

**First Baptist Church
Shallowater**

**Personnel Policies
& Guidelines**

August 31, 2017

FIRST BAPTIST CHURCH SHALLOWATER
Personnel Policies

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FIRST BAPTIST CHURCH SHALLOWATER

Personnel Policies

GENERAL EMPLOYMENT STANDARDS & EXPECTATIONS

- **Equal Employment Opportunity**

First Baptist Church Shallowater is committed to equal employment opportunity for all qualified persons, without regard to race, color, citizenship, national origin, gender, disability, or age, to the extent required by law. This applies to all employment practices, including hiring, orientation, promotions, training, disciplinary action, termination, and benefits. Notwithstanding the foregoing, each employee must affirm in writing the employee's agreement with the Statement of Basic Beliefs and ethics for First Baptist Shallowater, a copy of which is attached to these policies, and agree to abide by such beliefs. Compliance with this requirement is a prerequisite to employment with the church and a condition to continued employment with the church.

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, every new employee must complete an I-9 Employment Verification form verifying identity and legal authority to work in the United States. First Baptist Church Shallowater has approved the policies and procedures contained in this manual. Any changes or amendments to this manual must be recommended by the Personnel Committee and must be approved by the Leadership Team and then voted on by the church before being implemented. The Personnel Committee will review and update this manual, to be approved by the church, a minimum of every 5 years. This manual and the policies and procedures contained herein do not apply to employees employed in the Kids Day Out program. The KDO program must have its own personnel manual that will be reviewed and approved by the personnel committee. The Personnel Committee is responsible for the administration of personnel policies and procedures. First Baptist Church Shallowater is an at will employer. The length of employment is for no specific time and employment may be terminated by the Church or the employee at any time.

- **Health & Safety**

The health and safety of employees and others on church property are of utmost concern. It is therefore, the policy of the church to strive constantly for the highest possible level of safety in all activities and operations, and to carry out our commitment of compliance with all appropriate health and safety standards applicable to our ministries and organization by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions.

The church will make every effort to provide working conditions that are healthy and safe. Employees are expected to be equally conscientious about work-place safety, including proper work methods, reporting potential hazards, and lessening observed hazards. Unsafe

conditions in any work area or public area that might result in an accident should be reported immediately to your supervisor.

In the interest of maintaining a healthy workplace, the church prohibits smoking in all church buildings, vehicles and at all church sponsored events.

The church's safety policy and practices will be strictly enforced, including possible termination of employees found to be willfully negligent in the safe performance of their jobs.

If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify the supervisor, who will see to necessary medical attention and complete required reports. In any case of serious injury, employees are to receive prompt and qualified medical attention followed by the filing of necessary reports. Should an injury prevent an employee from returning to work for more than two days, his supervisor will see that the Personnel Committee and the Workers' Compensation carrier notify the employee of employment benefits under that condition.

All employees will sign an acknowledgment form that they have reviewed personnel policies. This will be placed in their personnel file.

- **Background Checks**

All First Baptist Shallowater employees will be subject to a criminal background check. Although a record of criminal offense may not disqualify the person for employment, a lack of acknowledgment of those offenses in employment application may be grounds for denial of employment or dismissal. Because of the nature of the extensive presence and involvement of children in the activities of First Baptist Church Shallowater, the church will not knowingly employ anyone with a record of sexual offense or abuse of children.

- **Job Descriptions**

Employees are generally given a job description before they start to work. While a job description is not intended to be an all-inclusive statement of duties and responsibilities, it does set forth the basic expectations, essential functions, and important information about each job. Job descriptions should be read and discussed with the supervisor. The Personnel Committee reserves the right to revise and update job descriptions from time to time, as deemed necessary and appropriate.

- **Harassment/Grievances**

The church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the church maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for the employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Any employee who believes they are being, or have been harassed in any way, or have observed harassment in any way, or have any unresolved grievances, must report the facts of the incident or incidents to the supervisor, Pastor, Associate Pastor, or Personnel Committee chairman 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, and documented in writing. Violation of this policy may result in disciplinary action, up to and including possible termination.

The Church has been and will continue to be committed to providing a work environment where all employees are treated with dignity and respect. The Church will maintain its commitment that harassment based on any employee's race, religion, color, national origin, sex, age, disability, or any other unlawful basis will not occur in the work place.

Prohibited harassment is verbal or physical conduct that shows hostility toward an individual and includes derogatory comments, slurs, jokes, innuendoes, cartoons, pranks, or physical harassment which are based on an employee's protected class membership.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct is used as a basis for employment decisions, or (3) such conduct has the purpose or the effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile or offensive working environment.

Every employee is responsible to ensure that the spirit and intent of the Church's policy on harassment is achieved. Employees have the right to be free from harassment on the job from co-workers, management, or others.

If you believe you are being harassed, you are requested and encouraged to make a complaint with the Church. You are not required to complain first to the person who is harassing you. If you prefer, you may complain directly to the Pastor or Chairperson of the Personnel Committee. If you observe harassment of another employee, you are requested and encouraged to report this to one of the persons mentioned above. The Church will take the appropriate steps to insure the situation is investigated and immediately corrected. All information will be handled in a confidential manner. Employees will not be retaliated against in any way for making a good faith complaint or report of harassment, or assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported to one of the persons mentioned above.

Harassment is a violation of state and federal law as well as Church policies. Disciplinary action up to and including termination will be taken against an employee found to have committed harassment of another person. A complaint or report of harassment is a serious matter.

Dishonest complaints or reports are also against Church policy, and the Church will take appropriate disciplinary action if its investigation shows that deliberately dishonest and bad faith accusations have been made. While it is the policy of the Church to prohibit harassment based on religion, nothing in his or any other policies and procedures of the Church waives the right of the Church to consider religion or prefer members of the Baptist faith in making employment decisions as allowed by both state and federal law.

- **Alcohol, Drugs & Controlled Substances**

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. Violation of this policy may result in disciplinary action, up to and including possible termination. The abuse, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when off duty may result in reprimand or dismissal after investigation and report to the Personnel Committee by the Senior Pastor. Employees are expected to willingly participate in random drug testing that, if deemed necessary, may result in termination of the employee. Employees are expected to report DWI's and any other violation they may have received about alcohol, drugs, or controlled substance use.

- **Personal Appearance**

Employees are expected to present a positive image consistent with their work assignment and should be particularly conscious of clothing and grooming that represents the image desired by and consistent with the doctrine of the church and their duties.

Employees who are in doubt, or have questions about the specific personal appearance standards in their work unit, should consult with their supervisor. Any employee who appears for work in a manner that does not conform to acceptable standards may be required to return home to correct the problem, and the period of absence will be treated as unpaid leave.

- **Outside Activities**

All employees are prohibited from engaging in outside employment, private business, or other activities which might have an adverse effect on the individual's duties, the church's ministry or create a conflict of interest with the church's mission. Employees involved in, or considering involvement in, outside employment about which there may be question are advised to inform the Senior Pastor or Personnel Committee Chairman and request clarification. Employees having knowledge of such involvement on the part of another employee shall report that involvement to any of the two individuals mentioned above.

Church employees are prohibited from using information about church members for any purpose not directly related to church responsibilities.

- **Probationary Period**

All regular employees are probationary for a period of 90 days. The purpose of the probationary period is to observe and evaluate the work of all new employees and to give the new employee an opportunity to determine how he/she likes his/her work and to make an effective adjustment to the position. An employee may be dismissed without cause at any time during the probationary period.

STAFF ORGANIZATION

To provide definition and organization for a large, skilled, and highly diversified group of employees, the staff of First Baptist Church Shallowater is classified by category. Those categories reflect the general nature of the responsibilities of the staff members of which each category is comprised and are designed to reinforce the fact that we believe that each member of the staff is vital to the effectiveness of the entire Staff and the Church.

Categories:

- **Senior Pastor**

The Senior Pastor, who has the ultimate responsibility for the leadership and welfare of the church.

- **Ministerial Staff**

Staff positions with responsibility for the leadership of the MAJOR MINISTRY AREAS of the church, currently including Worship & Technology, Associate Pastor, Adult Ministries, Student and Children's Ministries, Administration, and Missions.

- **Administrative Professionals**

Staff positions that provide the day-to-day support for the ministry responsibilities of any of the ministry areas or positions in the preceding categories

- **Primary Staff-Full Time**

Staff positions with full-time responsibility for the preparation and efficiency of the physical resources necessary for the effectiveness of all First Baptist Church Shallowater ministries.

- **Primary Staff-Part Time**

Staff positions whose responsibilities involve working less than 30 hours a week providing the coordination or direct ministry in a variety of ministry areas.

- **Support Staff**

Staff positions with responsibility for a SPECIFIC SEGMENT of a Primary Component of one or more of the Major Ministry Areas of the church.

WORKING SCHEDULE

Full-time staff members work a minimum of 40 hours per week. Weekday Office hours are typically 8:30 AM (8:00 AM for Administrative Professionals) to 5:00 PM, with one hour for lunch, although it is understood that the unique responsibilities of many positions will require adaptation of that schedule, and that a significant portion of many staff members responsibilities will fall outside of weekday office hours.

- **Days Off**

The Senior Pastor, Ministerial Staff, and Specialty staff whose responsibilities require consistent (8 hours or more) work outside of weekday office hours (i.e. evenings, Saturdays, and Sundays) are permitted to take one weekday off per week. Those days off will be coordinated through the Senior Pastor.

- **Vacation**

All full-time staff members are provided with one week (6 working days) of vacation in the first year of service, * which may be scheduled after 3 continuous months of employment. An additional week (a total of two weeks) will be provided after one year of service and another additional week (a total of three weeks) will be provided after five years of service.

*(Years of service may include up to five years in full time ministry served prior to coming

to First Baptist Church Shallowater.)

Four weeks of vacation will be provided after ten years of service in full time ministry at First Baptist Church Shallowater.

All part-time staff members are provided with vacation in proportion to full-time (40 hour per week) staff based on their scheduled work hours (i.e. 20 hours per week = ½ the vacation, 10 hours per week = ¼ the vacation, etc.)

Vacation days for all staff members are calculated on a calendar year, January through December. A maximum of 5 days' vacation time may be carried over from one year to the next with prior permission from the Personnel Committee or Senior Pastor. Vacation time carried over may not be accumulated from year to year.

All vacation time will be requested and scheduled through the office of the Senior Pastor.

NOTE: Upon a staff member's termination, unused vacation days for the current year will be reimbursed in an amount prorated for the year served, less the number of vacation days already taken. No vacation pay will be granted upon termination under one year.

- **Holidays**

The following holidays will be observed annually: New Year's Day; Friday before Easter; Memorial Day; Independence Day; Labor Day; Thanksgiving (two days); Christmas (three days). In the event the holiday occurs on Saturday, the prior Friday will be considered the holiday. If the holiday falls on a Saturday or Sunday, the Senior Pastor will select the day that will be considered the holiday. All part-time staff members are provided with holiday pay in proportion to full-time (40 hour per week) staff based on their scheduled work hours (i.e. 20 hours per week = ½ the vacation, 10 hours per week = ¼ the vacation, etc.) All regular Part-Time staff from another

- **Conference & Convention leave**

Up to two weeks (10 working days and 2 Sundays) will be allowed for the Senior Pastor, Ministerial Staff, and upon request and approval by the Senior Pastor, Specialty Staff members to provide leadership in conferences and/or revivals for which they will receive remuneration.

Participation in conferences or conventions for which no remuneration is received is not to exceed two weeks (ten working days and two Sundays). All conference and convention time must be requested and scheduled in advance through the office of the Senior Pastor. Any exceptions to this policy must be approved by the Personnel Committee.

PAID AND UNPAID LEAVE

- **Paid Leave**

A staff member may be granted time off with pay when he is unable to work because of temporary illness, family illness or emergency, or the death of a family member. A maximum of six days per year will be allowed. Six days may be carried over each calendar year. Sick days may also be donated to other staff members in times of hardship. Absence of the staff member beyond ten working days will be considered as a special item by the Personnel Committee.

- **Unpaid Family Leave**

After 12 months of employment, all full-time First Baptist Church Shallowater employees may be granted up to a total of 12 workweeks of unpaid leave during any 12-month period. An employee may be granted leave without pay for purposes to be approved by the Personnel Committee and/or the Senior Pastor. An employee may not accumulate sick leave or personal leave during the period of leave without pay. An employee must exhaust his or her accumulated personal and sick leave before leave without pay can be used.

- **Jury Duty**

Employees are encouraged to serve on jury duty when selected. Employees are paid for time on jury and can keep the juror's stipend. Employees are expected, however, to report to work when "struck" from a jury or when their juror responsibilities are over for the day, if there is practical time remaining in the normal workday.

- **Maternity/Paternity Leave**

- All full time First Baptist Church Shallowater employees are eligible for one paid week for maternity/paternity leave. (This also applies to adoption)
- The employee will submit to his/her supervisor a written request for maternity leave at least 30 days prior to the beginning date of the leave.
- First Baptist Shallowater reserves the right to initiate a leave of absence if the pregnancy adversely affects the employee's attendance, quality, or quantity of work.
- After the one week paid maternity / paternity leave the employee may use any accrued sick leave and / or vacation time for additional time off. If the leave time is longer than the sick leave and/or vacation time accrued by the employee, then the remaining time may be taken as medical/family leave without pay for up to 12 weeks.
- An employee on leave shall contact his/ her supervisor two weeks prior to returning to work.
- After an approved leave, the employee will be restored to his/her former position when possible, or to a comparable position at a similar rate of pay if available.
- If an employee does not return to work after the leave of absence, employment will be terminated.

- **Staff Missions Involvement**

As the number of First Baptist Church Shallowater mission's opportunities continues to expand, and the interest and passion for involvement in those opportunities by First Baptist Church Shallowater Staff members, and subsequent time away continues to grow, it becomes necessary to establish some parameters to define the desirable nature and scope of that involvement. The following guidelines are designed to provide that definition.

- While First Baptist Church Shallowater Staff members are encouraged to participate in mission's opportunities, those opportunities should be directly related to the leadership responsibilities of their respective ministry to qualify as Ministry Responsibility Leave. All other missions' time away will be classified as Vacation.

- The total amount of time that a Staff member is away on ministry-related mission's trips should not exceed two weeks during any calendar year. Understanding that there may be legitimate exceptions to that limitation for some special mission's opportunities, those exceptions must be approved in advance by the Senior Pastor or Leadership Team.
- The church will provide appropriate financial assistance for approved Staff involvement in mission's opportunities that are budgeted in advance and occur within the two-week period allotted for ministry responsibilities. All other mission's involvement will be funded by the Staff member themselves

- **Study Leave**

A Study Leave opportunity is available for the Pastor and Full-Time Ministerial Staff members. The purpose of a study leave is to provide the opportunity for staff members to take an extended time for professional retraining and personal renewal. It is not a time of vacation; instead, it is a time to sharpen and improve ministry skills away from the ever-present demands of the ministry to enable the staff members to return to Shallowater First Baptist with a fresh excitement and expanded vision for their area of ministry.

- After each five years of full-time service, staff members will be eligible to participate in a study leave during their sixth year. A staff member is not required to take a study leave. They are encouraged to take advantage of the opportunity provided by the church.
- The staff member must present a proposal for the study leave at least six months in advance of the time requested for the leave. The Senior Pastor will consider each proposal and will then present it to the Leadership Team for approval. The proposal will be judged based on the anticipated education, vocational and personal development potential.
- The maximum duration of the study leave is six consecutive weeks and the minimum is four consecutive weeks. For a leave to be effective, it cannot be taken in small increments. The value of the study leave is for an extended time of training and renewal. Leaves will be coordinated so no two staff members are on leave simultaneously. (At least four weeks must separate vacation time from the commencement and the conclusion of the study leave.)
- In the calendar year in which the leave is approved, the staff member will surrender the time allowed annually for conventions, conferences, and revivals. The leave will be considered in lieu of convention and conference attendance.
- When the written proposal is approved by the Personnel Committee, the staff member may request use of any available convention expense funds. Additional expenses will be negotiated with the Senior Pastor prior to approval by the Leadership Team. Depending upon the nature of the leave, the minister may be required to bear a portion of the expenses themselves.
- One month after returning from study leave, the staff member will present a written report to the Senior Pastor and Leadership Team detailing what was accomplished, what effects the study leave will have on their areas of ministry, and how the knowledge

gained from the study leave will benefit the overall ministry of the church. (The report from the Pastor regarding his own study leave will be presented to the Personnel Committee.) An additional oral report may also be requested by the Pastor, Senior Associate Pastor, or Personnel Committee.

Because a study leave represents a considerable investment on the part of the church there will be an agreement that the staff member will remain on staff for a full year after returning from the leave. If a staff member leaves the church before the end of the twelve-month period, reimbursement for the expense of that leave to the church will be negotiated with the Pastor, the Senior Associate Pastor, and the Personnel Committee.

BENEFITS

▪ Insurance

The Church will provide a set amount for all Full-Time Staff members (30 hours or more) determined by the Personnel Committee and Stewardship Team, to be used for health insurance of the staff member's choice. An employee is eligible for coverage after the 30-day probationary period.

▪ Retirement

The Church participates in a 403-B IRS Retirement Plan through the Annuity Board of the Southern Baptist Convention. All regular full-time and regular part-time employees who work at least 20 hours per week are eligible to make voluntary tax-sheltered contributions to the retirement plan. However, employees are not entitled to receive contributions from the Church until they have completed one year of paid service with the Church or another Baptist church or agency. Regular part-time employees who work less than 20 hours per week and temporary employees are not eligible to participate in the retirement plan.

The Church matches eligible employee contributions up to a maximum of 10% of the employee's compensation. Compensation is defined as the employee's base salary including the tax-sheltered contributions to this plan. The contribution to this plan for ordained ministerial staff who divide their base salary between salary and housing allowance for tax purposes will be calculated based on both compensation taken as salary and as housing allowance.

▪ Christmas Bonus

All regular full-time and regular part-time employees will be given a Christmas gift on December 1st of each year. Eligible employees employed for at least six months will receive two percent [2%] of their annual compensation. Eligible employees employed less than six months will receive one percent [1%] of their annual compensation. The minimum gift for each employee is \$25.00

▪ Staff Appreciation

Each September the Church honors each regular full-time and regular part-time staff member with a gift of appreciation. The gift equals one percent [1%] of the employee's annual compensation. The minimum gift for each employee will be \$25.00.

- **Bonus Pay**

The Church may award bonus pay to employees for extra ordinary effort. The Personnel Committee may authorize bonus pay up to \$500.00 per individual without Church approval. Any bonus pay that exceeds \$500.00 per individual must be approved by personnel and stewardship committees and the Leadership Team. If the total amount of bonus pay exceeds the annual budgeted amount the church must vote to amend the budget and approve the bonus pay.

COMPENSATION

Compensation Guidelines

It is the policy of the Church to compensate all employees fairly. Several factors determine the amount of compensation such as job responsibilities, performance, and tenure and market rate for jobs requiring similar experience, training, and skills. The amount of compensation for each employee is recommended and approved by the Personnel Committee, Stewardship Committee and Leadership Team and must fall within the budget approved by the Church.

Pay Periods

Pay periods for all personnel, unless otherwise approved by the Stewardship Team, will be every other week. Salaries are confidential and church personnel are directed not to discuss salaries with other personnel.

Overtime Pay

Because of the ministerial and administrative nature of their responsibilities, staff members in the categories of Senior Pastor, Ministerial Staff, and Specialty Staff are exempt from overtime pay and from wage-and-hour requirements, to the extent provided by applicable laws. Senior Pastor may adjust non-exempt employees work schedule to control the accumulation of overtime. Overtime pay will be paid in compliance with the Fair Labor Standards Act.

Non-exempt employees will be paid overtime pay for all hours worked over 40 hours in a work week. However, these employees shall not work overtime unless requested by the employee's supervisor, and prior approval has been obtained from the Stewardship Director. To the extent legally permissible, unauthorized overtime will not be compensated and may be grounds for termination of employment.

Housing Allowance

First Baptist Church Shallowater will approve for its licensed and/or ordained ministerial staff a housing allowance in accordance with the rules and regulations defined by the I.R.S. of the U.S. Government.

Performance Evaluations

The level of compensation of First Baptist Church Shallowater employees is based on a combination of factors including scope of responsibility, experience, training, and length of employment. However, the primary factor in determining the level of increase in that compensation is the Performance Evaluation.

Each employee of the church shall be evaluated on his/her job performance at least annually by his/her supervisor. The purpose of the evaluation is (1) to improve communication and relationships between supervisor and employee; (2) to promote growth and development in the employee; (3) to provide an accepted forum on the part of the employee and church for a candid discussion of job performance; and (4) to provide an objective basis on which the Personnel Committee can consider salary increases.

Procedure:

- The evaluation process shall be conducted annually.
- Each employee shall be evaluated by his/her supervisor. The Pastor or Personnel Committee shall have additional review if desired.
- The Leadership Team will evaluate the Pastor.
- The primary standard by which the employee will be evaluated is his/her job description. Ministerial Staff's evaluation is substantially based on a review of annual goals and action plans.
- Each employee shall have opportunity to freely express feelings about the working environment and relationship with his/her supervisor, as part of the evaluation.
- Performance evaluations will be discussed with each employee by the supervisor who completed the evaluation and the evaluation form will be signed by both parties.
- Copies of the completed job performance forms shall be forwarded to the Senior Pastor who will make a report to the Personnel Committee, including any recommended salary increase for the next calendar year.
- Each employee shall receive a copy of his/her performance evaluation and a copy will be kept in his/her personnel file. Any unscheduled or emergency meeting or reviews with a supervisor concerning job performance or disciplinary actions will be documented by the supervisor and a copy will be kept in his/ her personnel file.

Personal Vehicle Use and Mileage Reimbursement

An employee authorized to drive his or her privately owned vehicle on Church business must maintain auto insurance as required by state law at his or her own expense and provide proof of insurance to the church office for their personnel file. When an employee drives his or her privately owned vehicle on behalf of the Church, the Church will reimburse the employee for each mile driven at the rate established by the IRS.

Reimbursement of Other Business Expenses

Employees are to be fully reimbursed for necessary, job-related expenses incurred in the authorized conduct of Church business. All requests for reimbursement must be submitted in accordance to the guidelines set forth in the Church Financial Policies & Guidelines.

TERMINATION

All the staff of the church shall be responsible through their supervisor to the Senior Pastor and shall adhere to the standards of employment and performance as set forth in Job Descriptions and written Personnel Policies and Guidelines and Bylaws of the Church.

Resignation

Two (2) weeks' notice for voluntary termination on the part of the staff member shall be required. The resignation shall be in writing and delivered to the Senior Pastor or Personnel Committee, depending upon the area of ministry in which the staff member is employed.

Employment & Discharge

Employment is with the mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time, with or without cause or notice. This “employment at will” relationship will remain in effect throughout employment with First Baptist Church Shallowater unless it is specifically modified by an express written agreement signed by the employee and an authorized representative of the Church. This “employment at will” relationship may not be modified by any oral or implied agreement.

Immediate termination may be initiated by any supervisory staff member after consulting with and/or notifying the Senior Pastor, Personnel Committee, or the Leadership Team according to the church bylaws.

CHURCH PROPERTY

The Church will make available to staff members property that is necessary for the performance of their duties. That property is to be used and maintained in a manner appropriate to its purpose. After the employment of the staff member, all church property—keys, security cards, credit cards, computers, telephones, office supplies and furniture, etc.—must be returned or accounted for before a final pay check will be issued.

Computers & Internet

- **Authorized Software:**
There is to be no unauthorized software downloaded or installed onto a church owned computer. Unauthorized installation of software programs may result in immediate job termination. If software is to be added to any church owned computer authorization must be obtained through the Employee’s Supervisor.
- **Internet Usage**
Excessive or inappropriate usage of Internet access will not be tolerated. Usage that is deemed disruptive to job performance or accessing web sites deemed to be of an inappropriate or illegal nature may subject the staff member to disciplinary action up to and including termination.
- **Access to Information**
All communications through and contents of church-owned computers are church property. First Baptist Shallowater may monitor computer usage and any information stored on church-owned computers at any time.

- Telephones

Church telephones are provided for church-related purposes. Employees must keep personal calls brief and to a minimum.

- Credit Cards

Employees who are authorized to use church credit cards are required to follow the guidelines set forth in the Church Financial Policies and Guidelines.

MISCELLANEOUS RESPONSIBILITIES OF EMPLOYEES

- Employees may also request “petty cash” with which to make authorized purchases provided that a receipt for the purchase is returned with any unspent cash.

Employees should check regularly with the church calendar for information and a First Baptist Church Shallowater credit card may be issued to each First Baptist Church Shallowater Staff Member who is authorized and required to make ministry-related purchases using such a card. Each staff member to whom a First Baptist Church Shallowater credit card is issued will be permitted to maintain possession of that card under the following conditions.

- That all purchases made with the card be for ministry-related expenses only. The card is not to be used at any time for the purchase of personal or non-ministry related items.
- That all purchases be supported with appropriate documentation, i.e. receipts,
- That monthly statements for card activity be coded with appropriate budget lines, attached to purchase documentation, and submitted to the Finance Office for payment immediately upon receipt of the statement each month. Credit card bills will not be paid without a coded and documented statement (and unpaid credit card bills will result in cancellation of the individual card by the credit card company).
- That monthly purchases not exceed the prescribed credit limit for the card. (Credit limits for individual cards are determined by the combined total credit limit allowed for all First Baptist Church Shallowater cards). A temporary extension of the credit limit for a specific card may be arranged in advance for a predetermined time, typically 10-30 days, in which expenses are anticipated to exceed the standard credit limit. The credit limit will automatically revert to the standard amount at the end of that period.
- That the Staff Member maintains possession of the card.
- Continuation direction.
- Employees should keep the receptionist or someone in their area of service informed of their whereabouts, especially when they leave the church property. Also, it is a mark of efficiency to alert the receptionist or coworkers when employees are not available, such as when they are working in a part of the building which does not have a phone.
- Employees are responsible to maintain their own office or work space in an efficient and attractive manner. Employees are responsible for the security and protective care of their equipment. Employees also are responsible for the clean up of their own work and activities in other parts of the First Baptist Shallowater facilities.

- Employee's park vehicles 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 or in offices that is either lost, damaged, stolen, or destroyed.
- Friends, relatives, or other unauthorized persons are generally not encouraged to visit an employee during working hours or at work locations without the express permission of supervisory personnel. Employees will be expected to exercise good judgment in their handling of an unforeseen visits.

Church personnel on duty should make every effort to be aware of strangers on the church premises. Anyone who notices an unfamiliar or unauthorized person on church premises should contact the supervisor in charge.

- **Acknowledgement Form**

All employees will sign an acknowledgment form that they have reviewed the personnel policies. This will be placed in their personnel file.

I have read and reviewed the Personnel Policies for First Baptist Church Shallowater.

Signature

Date