was hired by January 1 of the current year, will receive an informal, six-month progress review. The supervisor will review the employee’s strengths and also point out ways to improve their performance. Thereafter, the employee’s performance will be formally evaluated on an annual basis.

### **Promotions**

It is the Church’s intent to give qualified employees preference over outside applicants 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 decisions.

Employees may prepare themselves for possible consideration for advancement by:

- Working efficiently and intelligently in their present job.
- Displaying a good attitude.
- Being a considerate and cooperative co-worker.
- Being punctual in attendance and conscientious in work performance.
- Taking special courses that prepare for advancement.

When an opening occurs that interests an employee, the employee should advise their supervisor of their interest. The request will be routed through the Personnel Team, and the employee may be referred to the appropriate supervisor for a personal interview.

### **Resignation/Exit Interview**

If you decide to leave the Church's employment, please notify your supervisor in writing of your intentions as soon as possible.

It is requested that you give at least two weeks notice. Failure to do so will result in your forfeiting earned, but unused, vacation pay.

Unused sick pay and personal days are awarded in kind only and is therefore not payable upon termination of employment.

Your supervisor may conduct an exit interview. All Church property must be returned; i.e., uniforms, keys, credit cards, etc. Upon return of these items, arrangements will be made to issue your final paycheck and/or any vacation pay that is due.

## **WAGE/SALARY POLICIES**

### **General Policy**

Your salary is based on several factors including education, work experience and responsibilities of the position.

Each employee has an opportunity to increase his or her salary by merit increases or promotions. Job descriptions are evaluated annually and salary increases are based primarily on performance. The Personnel Team reviews and approves staff recommendations for salary adjustments. An additional merit increase may be awarded for outstanding job performance (subject to budget/finance committee recommendation and church approval).

### **Overtime/Overtime Pay**

Hourly employees are eligible to receive overtime compensation at the rate of one and one-half (1.5) times their regular rate of pay for hours worked in excess of forty (40) hours each work week in accordance with applicable State and Federal fair-employment laws and regulations.

When given practical advance notice, employees will be expected to work overtime when the job requires it. Failure to work overtime for a less than practical reason is cause for disciplinary action up to and including possible termination.

### **Time Away from Work**

Employees who are away from their work during a scheduled work day are required to obtain approval from, and keep their supervisor informed by phone or e-mail.

### **Payroll Deductions**

Various payroll deductions are made each pay period to comply with Federal and State laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal Income Tax Withholding

- State Income Tax Withholding
- Social Security (FICA)
- Garnishments
- Other items designated by the employee
- Assignments (i.e., uniforms)

At the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) Form. This statement summarizes your income and deductions for the year. If you have any questions regarding these deductions, please contact payroll personnel.

### **Paydays**

All employees are paid weekly on Monday. In cases of a Monday holiday, employees are paid on the last working day before the holiday.

### **Time Cards**

Hourly employees must complete time cards and have them approved by their supervisor each week. When recording time worked, employees should round their time to the nearest quarter hour. Time cards must be turned in by Friday noon, for the preceding week.

## **EMPLOYEE BENEFITS**

### **General Provisions**

Sandy Ridge Baptist Church is committed to provide the best, equitable, and cost-effective benefits for its employees. Likewise, employees should recognize that the total cost to provide the benefit program described herein is a significant supplement to each employee's pay.

When employees work a regularly scheduled work week of less than full-time, no benefits are provided.

Benefit costs have risen sharply over the years, particularly in the area of insurance plans. These include such mandatory benefit plans as Worker's Compensation insurance and Social Security, whose rates are controlled by law rather than competitive insurance providers. Discretionary benefits are those selected and controlled by the Church based on such consideration as cost, operational efficiency, and desirability of benefit provision.

The Church reserves the right to add, eliminate, or in other ways modify any discretionary benefits described herein where and when it is deemed in the best interest of the Church to do so. Under most circumstances, there will be ample opportunity to provide employees with advance notice of such modifications, and to consider the effect of the decision.

### **Social Security**

Employees and the Church are required to contribute toward Federal Social Security benefits from the first day of employment unless, as an ordained minister, they have applied for and received government-approved exemption. The amount deducted from an employee's wages is considered a Social Security tax and is used, together with the Church's contribution, to fund benefits. Both the employee's and the Church's contribution rates are established by law and represent a percentage of earnings. Social Security provides four basic benefit provisions consisting of retirement income, disability income, death benefit, and retirement health care. Eligibility varies among the benefits, and entitlements are subject to individual circumstances. Information concerning these details is available at your nearest Social Security office.

### **Workers' Compensation Insurance**

Sandy Ridge Baptist Church pays 100% of the Workers' Compensation insurance premium that provides benefits to employees who experience injury or illness in connection with Church employment. Eligibility automatically begins on the first day of employment. Benefit entitlements are governed by State law. Benefits available to employees injured on the job consist of the following provisions:

- Replacement Income
- Temporary Disability

- Permanent Partial Disability
- Permanent Total Disability
- Medical expenses including doctor's visitation, treatment, surgery, Drugs and hospitalization

Compensation entitlement begins on the first full day of hospitalization or after the seventh day of absence due to the injury if the employee is not hospitalized. Prior to the seventh day of absence, employees may use accrued sick leave and/or earned vacation as paid time-off.

The timeliness of payments to injured employees depends upon the Church's ability to expedite the injury reports through our insurance claims representative. Therefore, when an employee is injured, the employee or supervisor must report the injury within twenty-four (24) hours, so that an injury report form can be filled out and submitted to the insurance company. No matter how minor the injury, it should be reported.

### **Unemployment Insurance**

The Church is exempt from mandatory participation in the State and Federal Unemployment Insurance program. Therefore, there are no unemployment insurance funds available through either the State or Federal program to former employees of the Church.

### **Medical & Dental Insurance**

The Church will pay 50% of the regular, hourly, full-time employee's insurance premium based on a non-tobacco user rate and a \$1000.00 deductible. Also, staff members may purchase coverage for their family by paying the additional premium amount. All regular, full-time employees are eligible for insurance benefits at date of hire.

### **Annual Vacation Leave**

Sandy Ridge Baptist Church employees will earn vacation each calendar year, based on their length of continuous service with the Church, as follows:

Ministers/Professional/Administrative Staff:

- After 6 months of continuous employment, the employee is entitled to 1 week of vacation to be used in the six months following.
- 2 weeks of vacation, including two (2) Sundays (if applicable) after twelve (12) months of continuous employment.
- 3 weeks of vacation, including three (3) Sundays (if applicable), after five (5) years of continuous employment.
- 4 weeks of vacation, including four (4) Sundays (if applicable), after ten (10) years of continuous employment.

#### Support Staff:

- After 6 months of continuous employment, the employee is entitled to 1 week of vacation to be used in the six months following.
- 2 weeks of vacation after twelve (12) months of continuous employment.

Requests for vacation time must be made in writing (which can include correspondence) and should be submitted to your supervisor at least thirty (30) days in advance (all other requests will be considered as exceptions in extenuating circumstances). Vacation time is not considered approved until your Supervisor agrees in writing (which can include correspondence).

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

Vacation time is not cumulative; if not taken by the end of the current calendar year, it will be forfeited.

Vacation pay is equivalent to the scheduled work day (no overtime) at the same time vacation is taken.

Upon leaving the employment of the Church, employees may be paid at their prevailing rate for earned but unused vacation time, provided they give two weeks prior written notice and are not being terminated by the Church.

Employees, who leave the employment of the Church, regardless of circumstance, without having completed twelve (12) months of continuous service, will forfeit vacation pay.

## **Holidays**

All regular full and part-time employees are eligible for authorized holidays at date of hire.

Holidays are observed as follows:

New Year's Day  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving  
Thanksgiving Friday  
Christmas Eve Day  
Christmas Day

Holidays are observed on the calendar day designated by the Church for observance. If holiday falls on a Saturday or Sunday, it will be observed on Monday.

To be eligible for holiday pay, employees must be available to work their last scheduled work day before the holiday and their first scheduled work day after the holiday. If the employee has been approved to take scheduled vacation or personal day the day before or after the holiday, they are still eligible for the holiday pay.

Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay. They will also be subject to disciplinary action.

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.

Employees may be required to work in lieu of a holiday. In this case, the employee will receive an alternate day off, within one week of the observed holiday.

Holiday pay will not count as hours worked for the calculation of overtime. Employees who are scheduled to work more than 8 hours a day, the rest of the week, will be paid 8 hours of pay for the holiday.

Employees are eligible for holiday pay only when the holiday falls on their regularly scheduled work day. Holiday pay is equivalent to the scheduled work day (does not include overtime) at the time of the observed holiday.

Employees who are on an official leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.

## **Personal Days**

Personal days are to be used for certain emergencies or other personal business that may arise throughout the year that must be handled during business hours, such as: doctor or bank appointments, inclement weather difficulties, etc. These days may or may not be used each year, depending on individual circumstances.

Paid personal days are granted to full-time employees, which is not classified as vacation time or sick leave. Qualified employees are eligible for personal days at date of hire.

- Full-time employees, who regularly work 32 hours or more per week, may take up to three (3) personal days per calendar year.

Personal days are not cumulative; if not used by the end of the calendar year, they are forfeited. Also, they will not be counted towards what may become "overtime."

## **Sick Leave**

Regular Sandy Ridge Baptist Church employees are eligible to earn paid time off when unable to work because of a temporary illness or injury that is not work-related. Employees are eligible for sick days at date of hire. Illness within



the immediate family, requiring the presence of the staff member, shall be treated as same as illness of the staff member.

Sick days accrue as follows:

- Employees, who regularly work 32 – 40 hours per week, will be eligible for five (5) paid sick days in a calendar year with pay.
- Employees who regularly work 24 – 31 hours per week will be eligible for three (3) paid sick days in a calendar year with pay.

Sick leave cannot be carried over from year to year, and may not be counted as towards what may become “overtime.”

Employees must promptly report to their supervisor, by telephone, the cause of absence due to illness or injury. If absent for five or more continuous work days, a doctor’s release is required before returning to work and receiving sick pay.

Employees who receive sick pay benefits may be asked to provide medical verification, and absences of more than five working days may be subject to the Church’s leave of absence policy.

Employees who become ill or injured while on vacation shall be paid for vacation time only. Should the illness or injury continue after the vacation period, sick leave pay may commence.

Sick leave pay shall not be in addition to compensation provided by the Church in the form of insurance or Workers’ Compensation. The Church may, in such situations, pay the difference between such compensation and the amount required to assure the staff member of full pay for the period involved under sick leave earnings.

Unused sick pay benefits may not be used for personal time off or as additional vacation. Employees will not be paid for unused sick pay benefits upon termination of employment. Any employee who uses sick days for purposes other than illness, disability, or non-job injury, except in the event of inclement weather opening delays when the employee cannot make it to the office (see Inclement Weather section), is subject to disciplinary action up to and including possible termination.

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

### **Inclement Weather**

The decision to close the office due to inclement weather will be made by the Pastor. If the office is closed, the staff that was scheduled to work on that day will be paid. If the office is open and roads remain hazardous, employees will have until 10:00 am to report to work without losing pay. If the office is open, employees will be required to use vacation, personal or sick days to cover time away.

### **Paid Personal Time Off**

- Bereavement – Full-time and regular part-time staff members are entitled to days off, with pay, to arrange/attend the funeral of an immediate family member in accordance with the table below:
  - o Spouse or child: 2-4 weeks
  - o Parent, Parent in law, or sibling: 1-2 weeks
  - o Grandparent or Grandparent in law: 3 days to 1 week.

Immediate family is defined as spouse, child, parent, Parent-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent and grandparent-in-law.

Employees, who require additional time away from work, may request earned vacation, personal days 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.

- Jury Duty – Staff members are encouraged to carry out their civic responsibility for jury or witness duty when called, and may serve up to two weeks without loss of pay. Full-time or part-time staff will receive regular pay in addition to jury or witness fees.

Notify your supervisor of the notice of call to jury duty or trial witness. Report for jury duty as required and advise your supervisor of the expected length of time to serve. Employees who are excused from jury duty for the day, or are excused early, should return to work immediately upon completion of jury

duty, a Verification of Attendance Form should be presented to the Church, which will entitle you to be paid in addition to amounts paid to you by the court.

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.

Jury duty time will not be considered time worked for the calculation of overtime.

- Special Conferences, Meetings and Revivals – Ministerial and administrative staff may be awarded, in addition to vacation, additional time off for purposes of participating in opportunities for self-improvement, and teaching/preaching away from the Church (i.e. youth camps, retreats, seminars/conferences).

The above activities must be included in the current budget and requested in writing by completing a “Request for Leave” form and approved in advance by the appropriate supervisor. A purchase order should be attached to the “Request for Leave” detailing all anticipated expenses to attend the requested activity.

## **Leave of Absence**

Regular employees may request, subject to the sole discretionary approval of the Church, a leave of absence without pay or employment benefits for a period not to exceed six months. Requests for a leave of absence should be submitted in writing to the supervisor as far in advance of the anticipated leave date as possible. The leave request must be dated, signed by the employee, and state the reasons, circumstances, duration, and location of the employee during leave. The Pastor and Personnel Committee will approve or disapprove the leave request. The supervisor will then notify the employee. Extensions of an initial leave of absence must be requested in the same manner. If the Pastor desires leave, the request must be presented to the Chairman of Deacons.

During a leave of absence, employees will be responsible for either maintaining or discontinuing any employment-related discretionary insurance benefits.

Employees will not accrue length of continuous service for the portion of a leave of absence in excess of 30 days.

Employees on leave of absence will be subject to lay-off on the same basis as employees who are actively at work.

Employees on leave of absence must communicate with their supervisor on a regular basis, at least once a month, regarding their status and anticipated return to work date.

Employees on leave of absence, who seek other employment without the Church's prior written approval or who falsify the reason for their leave of absence, may be subject to disciplinary action, up to and including possible termination.

Upon expiration of a leave of absence, the employee may be reinstated in the position held, or an equivalent one, at the time leave was granted if such a position is available. An employee who fails to report promptly for work at the expiration of a leave of absence will be considered to have voluntarily resigned.

### **Maternity/Paternity Leave**

Employees must generally work more than 30 hours as paid staff of SRBC and be employed by SRBC for more than 90 days to be eligible for the below benefits.

#### **Pregnancy/Maternity:**

Up to (8) weeks of paid pregnancy leave will be granted to eligible employees' childbirth or disability related to childbirth. The period of paid leave will begin immediately following childbirth by the employee. Employees may request additional unpaid leave by following the guidelines set forth in the employee handbook under "Leave of Absence".

#### **Parental Leave/Paternity Leave:**

Up to two weeks of paid parental leave is granted to eligible employees following the birth or legal adoption of a child. This time must be taken within the first 30 days following the birth or adoption.

## **STANDARDS OF CONDUCT**

### **Disciplinary Conditions**

It is the desire of Sandy Ridge Baptist Church to maintain a harmonious, pleasant, and positive work-place environment, and thereby make working for the Church an enjoyable experience for all.

Examples of misconduct and unsatisfactory performance that may result in disciplinary action and/or termination follow:

1. Destruction of, damage to, or unauthorized removal of Church property or personal property of others.
2. Inefficient or careless performance of job responsibilities or the inability to perform duties successfully.
3. Failure to promptly report a work-related injury or accident.
4. Negligence or any action that results in injury to an employee, self, Church member, or visitor, or that endangers the health or safety of others.
5. Intentional falsification of records required in the transaction of the Church ministries or business and/or misrepresentation or withholding of pertinent facts in securing employment.
6. Unauthorized punching or signing of another employee's time clock record or recording the time for another employee. Both employees may be subject to disciplinary action.
7. Irregular attendance, repeated tardiness, unreported or unexcused absence, abuse of sick leave, overstaying a leave of absence without written authorization.
8. Insubordination, including refusal or failure to perform assigned work or to follow instruction of authorized personnel; rude or discourteous conduct.
9. Being under the influence of alcohol, narcotics, or drugs.

10. Making malicious, false, or derogatory statements that may damage the integrity or reputation of Sandy Ridge Baptist Church, its ministry, or its employees.
11. Excessive personal phone calls or improper use of Church telephones, fax, computers or copiers.
12. Abuse of break and lunch times.
13. Wearing inappropriate attire, which violates the dress code.
14. Distributing or posting information that is detrimental or in conflict with the general interests and beliefs of the Church.
15. Use of Church vehicles without prior approval, or unlawful operation of Church vehicles.
16. Unauthorized possession, display, or use of explosives, firearms, or other dangerous weapons while on duty or on Church property.
17. Divulging confidential Church information to unauthorized persons.
18. Discriminatory conduct or actions against any other person; unlawful harassment of another employee, including sexual harassment.
19. Disorderly conduct on Church property, including but not limited to fighting, or attempted bodily injury, or the use of profane, abusive, or threatening language toward others.
20. The use of offensive or profane language or gestures.
21. Poor attitude, including rudeness, or lack of cooperation.
22. 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.
23. Violation of any policy, rule, procedure or practice established by the Church.

## **Progressive Discipline Guidelines**

Disciplinary action taken will be appropriate to the offense and will depend on the nature and circumstances of the event in question. The following guidelines may be used progressively; however, serious offenses may lead directly to termination without following the progressive discipline steps. Warnings are normally administered by the employee's immediate supervisor or the Senior Pastor.

- **Verbal Warning** – A verbal warning is given in cases where violations are minor in nature, or for an offense normally requiring a written warning being called to an employee's attention for the first time.
- **Written Warning** – A written warning is a formal warning given after the infraction where a verbal warning has been given or for an offense constituting misconduct of a serious enough nature to use this step for the first offense.
- **Suspensions** – Repetition within one year of an offense for which an employee has received a written warning may result in suspension without pay anywhere from three to thirty days depending on the seriousness of the offense, or for an offense of a serious enough nature to use this step for the first offense.
- **Termination** – An employee may be discharged for repeating an offense or condition where the first three steps in the disciplinary procedure above have been exhausted, or for an offense of a serious enough nature to use this step for the first offense.

## **Disciplinary Probation**

An employee may be placed on disciplinary probation for a specific period of time due to a serious action or offense or following a written warning. During the disciplinary probation, he/she may be subject to certain stipulations concerning absenteeism, tardiness, behavior, or work performance. Failure to meet these conditions may result in immediate termination.

Disciplinary probation may also be used to extend the initial introductory period in cases where an employee shows potential, but has not yet met the expectations of his/her supervisor and the Church.

## **Sexual Harassment**

Sandy Ridge Baptist Church is committed to a workplace free from sexual harassment. Sexual harassment violates the Church's policy of fair and equitable treatment for all people and is a violation of Title VII of the Civil Rights Act of 1964, as well as other state and federal laws. The Church will not tolerate such misconduct. Any employee who violates this policy will be subject to disciplinary action, including possible immediate dismissal from employment.

Sexual harassment is defined in the law as any unwelcome sexual advances, requests for sexual favors, verbal statements or physical contact of a sexual nature when:

- Submission to such conduct is either implied or stated to be a term or condition of employment or a factor in the evaluation of the employee's performance, eligibility for promotion or any other component of employment, or
- Such conduct interferes, either directly or indirectly, with an employee's work performance by creating a hostile, offensive or intimidating environment.

If an event of sexual harassment occurs, the following procedure shall be followed. It is each employee's responsibility to know this procedure and to fulfill all duties required of him/her under this policy.

1. Whenever another employee has done anything which you feel has violated this policy, or if you feel you have been sexually harassed by any other employee, you should make that person aware that his/her actions are unwelcome and/or offensive and request that he/she discontinue the behavior.

2. If step one has failed to stop the problem, or if you feel that you cannot approach the offending party to make such a statement, then you must report the event to your supervisor or Senior Pastor. The Church cannot help you if unaware that there is a problem. It is your obligation to bring the situation to the attention of management.

3. At the time that you report the event to your supervisor or the Senior Pastor, a sexual harassment report will be completed. If you are not making this report within 24 hours after the event in question occurred, then it is your responsibility to have made a written record of the event complained of and to deliver that record to your supervisor or Senior Pastor.



4. You are not required to go through your supervisor, if your supervisor is the offending party or if you are not comfortable talking to your supervisor about the event. Reference the SRBC Constitution for situations involving the Senior Pastor.

5. Upon filing of the report, an investigation will be made into the complaint. In conducting the investigation, all reasonable efforts will be made to maintain the privacy of the complaining party and all other parties involved.

6. Upon completion of the investigation, the Senior Pastor, and if necessary, the Personnel Committee, shall make a determination as to what discipline, if any, is appropriate in the situation. The discipline will be disclosed only to the party about whom the complaint was made, and, if necessary, the complaining party.

7. If, upon the reporting of sexual harassment in accordance with this procedure, the sexual harassment does not cease, it is the responsibility of the complaining party to report the continuation of the harassment to their supervisor or Senior Pastor or the deacons IAW the SRBC Constitution

## **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 strive to achieve a positive, professional image when representing the Church. As an employee of the Church, you are expected to follow the professional dress guidelines as follows:

### **Women:**

- Skirts must be no shorter than at top of the knee. Dress shoes, dress boots or dressy sandals must be worn. No casual shoes are allowed (i.e. casual sandals, flip flops, tennis shoes). Tops/dresses with straps and sundresses must be worn with a sweater or jacket.
- Business casual attire is permitted. This includes the above outlined attire and/or nice slacks, khakis, denim skirts or jumpers. No spandex, skorts, or shorts will be permitted.
- Tight, revealing, or provocative clothing is never acceptable.

- Faded or wrinkled clothing does not present a professional image and is not considered acceptable attire.

Men:

- Tastefully modest and appropriate business casual attire must be worn at all times when representing the Church in or to the community.
- In and around the church on normal work days, tasteful, modest and appropriate clothing will be worn. It must not be tight or revealing.
- Dress shirts may be worn during the week and on Sunday nights.
- All dress shirts should be well maintained. Faded or wrinkled shirts do not present a professional image and are not considered acceptable attire.
- Sunday morning attire is at least an up to date business casual and a sport coat/blazer. Shoes shall be clean and shined.

## **Addendum**

### **Accountable Reimbursement Plan**

In accordance with IRS regulations 1.162-17 and 1.274-5T(f), Sandy Ridge Baptist Church, Inc. hereby establishes an accountable reimbursement plan for all ministers and employees with the following terms and conditions:

1. The church will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. Subject to budget limitations, such expenses will include:

- Business use of automobile, up to the current IRS standard mileage rate;
- Business travel away from home: transportation, lodging and meals on overnight trips;
- Convention conference and workshop expenses;
- Continuing education expenses;
- Subscriptions, books and tapes, if related to ministry or employment;
- Entertainment/hospitality expenses, if business connection requirement is met.

2. The minister or employee will account for each allowable expense in writing every month. Documentation will include the amount, date, place, business purpose and business relationship of person entertained for each expense. A receipt will accompany the documentation.

3. The minister or employee will return advances that exceed actual business expenses within 10 days.

4. Under this accountable arrangement the church will not report reimbursed amounts as taxable income on the minister's or employee's Form W-2. The minister or employee should not report reimbursed amounts as income on Form 1040.