

Personnel Manual – Benson Baptist Church

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Personnel Manual – Benson Baptist Church

ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Personnel Policy

It is the purpose of this personnel manual and the rules and regulations set forth to establish a fair and uniform system of personnel administration for employees of the Benson Baptist Church. It should be noted that this is a listing of personnel policies, but this in no way should be construed to be a contract. This publication is subject to revision at any time by Benson Baptist Church. In order to provide effective administration and supervision of personnel, it is necessary to modify guidelines as needed. Therefore, Benson Baptist Church makes no promises about the duration of the contents of this manual and reserves the right to change the guidelines contained herein at any time in whole or in part, with or without prior notice.

Section 2. Responsibilities of the Personnel Committee and the Pastor

The Personnel Committee of the Benson Baptist Church shall be responsible for making recommendations regarding changes and additions to the Personnel Manual. This committee has the final authority to establish, approve, and change the Personnel Manual. The Pastor shall serve as the immediate supervisor of the entire staff of Benson Baptist Church. The Pastor is responsible for the approval of the time worked for all employees, with the exception of musical staff to be approved by the Minister of Music. The Diaconate serves as the personnel supervisor for the Pastor.

Section 3. Employment at Will

Employment is with the mutual consent of the employee and the Church. Consequently, both the employees and the Church have the right to terminate the employment relationship at any time, with or without cause, with a reasonable notice. This employment-at-will relationship may not be modified by an oral or implied agreement.

Section 4. Position Status

- **Ordained:** Includes the Pastor and other ministerial staff who have been called by the congregation and ordained as a minister.
- **Full-time:** Includes positions which are scheduled to work at least 40 hours per week and to be employed for a full fiscal year with the Church.
- **Part-time:** Includes positions which are scheduled to work at least 30 but less than 40 hours per week, and to be employed for a full fiscal year with the Church. Part-time employees in this category are eligible for paid days off in accordance with their scheduled work hours as a percentage of full-time status.
- **Transitory:** Includes other positions which are scheduled to work less than 30 hours per week or are compensated on a per time of service basis. These employees are not regularly eligible for paid days off, including vacation and sick time.

Section 5. Performance Evaluation

The immediate supervisor of each employee, with input from the appropriate staff and committees, shall conduct Performance Evaluation conferences with each employee at least once a year. These performance evaluations shall be documented in writing. The performance period shall end on June 30 of each year, and performance evaluations should be completed by the end of July of that year.

The Pastor-Church Liaison Committee shall conduct the Pastor's evaluation. The committee may request input from the Diaconate and various church committees for the evaluation of the Pastor.

All salaries, with the exception of the Pastor's, shall be recommended each year by the Personnel Committee to the Budget and Finance Committee for inclusion in the annual budget of the Church. The salary of the Pastor shall be recommended each year by the Diaconate to the Budget and Finance committee for inclusion in the annual budget of the Church. Subsequently, the Congregation must approve the salary recommendations by their approval of the budget.

Section 6. Effective Date of Salary Changes

Salary changes, approved for the annual budget year, shall be effective with the first payroll period of that new budget year unless another specific date is approved by the Church.

Section 7. Overtime Pay Provisions

Employees of the Church can be requested and may be required to work additional hours beyond their regularly scheduled work hours.

The Church is required to comply with the Fair Labor Standards Act (FLSA). The Pastor, with assistance of the Personnel Committee, shall determine which jobs are "non-exempt" and are therefore subject to the FLSA in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

The Church shall designate a 168 consecutive hour period (seven days) from Saturday, 12:00 a.m. to Friday 11:59 p.m., as the workweek under FLSA. Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (40 hours in a 7-day period). Hours worked beyond the FLSA established limit will be compensated at the time-and-one-half rate. In determining eligibility for overtime in a work period, only hours that are actually worked shall be considered. In no event will paid days off be included in the computation of hours worked for FLSA overtime purposes.

Employees in positions determined to be "Exempt" from the FLSA (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. "Exempt" employees, with the approval of the Pastor, may be allowed to schedule time off to compensate for those hours.

Section 8. Payroll and Payroll Deductions

Employees shall be paid on the last workday of each pay period. The pay period will be bi-weekly.

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee, subject to determination by the Personnel Committee, the Budget and Finance Committee, and the Diaconate as to capability of payroll processes and appropriateness of the deduction. All deductions made at the request of the employee will be documented on a payroll action form and must be signed by the employee.

Section 9. Longevity

Staff who are employed for twenty or more years with Benson Baptist Church shall be eligible for longevity pay. Staff who work twenty years with Benson Baptist Church shall be paid a one-time longevity bonus of three percent of their salary on the twentieth anniversary of their employment. Staff who work twenty-five years with Benson Baptist Church shall be paid a one-time longevity bonus of four percent of their salary on the twenty-fifth anniversary of their employment. Staff who work thirty years with Benson Baptist Church shall be paid a one-time longevity bonus of five percent of their salary on the thirtieth anniversary of their employment.

Section 10. Social Media Policy

All policies of Benson Baptist Church, including harassment, confidentiality, and software use policies, apply to the use of social media.

Benson Baptist Church official social media participation is managed by the pastor. The pastor is responsible to post or to delegate posting information about church ministries and planned

activities. The ministerial staff are responsible to monitor and manage responses to posts on the official church social media pages.

Employees of Benson Baptist Church who misuse the church's social media resources in ways that violate the law or other church policies are subject to disciplinary action.

New social media tools emerge frequently. This policy and use guidelines apply to all forms of social media, including those currently in use (Facebook) and those Benson Baptist Church may adopt at any time.

Social Media Guidelines

1. Social media postings should not disclose sensitive or confidential information, unless the person that the information concerns has given consent to share such information. Sensitive information includes but is not limited to medical information or details of personal matters.
2. Posting of photos should be done with care and consideration of the individual(s) in them. Exercise discretion in identifying the subject by name and avoid "tagging" individuals.
3. All content in social media posts should be done in compliance with copyright and fair use laws.
4. Posted content, including responses from viewers of the social media, that is obscene, abusive, embarrassing, or otherwise objectionable, should be removed by the pastor or other authorized church staff.
5. All church staff and lay leaders are personally responsible for the content they publish on their own social media. Personal social media should be clearly separate from the official social media of Benson Baptist Church.
6. Employees of Benson Baptist Church are expected to conduct their personal social media interactions in accordance with their Christian faith and the same code of conduct as other interactions with each other, church members, and the public.

ARTICLE II. RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy

It is the policy of the Church to foster, maintain, and promote equal employment opportunity. The Church shall select employees on the basis of the applicant's qualifications for the job and award them with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, national origin, disability, political affiliation, or marital status. Applicants with disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties.

Section 2. Immigration Reform and Control Compliance

The Church shall comply with 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 a condition of employment, employees will be required to provide documentation (Form I-9) verifying their identity and legal authority to work in the United States.

ARTICLE III. CONDITIONS OF EMPLOYMENT

Section 1. Work Schedule

Work schedules shall be established by the Personnel Committee on recommendation from other oversight committees and with the approval of the Pastor. The designated hours of work must meet the operational needs of the church in the most cost-effective manner possible. These schedules shall be on file with the Church office and be kept current. Employees required to work on Sunday may have other times of the week off in lieu of this work time, as approved by the Pastor.

Section 2. Other Employment

The work of the Church shall take precedence over other occupational interests of employees who work thirty or more hours per work-week. Outside employment for salaries, wages, or commission, and all self-employment, must be reported in advance to the Pastor. Approval for other work will be granted unless that work conflicts with the designated work schedule of the employee or is determined to be a conflict of interest for the employee. Employees working fewer than thirty hours per week are not subject to this section of the personnel manual, as long as their outside work does not interfere with hours designated by the Church or create a conflict of interest for the employee.

Section 3. Restrictions on Church Members

Members of Benson Baptist Church cannot be employed in positions that could compromise the confidentiality and/or harmony of the church and the church office, e.g., church administrative assistant.

Section 4. Harassment

Benson Baptist Church is committed to maintaining a healthy and productive work environment built on mutual respect and trust. Harassment in any form rips at the heart of that trust and can threaten the happiness and productivity of everyone in the workplace. For this reason, Benson Baptist Church maintains a strict policy prohibiting harassment based on race, national origin, physical or mental condition, age, gender, sexual orientation, or any other basis protected by federal, state or local law. The anti-harassment policy applies to all persons involved in the operation of Benson Baptist Church and prohibits harassment by any employee of Benson Baptist Church.

Harassment includes verbal, physical and visual conduct that creates an intimidating, hostile or offensive work environment, or interferes with work performance. Such conduct constitutes harassment when:

1. submission to the conduct is made either an explicit or implicit condition of employment;
or
2. submission to or rejection of the conduct is used as the basis for an employment decision;
or
3. harassment interferes with an employee's work performance and/or has the purpose of creating an intimidating, hostile or offensive work environment.

A person may claim harassment even if he or she has not lost a job or some economic benefit. Harassing conduct can take many forms including, but not limited to, slurs, jokes, statements, gestures, pictures or cartoons regarding an employee's gender, race, color, national origin, age, mental or physical disability, family care leave status, or any other protected basis. In addition to these prohibited actions, sexual harassment also includes any other unwanted sexual advances, offers of employment benefits or threats of employment detriments based on submission to or rejection of sexual favors, conversations containing sexual comments, and visual conduct including but not limited to leering, making sexual gestures, displaying sexually suggestive objects or pictures. It is unlawful for all genders to sexually harass another individual.

Benson Baptist Church guarantees all employees that an immediate, thorough and objective investigation will occur in all alleged cases of harassment. If an employee feels that they, or someone they know, has been or is being harassed, they should follow this prescribed procedure:

1. If someone is acting in a manner which makes you feel uncomfortable or threatened, you must first tell them to stop.
2. If the behavior continues, report the incident immediately to your supervisor.
3. If you are not comfortable, or if it is not reasonable to speak with your supervisor, the issue may be taken to the Chair of the Personnel Committee.

The Chair of the Personnel Committee should be informed immediately of any complaints of harassing conduct.

Every reported complaint of harassment will be investigated thoroughly, promptly and in a confidential manner to the fullest extent possible. In the case of Benson Baptist Church employees, if harassment is established, Benson Baptist Church will discipline the offender. The discipline will correlate to the severity of the offense and could range from a verbal or written warning, up to and including immediate termination, depending on the circumstances.

Appropriate action will also be taken to deter any future harassment. The Personnel Committee will investigate the matter and make recommendations for action by the Church.

Benson Baptist Church strictly prohibits retaliation against any person by another employee or by Benson Baptist Church for using this complaint procedure, reporting harassment, or for filing, testifying or participating in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire, failure to give equal consideration in employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

Section 5. Political Activity and Media Communications

The Church supports the voluntary political activity of its members and employees. However, employees may not engage in political campaigning activities while on duty and may not use the auspices or facilities of the church for such campaigning.

All requests from the media for information on the Church shall first be directed to the Pastor who will make the decision about the best person(s) to handle the matter.

Section 6. Employment of Relatives

The Church prohibits the hiring and employment of the immediate family of current Personnel Committee members or of the church staff in full or part time positions in the Church.

“Immediate Family” is defined as the spouse, child, parent, brother, sister, grandchild, or grandparent and the step, in-law, or adopted relatives of the same group.

Section 7. Safety

Safety is the responsibility of the Church, supervisors, and employees. It is the policy of the Church to establish a safe work environment for employees. The Personnel Committee and the Diaconate, with the assistance of the immediate supervisors, are responsible for ensuring that safe working conditions are maintained in the Church.

Section 8. Alcohol, Drug, and Controlled Substance Workplace Standards

The Church prohibits misuse or abuse, possession, or distribution of alcohol, drug, and controlled substances in the workplace. Employees are subject to immediate termination for violation of this standard.

Section 9. Prohibition of Sale of Goods for Profit

The Church does not permit employees to sell goods and services for profit or commercial reasons while under the auspices of their church employment, withstanding the exception of

authorized fundraisers for church ministry programs. No employee may be required to contribute to a collection effort.

Section 10. Adverse Weather

The Church expects employees to use their own judgment in coming to work in case of adverse weather conditions which may jeopardize one's safety traveling to and from the work site. The Personnel Committee Chair, upon recommendation from the Pastor, will make decisions regarding the closing of the Church office and how the specific event will affect leave and employee pay. Normally, if the Church office is closed, employees scheduled to work shall be granted administrative leave with pay. If the Church office is open and the employee elects not to come to work for his or her own safety, the employee's annual leave is charged. The Church will inform the staff of weather-related closings via phone calls and/or text messages as well as notifying WRAL, WTVD and WNCN television stations.

Section 11. Confidentiality

Because employees of the Church may have access to sensitive personal information about church members, community members and their families, all personnel must adhere to strict confidentiality about information gained while in the service of the Church. This includes, but is not limited to, private family information and financial or other giving records of church members. The policy of the Church is that the staff will not share information on an individual, even about an illness, without the expressed permission of the individual or family.

ARTICLE IV . PAID DAYS OFF AND LEAVES OF ABSENCE

Section 1. Policy

The policy of the Church is to provide paid days off to ordained employees, full-time employees and part-time employees as defined herein.

Section 2. Holidays

The following days are holidays, with pay, for ordained, full- and part-time employees of the church:

- New Year's Day
- Good Friday *or* Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the day after
- Christmas Eve and Christmas Day

The Church offices are closed on these designated holidays.

Each eligible employee is allowed one additional holiday of their choosing (floating holiday) annually, to be approved by the Pastor. Staff members who have served in the armed forces are encouraged to utilize the holiday in recognition of Veteran's Day.

When any recognized holiday falls on Saturday, the holiday will be observed on Friday. When a holiday falls on a Sunday, Monday shall be observed as the holiday.

Church staff are expected to participate in any and all church services associated with Easter and Christmas. Church staff and employees required to work on any of these holidays outside of their regular job duties shall receive the equivalent time off. This compensatory holiday time shall be taken within thirty days of the holiday observed.

Section 3. Paid Days Off - Full and Part Time Employees

Vacation leave is the designation for employee leisure days. Benson Baptist Church believes that vacation strengthens the productivity and happiness of our employees.

Sick leave is the designation for paid leave for personal or family illness, including medical appointments.

Full- and part-time employees as defined herein are eligible for vacation and sick leave. These types of leave may be taken in one-half day increments. Article 1, Section 4 Position Status defines the status of full- and part-time employee.

Ordained, full and part time employees will receive five sick days per year. The number of hours for a sick day is determined by the employee’s normal workday. The total amount of sick leave becomes available for the employee on January 1 of each year.

When taking sick leave, employees should notify their supervisor as soon as possible either through email or phone. They should also inform the supervisor for how long they will be absent (if possible) or report in daily for the duration of their sick leave.

Ordained staff will receive two weeks (ten days) of professional time per year, or a pro-rated equivalent of the percentage of the year when employed for less than the full fiscal year.

Professional time is defined as ministerial activities performed that do not pertain to one’s ministry at Benson Baptist Church, e.g., revivals, speaking or performing engagements, mission or choir trips not connected to Benson Baptist Church.

Employees should obtain supervisor approval when scheduling any vacation, professional, and continuing education leave. Under normal circumstances, no more than two consecutive weeks (ten days) of leave can be taken, unless otherwise granted in an employment contract/covenant or by special supervisor authorization.

Vacation leave for all staff is awarded on an accrual basis. Ordained staff with less than ten years of service will receive two weeks (ten days) of vacation leave per year, and 15 days per year after completing ten years of employment at Benson Baptist Church. Full- and part-time employee will earn vacation leave on the following prorated schedule according to years of service and payroll frequency:

Full Time Employees

<u>Years of Church Service</u>	<u>Vacation Earned</u>	<u>Monthly</u>	<u>Bi-Weekly</u>
0 months to 1 year	5 days*	0.42	0.19
1 year to 9 years	10 days	0.83	0.38
10 years and up	15 days	1.25	0.58
Ordained Staff (<10 years)	10 days	0.83	0.38
Ordained Staff (>10 years)	15 days	1.25	0.58

* New employees begin earning vacation time upon employment but shall not use any of the accrued time until at least 90 days after beginning employment. If a need for time off arises during the first 90 days of service, or if any employee has a dire need for additional time off, the matter should be taken before the Deacons, who will decide whether paid time off will be approved, denied or advanced.

Vacation will be awarded based on a prorated basis as it is earned. Increases in vacation time will occur on the anniversary date that an employee began work with the church.

Part Time Employees (as defined in Article 1, Section 4 Position Status)

Part-time employees accrue vacation in accordance to their percentage of scheduled hours compared to a full-time 40 hour work week. A part-time employee whose schedule is five days

per week at less than 8 hours per day (i.e., 6 hours per day for 30 hours per week) will earn the appropriate number of days, to be taken as 6 hours of compensated time. A part-time employee scheduled to work fewer than 5 days a week will earn a prorated percentage of the full-time 40 hours per week, based on the number of scheduled hours per week.

Example:

Part time scheduled work hours: 10 hours per day for 3 days per week

Full-time work = 40 hours earns 80 hours of vacation in years 1-10; part-time employee earns 75%, 60 hours per year.

If the employee's Job Description or contract differs from the schedule and information listed above, the Job Description or contract will apply.

Due to the size of the workforce, Benson Baptist Church does not fall under the Family Medical Leave Act (FMLA) and will not voluntarily comply with FMLA standards.

NOTE: Employees who are considered "transitory" as defined in Article 1, Section 4 Position Status are generally not eligible for paid days off.

Section 4. Accrual of Paid Days Off

Employees cannot accrue any sick leave from one year to the next. Up to ten days of accrued vacation leave can be carried forward into a new year. Employees should obtain supervisor approval when scheduling vacation leave. Under normal circumstances, no more than two consecutive weeks (ten days) of leave can be taken, unless otherwise granted in an employment contract/covenant or by special supervisor authorization.

Employees may receive monetary compensation for accrued unused vacation time at their time of resignation, provided they have given the Church proper notice of their exit date as defined in this document and have fulfilled such obligations to the Church. Compensation shall not exceed the annual number of days for which the employee is eligible according to their years of church service, as outlined in Article IV, Section 3 Paid Days Off - Full and Part Time Employees.

Unused sick leave and unused professional time are not eligible for compensation.

Section 5. Non-Paid Days Off

Non-paid leave may be taken with the approval of the Pastor and the Personnel Committee.

Usually, an employee's accrued leave will be utilized before any non-paid leave will be granted. For transitory employees, schedule accommodations will be made whenever possible to adjust for non-paid time off at times the employee typically works. The Pastor will approve any requested schedule accommodations for transitory employees.

Section 6. Condolence Leave

Up to three days of excused time with pay is granted when there is a death in the employee's immediate family. Immediate family is defined as spouse, child, parent, brother, sister, grandchild, grandparent, or the step, in-law, or adopted relationships of this group. If other family members, not included in this group, reside in the same household as the employee, condolence leave is also granted upon approval of the Pastor and Personnel Committee.

If an employee needs additional time off for funeral or death, accrued personal leave time may be taken with approval. Alternatively, the employee may take unpaid leave for additional days.

The condolence leave policy does not apply to transitory employees.

Section 7. Maternity/Paternity Leave

Female employees who have completed at least 12 months of continuous, full-time service prior to the birth or adoption of a child will be granted leave with full pay for six consecutive weeks.

As an alternative, a female staff member may elect to take eight consecutive weeks of leave at a

rate of 75% of their regular compensation. In addition, a female staff member will be allowed the option to take up to an additional two weeks of accrued vacation leave in conjunction with maternity leave.

Female employees who have completed less than 12 months of continuous, full-time service prior to the birth or adoption of a child will be granted leave with full pay for three consecutive weeks. As an alternative, a female staff member may elect to take six consecutive weeks of leave at a rate of 50% of their regular compensation. In addition, a female staff member will be allowed the option to take up to an additional two weeks of accrued vacation leave in conjunction with maternity leave.

Male employees who have completed at least 12 months of continuous, full-time service prior to the birth or adoption of a child will be granted leave with full pay for two weeks, which must be taken within the first eight weeks following the birth or adoption. In addition, a male staff member will be allowed the option to take up to an additional two weeks of accrued vacation leave in conjunction with the paternity leave.

Male employees who have completed less than 12 months of continuous, full-time service prior to the birth or adoption of a child will be granted leave with full pay for two weeks, which must be taken within the first eight weeks following the birth.

Section 8. Military Leave

Full time employees who are members of an Armed Forces Reserve organization or National Guard shall be granted up to fifteen workdays with full pay per calendar year for military leave for the time when an employee is actively performing military service. If military duty is required beyond the fifteen workdays per year, the employee may take any accrued annual leave and will be placed on Leave-Without-Pay status after accrued annual leave is exhausted.

An employee called to extended active duty with the United States military forces, who does not volunteer for service beyond the period for which called, shall be reinstated with full benefits provided the employee:

- 1) Applies for reinstatement in accordance with USERRA guidelines after the release from military service; and
- 2) Is able to perform the duties of the former position or similar position.

Section 9. Civil Leave (Jury Duty or Subpoenaed Witness)

A Church employee called for civil duty shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep compensation provided by the court for jury service and/or travel. While on civil leave, benefits and leave shall accrue as though on regular duty.

Section 10. Leaves of Absence

A Church employee may request up to a six-month unpaid leave of absence. This request should be made in writing to the Pastor, who will forward this to the Personnel Committee. A vote of the Church is necessary for such a leave. A beginning and ending of the leave must be defined, and the employee must notify the Church at least one month before the end of the leave as to whether they plan to return.

ARTICLE V. INVOLUNTARY TERMINATION

Section 1. Dismissal

Since employees are employed at will with the Church, they may be terminated for any reason. This will be done in accordance with the Bylaws of the Church.

Section 2. Reasons Defined with Examples

Reasons for termination usually fall into two categories: Unsatisfactory Performance of Duties or Detrimental Personal Conduct. An indictment for one of the following may be cause for suspension without pay or benefits while the matter is reviewed and a final resolution is determined.

Unsatisfactory Performance of Duties includes any aspects of the employee's job which are not performed as required to meet the standards set by one's supervisor, the Personnel Committee, or Diaconate.

Examples of unsatisfactory job performance include, but are **not** limited to, the following:

Inefficiency, negligence, or incompetence in performing assigned duties.

Careless, negligent, or improper use of Church property or equipment.

Discourteous treatment of the public, Church members, or other employees.

Absence without approved leave.

Repeated improper use of leave privileges.

Habitual pattern or failure to report for duty at the assigned time and place.

Failure to complete work within time frames established by the supervisor or Church work standards.

Failure to meet the job expectations or work standards over a period of time.

Insubordination.

Absence of three consecutive, scheduled working days without properly notifying supervisor.

Detrimental Personal Conduct includes behavior of such a serious detrimental nature that the functioning of the Church may be or has been impaired; the safety of persons or property may have been threatened; or the policies, rules, and regulations of the Church may have been violated. It should be noted that Benson Baptist Church is a Church founded firmly on principles of Christian faith, and, any act, defined by the Church body of Benson Baptist Church to be inconsistent with Christian faith and practice, can be considered to be detrimental personal conduct.

Examples of detrimental personal conduct include, but are **not** limited to, the following:

Fraud or falsification of records for personal profit, granting of special privileges, or obtaining employment.

Willful misuse or gross negligence in handling Church funds.

Willful or wanton damage or destruction to Church property.

Possession of unauthorized firearms or other weapons on the job.

Reporting to work under the influence of alcohol or illicit drugs.

Engaging in incompatible employment or servicing a conflicting interest.

Violation of the harassment policy of the Church.

Provoking or starting a fight which involves physical contact.

Stealing or destruction of property belonging to Benson Baptist Church or another person (e.g., employee, contractor).

Making false statements on documents in connection with Church affairs.

Revealing to any unauthorized persons any of Benson Baptist Church's records, reports or papers.

Unauthorized discussion of any information concerning Benson Baptist Church business.

Conviction of a misdemeanor, high misdemeanor, felony or other offense involving moral turpitude.

Unauthorized solicitation on Church premises.

Unauthorized posting or distribution of announcements or other literature on Church premises.
Interfering with Church relationships by spreading rumors, slander, gossip, or lies which could result in harm or embarrassment to Benson Baptist Church or its employees.
Using abusive language with coworkers or church members.
Commission of lewd, indecent or sexual acts while on Church premises.
Posting derogatory statements about Benson Baptist Church on social media.

ARTICLE VI. PROBLEM RESOLUTION AND COMPLAINT PROCEDURE

Section 1. Process

The Church respects the right of employees to express their views about operations, procedures, and working conditions which affect them. Any employee who believes that he/she has been treated unfairly or is subjected to unsafe working conditions should:

First, notify and discuss the issue with his or her supervisor and seek to resolve the problem.

Second, if not resolved at the immediate supervisor level, the supervisor and employee should notify and discuss with the Chair of the Personnel Committee.

Finally, if not resolved at the Chair of the Personnel Committee level, the issue will be heard by the full Personnel Committee. The Personnel Committee shall make the final decision.

Section 2. Protection

Employees who use these resolution procedures should do so without fear of intimidation, coercion, or adverse action. Any request or expressed concern will be expeditiously processed.

ARTICLE VII. SEPARATION

Section 1. Types of Separations

All separations of employees from positions in the service of the Church shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

Section 2. Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the Pastor who, in turn, will provide copies to the Personnel Committee and the Diaconate. The minimum notice requirement is two weeks and may be longer if so defined in the job description for the employee. Failure to provide minimum notice shall result in forfeiture of payment for accumulated paid days off unless the notice is waived upon recommendation of the Pastor and the approval of the Personnel Committee and Diaconate.

Three consecutive days of absence without contacting the immediate supervisor shall be considered a voluntary resignation.

Note: This does not include authorized absences for Funeral Leave, Inclement Weather, Jury Duty or Subpoenaed Witness, Military Leave, or Paid Holidays.

Section 3. Other Separations

Reduction in Force: Since employees are employed at will with the Church, employment may be terminated due to a decision that a position is no longer needed.

Disability: Since employment at Benson Baptist Church is at-will, separation from employment due to disability can occur if either the employee or the Church believes an employee has become unable to perform the responsibilities of their position and reasonable accommodation for disability cannot be made.

Voluntary retirement: An employee who wants to voluntarily retire from employment at Benson Baptist Church will be deemed a resignation. The policies in Article VII, Section 2 apply.

Dismissal: The policies for dismissal are stated in Article V. Involuntary Terminations.

ARTICLE VIII. PERSONNEL RECORDS AND REPORTS

Section 1. Personnel Records Location

All personnel records shall be maintained in the Church office in a secure (locked) manner. The employee, his/her supervisor, the Pastor, the Personnel Committee Chair, and the Diaconate are authorized to access the records and may review them at any time. The only items which cannot be seen by employees are references and other information obtained in confidence by the Church. Personnel records may not be taken from the Church office without approval of the Pastor.

Section 2. Furnishing of Personnel Information

The Pastor or Chair of the Personnel Committee may furnish any information from the personnel files, with the written approval of the employee. This approval shall be retained in the personnel file as a permanent record. Current and former employee records are confidential. Employees may review their records periodically and may receive the opportunity to correct what they believe to be inaccuracies within their file.

Employees will be permitted to review their records in the presence of a Personnel Committee representative. Requests to correct records must be made in writing. Such requests will become a part of the employee's record. Employee records will be released to local, state, federal authorities, and to others as required by law.

Section 3. Organization of Personnel Files

Each personnel file shall consist of the following documents:

- a. All documents received during the hiring and selection process, i.e., application, resumes, references, I-9, etc.
- b. All documents used to make appropriate or requested payroll deductions.
- c. All documents generated during a person's employment which show leave, performance, and other situations which are job related.
- d. Correspondence or memorandums between employees and supervisors regarding employment, performance, or other job-related decisions.

Section 4. Current Information in Files

All employees are to notify the Church office of any changes in name, address, telephone number, marital status, and other information.