

POLICY FOR PERSONNEL

The following personnel policies pertain to the senior and associate ministers, church office staff, music staff, janitorial, and maintenance staffs, and any other full-time persons to be employed by the Church. These policies do not apply to temporary personnel. Areas included in this policy section are; office hours, work schedules, leave policies; group health and retirement plans; employee evaluation procedures; policies for disciplinary, grievance, termination procedures; harassment; and organization chart.

Office Hours and Work Schedules

Except for those holidays designated in another section, the church office will usually be open and staffed from 8:00 AM until 4:30 PM Monday through Friday of each week. Staff will stagger hours to ensure the office is occupied at all times. When any employees are away from the office, they should make every effort to remain reachable via their cell phones.

The normal work week for all full-time non-ministerial staff is 37.5 hours. Generally, the non-ministerial staff will perform work during the period of office hours. The specific hours of duty for each employee will be assigned by the Senior Minister or delegated staff member. The Senior Minister may also approve occasional deviations from one's normal work schedule. Daily rest periods of 15 minutes each in both the morning and afternoon will be permitted.

The nature of duties of ministers' dictates that their work schedules be irregular. However, they will coordinate their schedules to ensure that at least one is on call and available during office hours.

Leave Policies

1. **Annual Leave** – Leave with pay is based upon the length of service* of permanent employees as follows:

- a. After 6 months employment, the employee is eligible for 1-week paid leave during the 1st calendar year;
- b. After the 1st calendar year and through the 9th year, 2-weeks paid leave;
- c. From the 10th through the 19th year, 3-weeks paid leave;
- d. From the 20th year and thereafter, 4-weeks paid leave.
- e. Any year in which Sabbatical Leave is being used, the allowed Annual Leave is 2 weeks regardless of length of service.

*Previous full-time ministerial service will be considered in computing the service requirements for this leave policy.

All leave must be appropriately scheduled with the immediate supervisor in accord with the church calendar.

Note: Routinely, annual leave may not be carried over from 1 year to another. Under unusual circumstances, leave may be carried over with the written approval of the Personnel Ministry Team (PMT). The person taking the leave and their immediate supervisor must mutually agree to annual leave.

2. **Sick Leave** – Sick leave with pay shall accrue at a rate of 1¼ calendar days per month. Not more than 90 days may be carried forward in a new calendar year. Sick leave may be used for employee illness or for the illness of an immediate family member. Immediate family members include parents, spouse or children. Any illness necessitating leave time should be reported to the immediate supervisor.

3. **Family Leave** – The Maternity Leave Policy applies to all full-time staff members and is available to them upon their employment at First Baptist Church, Clemson.

Maternity Leave will be granted for the birth or arrival-by-adoption of a child for a total of 12 weeks in compliance with the Family and Medical Leave Act (FMLA). For the birth of a child, the church will continue to pay the employee's salary for 6 weeks while on family leave without loss of sick/annual leave. An additional 6 weeks will be granted upon request without pay. The employee may use sick/annual leave as a part of the latter period. In the event of the adoption of a child, the church will continue to pay the employee's salary for 4 weeks without loss of sick/annual leave. An additional 8 weeks will be granted upon request without pay. The employee may use sick/annual leave as part of this latter period.

Paternity leave will be granted for the birth or arrival-by-adoption of a child for the total of 12 weeks in compliance with the FMLA. The church will continue to pay the employee's salary for 2 weeks while on family leave, without loss of sick/annual leave. An additional 10 weeks will be granted upon request without pay. The employee may use sick/annual leave as part of the latter period.

If both parents are employed by the church, parental leave will be staggered so that both parents will be on leave for no more than 2 weeks simultaneously.

During family leave the church staff/ministerial staff is expected to maintain good communication with the Senior Minister and may, in certain times of necessity, be asked to help with church duties.

4. **Bereavement Leave** – Up to 3 days bereavement leave with pay may be granted in connection with the death of a family member to include spouse, parents, children, brothers, sisters, mother-in-law, father-in-law, grandparent, grandchild, or spouse of staff member's child. In unusual circumstances, sick leave maybe used for additional bereavement leave. Permission to use sick leave in this situation must be approved by the Senior Minister.

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5. **Sabbatical Leave** – The church recognizes the desirability of its ministers devoting continuous periods of time for further study and/or theological research. Therefore, leave with pay for such purpose is authorized when the plan for sabbatical receives prior approval by the Senior Minister, Personnel Ministry Team, and the Leadership Council. 3 months Sabbatical Leave shall be allowed after 7 years of service at the church and in each 7th year thereafter. Scheduling will be coordinated by the Senior Minister in accordance with the following provisions: Sabbatical leave cannot be carried over from year to year and cannot be paid at termination or separation. Sabbatical leave is not guaranteed; *it is available only if the Church has funds to pay for it.*

6. **Professional Leave** – Staff members shall have the opportunity to participate in conference, denominational, and professional development activities. Time away and travel expenses must be approved by the Senior Minister with due regard being given to local ministerial needs. In each case, reimbursable expenses will be limited to those actually incurred. The Senior Minister’s professional leave must be approved by the Personnel Ministry Team. When a staff member is away on approved travel on 1 of their normal days off, arrangements should be made for a compensatory day off.

7. **Court Leave** – Paid leave for court appearance is provided when in obedience to a subpoena, one is called to testify, to appear as a witness, or serve on a jury.

8. **Military Leave** – A staff member who is a member of the military reserve forces will be granted up to 2 weeks military leave per year to perform duties to which he or she has been ordered. In the event one’s military pay and allowances are less than his or her compensation from the church, the church will pay the difference between the two for these 2 weeks. Ministers serving as chaplains in the reserve forces will perform their active military duty as denominational service or as study leave if in chaplain’s school, rather than being granted military leave.

9. **Extended Leave Without Pay** – Leave without pay may be granted to full-time professional staff members. In order to be granted, such leave must be recommended by the Senior Minister, approved by the Personnel Ministry Team and reported to the Leadership Council. It is strongly recommended that Extended Leave without Pay not be granted in a year where Sabbatical Leave is used.

10. **Holidays** – The following holidays are designated as paid holidays for the church staff:

New Year’s Day	1
Martin Luther King	1
July 4 th	1
Labor Day	1
Thanksgiving	2
Christmas	3
<u>Elective</u>	<u>1</u>
Total	10

A church-observed holiday falling within an annual leave period will entitle the staff member to an additional day of leave. If a holiday falls on a Saturday or Sunday the staff member may, with the approval of the Senior Minister, have the option of taking the holiday on the preceding Friday or the following Monday.

Medical Benefits

The church will reimburse eligible full-time employees the cost of their individual coverage premium under a qualified and appropriate healthcare plan (e.g. BCBS Blue Essentials) at a level of coverage as determined annually by the Personnel Ministry Team. The employee will be responsible for acquiring individual and any additional desired (spouse, children, family) coverage.

Retirement

All employees are encouraged to make preparation for their retirement through systematic contributions to individual retirement plans. The Church will contribute an amount equal to 12% of each full-time and $\frac{3}{4}$ -time ordained minister's annual salary plus housing allowance to a retirement fund. In the case of the full-time non-ministerial staff and non-ordained ministerial staff who are at least $\frac{3}{4}$ -time, the Church will contribute an amount equal to 5% of each employee's annual salary to a retirement fund and pay the employers cost of Social Security and Medicare. This policy shall be reviewed as applicable laws change regarding employer contributions. The Stewardship and Finance Ministry Team shall review and update the retirement policy as needed.

Exit Interviews

The Personnel Ministry Team may invite departing employees to an exit interview.

Ministerial and Non-Ministerial Staff Evaluations

All ministers and non-ministerial staff shall be evaluated annually. The primary purpose of these evaluations is to assist the ministers and non-ministerial staff to continually improve.

1. **Evaluation of the Senior Minister** – The Senior Minister shall be evaluated based upon the goals and objectives and other criteria mutually agreed upon by the Personnel Ministry Team and Senior Minister, annually. This document may be revised during the year if necessary by mutual agreement of the Senior Minister and the Personnel Ministry Team. The Senior Minister shall submit to the Personnel Ministry Team 2 weeks before the review is initiated, his/her statement of progress on the goals and objectives and other criteria agreed upon. The evaluation shall be done by the Personnel Ministry Team and Chair of the Leadership Council who may invite input

from members of the Church. The result of the evaluation shall be shared with the Personnel Ministry Team and Leadership Council and be retained in the Personnel Ministry Team files.

2. Evaluation of Other Ministers – The Senior Minister shall be responsible for personally evaluating all of the other ministerial staff, annually. The ministerial staff and the Senior Minister shall mutually agree upon goals and objectives and other criteria prior to the review period. This document may be revised during the year if necessary by mutual agreement of the minister and the Senior Minister. The ministers shall submit to the Senior Minister, 2 weeks before the review is initiated, their statement of progress on the goals and objectives and other criteria agreed upon. The Senior Minister may seek input on the minister's performance by creating a focus committee which would consist of 2 individuals selected by the minister being reviewed and 2 selected by the Senior Minister in consultation with the Chair of the Personnel Ministry Team. A summary of the evaluation shall be shared orally with the Personnel Ministry Team.

3. Evaluation of Non-ministerial staff – The non-ministerial staff shall be reviewed annually by their supervisor.

4. General

- a. Evaluations of non-ministerial staff will be reviewed with the 2nd level supervisor prior to communicating with the person being evaluated.
- b. The Senior Minister will report a summary of the annual reviews to the Personnel Ministry Team.
- c. The evaluation process for the ministers and/or administrative staff should be completed by June 1.
- d. Salary increases for the ministers and/or administrative staff will be effective January 1. Funding for any such increases should be included in the Personnel Ministry Team regular budget request for the coming year and will be approved by the Church in the annual budget.
- e. Ministers and staff members serving in interim positions will be evaluated according to criteria based on applicable employment agreements.
- f. Criteria/Job Descriptions for each staff position are found in the official Personnel File of the Church.

In addition to the annual written evaluation, each supervisor will make an informal, written mid-year progress report against stated goals for each supervised non-ministerial employee. Copies of this mid-year review will be provided to the employee, the Senior Minister and the Personnel Ministry Team.

Employee Recognition Guidelines

1. Purpose

Accepting the value of employee recognition, the Personnel Ministry Team institutes these guidelines in an attempt to provide each employee with increased job satisfaction and encouragement to perform their jobs more effectively. The fundamental purpose of this recognition program is to say “thank you”, “well done”, or “we value you as an employee”. This purpose differs from the goals and objectives of other aspects of total compensation, i.e. salary is payment for doing a job and benefits are designed to protect the employee’s wellbeing. In the context of these guidelines, recognition means to help FBCC employees feel valued.

2. Components

The basic components of the program are as follows:

a. Length of service

The focus of this component is to recognize the service of employees over the tenure of their employment. Annual recognition will be given on the anniversary of an individual’s date of employment, with special emphasis on the 5-year milestones beginning at year 10.

- Annual recognitions will be a thank you card plus a \$25.00 gift card presented by the PMT.
- Beginning with the 10th anniversary and every 5 years afterward, the PMT will make a special appeal to the Church membership for a love offering to support a more significant gift. For ministerial staff, the PMT will make this presentation following a Sunday service. For non-ministerial staff, the PMT will make this presentation during a Wednesday evening service. The PMT will ensure that milestone anniversaries are noted in appropriated Church correspondence.

b. Birthday observance

The PMT will recognize each employee’s birthday with a greeting card but no monetary gift. Employee’s birthdays will be included in Church member birthday recognition on Wednesday evenings and other correspondence as appropriate.

c. On-the-Spot Award

Another component is the quick and frequent recognition of those employees who go “above and beyond the call of duty” on a given day, or for exceeding expectations on an activity or project. This component focuses on a 1-time achievement, rather than sustained performance over a period of time. The effectiveness of On-the-Spot awards depends upon instant recognition of the employee after the good act occurs. Any Church member or staff member can so recognize an employee by presenting an appropriate card, note, food item, or nominal gift. When possible these presentations will be made during a weekly staff meeting.

3. Funding

The PMT will include in their annual budget request an amount sufficient to fund the \$25 per employee annual tenure recognition. Beginning with the 10th year, the 5-year milestone anniversaries will be funded by a special love offering.

DUE PROCESS OF DISCIPLINARY ACTION, GRIEVANCE AND TERMINATION

The Church expects its ministers and other employees to work together in a professional manner befitting laborers in the ministry of the Gospel of Jesus Christ – coordinating their efforts and resolving minor conflicts without formal procedure or intervention. However, any conduct or behavior perceived as inappropriate by a member of the ministerial staff or other employee of the church shall be resolved in the following manner:

1. Supervisory Disciplinary Action

- a. A formal discussion shall be scheduled for the employee by the immediate supervisor. The 2nd level supervisor shall be informed prior to scheduling the formal meeting. The immediate supervisor may request the attendance of the 2nd level supervisor at the formal meeting, but it is not mandatory. (NOTE: The Personnel Policy Chart shall be used to determine immediate and 2nd level supervisors. The Personnel Ministry Team shall function as the immediate and 2nd level supervisor for the Senior Minister.)

The problem is to be discussed, clear and definite expectations offered, and an opportunity for improvement outlined. The supervisor must submit a written statement summarizing the reasons for the meeting and the discussion with the employee. Both the supervisor and employee must sign and date the summary.

The employee may prepare a written response to the meeting if desired. The employee may request a follow-up meeting with the supervisor(s) to present the response, but this is not mandatory. Any such response must be presented to the supervisor – with or without a follow-up meeting – and signed and dated by both parties. (NOTE: Signature does not imply agreement in either case; it simply shows that both parties have the document.)

The supervisor's summary, the employee's response, and any further documentation shall constitute the meeting notes. These meeting notes shall be given to the Personnel Ministry Team and either copied or otherwise indicated in the employee's personnel file. Either or both parties may appear before the Personnel Ministry Team to discuss the problem, but this is not mandatory at this stage.

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- b. Upon recurrence of the problem or any problem of a similar nature, the supervisor will issue a written reminder outlining the violation, summarizing earlier efforts at remediation, and further delineating expectations. The 2nd level supervisor shall receive a copy of this reminder. The reminder shall also indicate that a failure to meet expectations will result in disciplinary measures – up to and including recommendation for dismissal. The employee will be asked to sign and date this reminder, and shall also have the opportunity to respond, as in section (a) above. In signing, the employee does not signify agreement with the document, but only acknowledges the existence of the document.

The Personnel Ministry Team shall receive copies of the written reminder and any responses as soon as they are submitted.

- c. If the problem continues after the written reminder, the supervisor will refer the matter to the Personnel Ministry Team along with his/her recommendation.
- d. The Personnel Ministry Team will schedule a meeting with the employee to ensure that the employee understands the expectations and requirements for continued employment. The employee will be permitted the options of resigning or trying 1 more time to meet expectations. The employee must understand that this is the final opportunity for continued employment.
- e. If the non-ministerial employee's behavior and conduct do not significantly improve, the Personnel Ministry Team will report to the Church that the employee is terminated. If the ministerial employee's behavior and conduct do not significantly improve, the Personnel Ministry Team will recommend to the Church that the employee should be terminated.

2. Employee Grievance

- a. An employee with a grievance against a supervisor is encouraged to resolve the problem informally in a mature, Christian manner. If, however, the employee determines that a formal grievance procedure is needed, he/she may call for a hearing in a manner similar to the procedure described in section 1 above. In this case, the employee must inform the 2nd level supervisor who will determine whether to initiate the formal procedure. The presence of the 2nd level manager is mandatory at any formal grievance meeting between the employee and the immediate supervisor.
- b. An employee may present any grievance directly to the Personnel Ministry Team at any time. The Personnel Ministry Team shall counsel the employee as to further action. As appropriate, the Ministry Team shall refer action to the immediate or 2nd level supervisor, or if necessary, shall direct the formal procedure.

TERMINATION POLICY

Church Staff Members may be terminated as follows:

1. Immediate terminations may occur as a result of:
 - (a) Budgetary problems requiring a reduction in staff.
 - (b) Organizational changes which may result in elimination of positions;
 - (c) Misconduct of an ethical or moral nature.

The procedure for terminating a ministerial employee is by a recommendation from the Personnel Ministry Team to the Church for action.

The dismissal of a non-ministerial employee comes via a recommendation from the Senior Minister to the Personnel Ministry Team which reviews the dismissal notice and recommends action. Only non-ministerial staff will be relieved of duty by the Personnel Ministry Team.

2. Terminations with due process may occur for any of the following reasons:
 - (a) Undesirable behavior within the Church or the community;
 - (b) Gross neglect of assigned duties;
 - (c) Habitual absence from work without prior approval of the immediate supervisor;
 - (d) Inefficiency or inability of an individual to satisfactorily perform assigned duties.
3. The PMT will be responsible for reviewing recommendations for termination for cause. The PMT will consider the work history and the performance of the employee; pertinent information relating to the cause for termination; and will consider statements and other information provided by the affected employee. The PMT will timely render its decision.

Should an employee be terminated due to budgetary problems or organizational changes which necessitate a reduction in staff through no fault of the employee, the affected employee may be given severance pay of up to 1 week for each full year of service, up to a maximum of 12 weeks. The amount of severance must be recommended by the Personnel Ministry Team, approved by the Stewardship & Finance and presented to the Church in conference for approval.

HARASSMENT POLICY

First Baptist Church is committed to the principles that every employee is entitled to be treated with dignity and respect as an individual and that every employee is expected to uphold high standards of personal conduct related to work. First Baptist Church affirms and supports the prohibitions of discrimination under Title VII of the 1964 Civil Rights act ("Title VII") and the Americans with Disabilities Act (ADA) and other anti-discrimination laws, and requires each employee to fully comply with these laws as a condition of continued employment. This policy, however, is not a contract and does not change anyone's at-will status.

First Baptist Church will not tolerate any conduct that violates this policy, whether or not the conduct or communications take place on the Church's premises. Nor will First Baptist Church tolerate any actual or attempted reprisals or retaliation against any employee who raises a sincere and valid concern that this policy has been violated.

DEFINITIONS

As used in this policy, the term "harassment" concerns conduct relating to a person's race, sex, age, ethnic background, or handicap, which fails to respect the dignity and feelings of the individual. Harassment that is forbidden by this policy can take several forms including:

- A. **Sexual Harassment.** Sexual harassment includes sexual advance, requests for sexual favors, and other conduct of a sexual nature where the employee is made to feel as if he or she must agree to the request or submit to the advance in order to get favorable treatment at work. Sexual harassment also includes sexually oriented conduct and communications which unreasonably interfere with an employee's work performance or creates an intimidating, hostile, or offensive environment. It is important to remember that these rules cover the conduct of all employees. In other words, unwanted sexual advances violate this policy even if directed at a coworker or supervisor.
- B. **Verbal Harassment.** This includes comments regarding an individual's sex (a form of sexual harassment), religion, race, ethnic heritage, handicap or disability, or age. Examples of this form of harassment include sexist or racist remarks or sharing offensive jokes that degrade or offend minority or handicapped employees.
- C. **Distributions or display of written or graphic material (i.e. pictures) that is derogatory or vulgar in nature.** Examples of this form of harassment include distribution or display of cartoons, nude calendars, or other materials that are racist or sexually explicit in nature.
- D. **Threats of physical harm or physical harassment such as hitting, pushing, or other physical contact (i.e. offensive touching).**
- E. **Any retaliation against an employee for raising a genuine concern that this policy has been violated, or for exercising any right provided under Title VII or the ADA, or any other applicable federal or state law.**

REPORTING HARASSMENT

All employees are held responsible and accountable for avoiding or eliminating harassment that violates this policy. Employees are expected to report potential violations of this policy, including possible harassment of co-workers within 24 hours. Please remember First Baptist Church will not tolerate offensive conduct by members either. If a member

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acts in a way that violates this policy, an employee should immediately report the situation to his or her supervisor.

Since it is each employee's duty and obligation to report harassment, employees should not feel hesitant or embarrassed about reporting harassment. The best and sometimes the only way for management to learn about illegal conduct is for you to report it. First Baptist Church is dedicated to making sure that the work place is productive and free from harassing conduct. First Baptist Church can only achieve this goal if employees cooperate in reporting any violation of this policy. On the other hand, truly frivolous claims of harassment could lead to appropriate disciplinary action or other measures if warranted.

Reports of violations may be made to an immediate supervisor, 2nd level supervisor, or the Personnel Ministry Team.

In cases involving a report of sexual harassment, all reasonable efforts will be made to protect the privacy of the individuals involved. In many cases, however, First Baptist Church's legal duty to investigate and remedy harassment makes absolute confidentiality impossible. Investigation of potential harassment will normally include conferring with the parties (accuser and accused) and any witnesses. First Baptist Church will try to make sure that it limits sharing confidential information to those employees with a "need to know." Employees who assist in an investigation are required to keep confidential all information they learn or provide.

An employee's concern that this policy has been violated will be thoroughly investigated. Where appropriate, prompt attention and disciplinary action will be taken to stop the harassment and prevent its recurrence.

APPENDIX

Organizational Chart of FBC Clemson