

# LIBERTY HILL BAPTIST CHURCH



## PERSONNEL POLICIES AND PROCEDURES MANUAL

**2957 Mount Carmel Road  
Hampton, GA 30228**

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SOP 100-1 – Personnel Policies and Procedures Manual  
Liberty Hill Baptist Church  
4/16  
Gmail Account: Personnel Committee Documents

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## **PERSONNEL POLICIES AND PROCEDURES LIBERTY HILL BAPTIST CHURCH**

### **1.00 INTRODUCTION**

#### **1.01 About This Manual**

This manual summarizes policies and philosophies that have been developed through the participative efforts of many people at Liberty Hill Baptist Church and maintained by the personnel committee in conjunction with the administrative team.

These policies were developed to exert a positive influence on our day-to-day relationships and to assure consistency in the application of policies and benefits. All employees are expected to use this manual as a source of information and to abide by its contents. Please read it carefully and use it as a reference throughout your employment with Liberty Hill Baptist Church. Take it home and share it with your family. This manual is designed to give a brief description of employees' benefits and rules and regulations which will be helpful to you in your employment at Liberty Hill Baptist Church. In the event any of the language in this manual conflict with the text of an official benefits plan or policy, the text of the official plan or policy will govern. The most recent personnel policy manual, approved in conjunction with the finance committee, will supersede all previous personnel policy manuals. This manual is to be returned to the personnel committee or designee when you leave Liberty Hill Baptist Church's employment.

The Church will make every effort to continue offering the many fine benefits described in this manual. However, the benefits, rules, and regulations in this manual are subject to change at any time and do not represent a contractual obligation on the part of the Church. If, after reviewing it, you have further questions about a particular subject, please consult your supervisor or the personnel committee chairperson.

#### **1.02 Equal Employment Opportunity Policy**

Liberty Hill Baptist Church is an equal opportunity employer and does not discriminate on the basis of age, race, color, sex, national origin, disability status, or veteran status in hiring or in the terms and conditions of employment with the exception of rights and privileges extended to churches as stated in the Constitution and By-Laws. It is also the policy of the Church that all employees shall work in an environment free from harassment of any type, particularly

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sexual harassment. Any employee subjected to sexual harassment by any person, whether a supervisor or fellow employee, should report such harassment immediately to his/her supervisor, personnel committee, or the senior pastor. The Church will actively investigate any allegation of sexual harassment and, should sexual harassment be determined to have occurred, the Church will take appropriate disciplinary action up to and including discharge of the offending employee.

### **1.03 Communication Policy**

Liberty Hill Baptist Church encourages communication between you and your immediate supervisor. Your suggestions and concerns are important to us. We encourage you to express your ideas and opinions. The only way we can answer your questions or try to solve your problems is for you to tell us about them.

When you have suggestions or concerns, whether work-related or not, talk with your immediate supervisor as soon as possible. Most suggestions or concerns can be handled in this way. If you are not completely satisfied after talking with your immediate supervisor, talk with the personnel committee chairperson. Should your suggestions or concerns require further consideration, the personnel committee chairperson may arrange a meeting with the personnel committee. Remember, the key to making our communication policy work for you is to talk with your immediate supervisor.

## **2.00 MAINTENANCE OF THESE POLICIES AND PROCEDURES**

The authority of the finance committee is that which has been delegated to it by the congregation. The standard medium of delegation is the Constitution and By-Laws. However, these may be supplemented by special Church actions from time to time.

Nothing in these policies and procedures may be construed as superseding the Constitution and By-Laws. In case of conflict between the two documents, the Constitution and By-Laws will govern.

These policies and procedures shall be applied Church wide. No council, board, committee or team should implement any personnel policy or procedure which contradicts these without prior approval of the personnel committee, in conjunction with the finance committee.

The personnel committee, in conjunction with the finance committee, is responsible for maintaining these policies and procedures. Members of Liberty Hill Baptist Church who have suggestions and/or recommendations for changes in format or content are encouraged to contact any member of the personnel committee.

### 3.00 WORKDAY AND WORKWEEK SCHEDULES

- 3.01 Workweek:** Due to the diversity of staff assignments, the workweek for employees will vary. The normal workweek begins Monday and ends the following Friday. The workweek schedules for non-ministers will be Monday through Friday from 8:30 to 4:30 and schedules for ministers will be assigned by the senior pastor. The Church office hours will be Monday through Friday from 8:30 to 4:30.
- 3.02 Workday:** All employees will be assigned their workday hours by the personnel committee chairperson at the time of employment subject to change as need demands.
- 3.03 Personal Business Appointments during Working Hours:** All employees are encouraged to use discretion in scheduling personal appointments which cause them to be absent during working hours. If it becomes necessary to schedule an appointment during working hours, details must be worked out with the appropriate supervisor, and the required leave request completed and approved by supervisor.
- 3.04 Working Hours during Inclement Weather:** All employees are expected to make an effort to get to work and remain until closing time or until an earlier closing time has been authorized by the appropriate supervisor.
- 3.05 Attendance and Absenteeism:** It is extremely important that you report to work regularly and on time. A good attendance record is a valuable asset to the Church and is an important factor to be considered for salary increases (see 7.02). For this reason, if you are going to be absent from your scheduled shift, you **must** contact your supervisor as soon as possible **before the beginning of your shift**, and inform him or her that you will be absent and why.

Absences due to approved holidays, approved vacation, jury duty, leave of absence, or funeral leave will not count against your attendance record. If your supervisor has been notified properly, absences due to personal illness, serious illness in the family (spouse, child, or parent), medical or dental treatment of the employee, and unusual transportation problems may be excused. A doctor's certificate of illness may be required.

Failure to give proper notice of absence or being absent due to reasons other than those listed above will generally result in the absence being considered unexcused without pay. When you return to work, you will be responsible for discussing the reason for your absence with your supervisor, and the supervisor will determine

whether it is excused or unexcused. Three or more unexcused absences will usually result in termination. It is important to realize that even excused absences may become excessive when these periods of absence affect your productiveness as an employee.

#### **4.00 EMPLOYMENT PRACTICES**

Liberty Hill Baptist Church seeks to employ Christian men and women who work well with others as members of a team and who will perform their jobs effectively.

**4.01 Employment Process:** The supervisor initiates employment procedures with the approval of the personnel and the finance committees to fill staff vacancies except as otherwise provided by the Church Constitution and By-Laws. Persons wishing to be considered for employment by Liberty Hill Baptist Church should adhere to the following employment procedures.

**4.011 Qualifications:** All applicants for employment must satisfy the requirements of the position for which they have applied, as set forth in the approved job description and specifications. A copy of each approved job description, signed and dated by the employee, is on file in the Church personnel files. As required by law, because of our work with children, a criminal records check and pre-employment drug screening, at the discretion of the personnel committee, shall be conducted on **all** applicants. No one may be employed by Liberty Hill Baptist Church who has a felony record without approval of the personnel committee. The Church will nominate and vote on a pastor search committee to fill a pastor vacancy.

**4.012 References, Non-Ministers:** All applicants for employment must provide a satisfactory list of both job and character references. A release form, LHBC Per. 100, Application for Employment, to obtain this information will be provided for the applicant's signature. References will be checked to determine fitness for employment prior to extending an offer.

**4.013 References, Ministers:** Candidates for employment must provide a satisfactory list of both job and character references. A release form, LHBC Per. 100, Application for Employment, to obtain this information will be provided for the applicant's signature. References shall be reviewed by the entire pastor search committee to determine fitness for employment. Candidates must give evidence of their commitment and dedication to Christ, the Church, and the Baptist denomination.

**4.014 Interview, Non-Ministers:** It is the duty of the senior pastor and

personnel committee to interview, evaluate, and recommend to the Church personnel committee chairperson for approval the most suitable individual to fill the vacancy. No one may be employed by Liberty Hill's ministries without approval of the personnel committee. (See 4.016)

**4.015 Interview, Ministers:** It is the duty of the appropriate pastor search committee under the leadership of the Holy Spirit to interview, evaluate, and select the best qualified minister to fill the position. After selection of a primary candidate, the pastor search committee, the personnel committee, and the finance committee shall submit the total compensation package and job description to the prospective minister for approval and to the Church for approval. (See 4.017)

**4.016 Employment, Non-Ministers:** The personnel committee will act on behalf of the Church in employing or terminating all non-ministered employees. The personnel committee chairperson has final authority in employing or terminating all non-ministerial employees for all Liberty Hill Baptist Church's ministries. No one may be employed or terminated without the personnel committee's approval.

**4.017 Employment, Ministers:** The pastor search committee should counsel with the team responsible for the area of ministry where the ministers will serve, the personnel committee, the finance committee, and deacons before a candidate is presented to the Church for a vote. (See 4.015)

If this is a new position, it must have approval from the finance committee. (See 4.06) When an employment agreement between the minister and the pastor search committee has been reached, the committee will prepare a recommendation to include the candidate's resume, the job description, and the compensation package, and present it to the Church for final approval. Upon approval by the Church, a copy of the minister's job description and compensation package shall be signed by the new minister and the chairperson of the pastor search committee and the personnel committee chairperson shall retain all documents in the Church personnel office file.

**4.02 Employment Status:** Each employee of the Church is designated as either minister or non-minister, regular or temporary, exempt or non-exempt, and part-time or full-time.

**4.021 Probationary Period:** All new employees will be carefully monitored and evaluated for an initial probationary period of ninety (90) days. By

the end of the first ninety (90) days of employment, the new employee's supervisor will evaluate the new employee in accordance with the employee evaluation, LHBC Per. 120, and the supervisor will make a recommendation to the personnel committee as to whether the employee should continue in the position for which he/she was hired.

- 4.022 Minister:** A minister is an employee in a position which requires qualifications of an ordained minister and who possesses the qualifications as listed in 1 Timothy 3 and Titus 1.
- 4.023 Non-Minister:** A non-minister is an employee who is not in a position which requires qualifications as an ordained minister and who may or may not possess those qualifications but meet qualifications listed in the corresponding job description.
- 4.024 Regular Employee:** A regular employee is one who is employed in a regular position that is expected to continue six (6) months or longer.
- 4.025 Temporary Employee:** A temporary employee is one who fills a position, either part-time or full-time, for a limited period of time, not to exceed six (6) months. Temporary employees do not receive benefits, even if the employee works over thirty (35) hours per week.
- 4.026 Full-Time Employee:** A full-time employee is one who normally works a regular schedule of at least thirty (35) hours or more per week and is hired for an indefinite period. If an employee works a regular scheduled week of thirty (35) hours or more, even though he/she works in more than one department of Liberty Hill's ministries, he/she shall not qualify for the full-time status and will not be eligible for full-time benefits as applicable.
- 4.027 Part-Time Employee:** A part-time employee is one who normally works less than thirty (35) hours per week and is hired for an indefinite period.
- 4.028 Contract Employee:** The Church currently does not have contract employees; however, in the future, the Church shall decide to use contract employees. At the time, the personnel committee shall develop the policies and procedures pertinent to contract employees.
- 4.029 Exempt Employee:** An exempt employee is exempt from the provisions of the Fair Labor Standards Act (FLSA) and is not entitled to overtime payments. Exempt employees typically are paid on a salary basis (pastors), and include administrative, executive, and some highly skilled

professionals.

**4.030 Non-Exempt Employee:** A non-exempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and is typically paid on an hourly basis. A non-exempt employee is paid one and a half times his/her regular rate for each hour actually worked over forty (40).

#### **4.03 Employment of Relatives**

**4.031 Employment of Relatives, Ministers:** Liberty Hill Baptist Church prohibits employment of members of a Liberty Hill Baptist Church minister's family (spouse, child, and parent). Any exception to this prior to employment of the minister shall require the approval of the pastor search committee and the personnel committee. If the situation arises after the minister is employed, it will take approval of the personnel and finance committees.

**4.032 Employment of Relatives, Non-Ministers:** Liberty Hill Baptist Church does not prohibit employment of members of an employee's family (spouse, child, or parent); however, no person shall be employed where he/she would supervise or be supervised by a member of his/her family without the recommendation of the personnel committee.

**4.04 Resignation:** Liberty Hill Baptist Church requests a minimum of fourteen (14) days' notice of intention to terminate employment. However, your employment relationship with Liberty Hill Baptist Church of Hampton, Georgia, is of an "at will" nature, which means that you can resign at any time and the Church may discharge you at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any document or by conduct unless such change is specifically acknowledged in writing by the Church personnel committee and approved by the finance committee. When **any** employee leaves the Church, whether by resignation, termination, or retirement, he/she **must** be cleared through the Church personnel committee or designee before the final paycheck will be issued. Upon resignation or retirement from Liberty Hill Baptist Church, an exit questionnaire and a written resignation are required from the employee.

**4.05 Unemployment Compensation:** Church employees are not eligible to receive benefits from the Georgia Department of Labor for unemployment compensation.

**4.06 Future Personnel Expansion:** When circumstances arise that call for additional positions that are not provided for in the budget, the personnel committee

chairperson will make a recommendation to the finance committee. The finance committee chairperson will present it to the Church for a vote.

## **5.00 EMPLOYEE BENEFITS**

### **5.01 Compensation**

**5.011 Compensation, Non-Ministers:** Compensation shall be based on Georgia Baptist Convention salary ranges for churches with similar demographics, Church membership and locale. Compensation shall be agreed upon at the time of hiring and may be adjusted from year to year (up or down based on available funds). Merit of work and tenure in position shall both be considered in determining raises, but merit of work shall receive the greater emphasis.

**5.012 Compensation, Ministers:** Compensation for ministers shall be shown as one figure for all items other than health, disability, life insurance and annuity. For Internal Revenue purposes, compensation for ordained ministers shall be 50% for salary and 50% for expenses unless otherwise requested by the minister and personnel and finance committee chairpersons. The total figure for any compensation shall be understood to include any expenses incurred through use of automobile, purchase of books, professional dues, housing allowances, and utilities. This includes any other licensed and ordained ministers employed at Liberty Hill Baptist Church in an administrative position. A housing allowance will be granted as long as they meet IRS approval guidelines.

**5.013 Overtime:** The maximum work week for hourly employees is (40) forty hours. Such employees will be paid one and one-half times their regular rate for all hours actually worked over 40. Accountability for work time is based upon the semi-monthly pay period (24 per year). However, under the Fair Labor Standards Act, hours of unworked paid absences, such as sick leave, vacation, holidays, funeral leave, etc., **do not count** in calculating the 40-hour threshold. As long as the employee's total hours of actual work time are 40 or less, employers are not required to pay overtime for work performed during a week that includes vacation, sick leave, or holidays. Hourly employees are expected to adhere to their designated work schedule.

Executive, administrative, and professional employees, as described by law, are not eligible for overtime compensation.

**5.02 Holidays:** Holidays with pay are granted to all eligible full-time employees and the ten holidays are as follows: (See 5.024)

New Year's Day	Good Friday	Memorial Day
Fourth of July	Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve *	Christmas Day
Birthday (Pastors Only)		

**5.21 Holiday Exceptions:**

1. \* Employees may be required to report for duty on Christmas Eve as designated by the senior pastor to prepare and conduct a Christmas Eve service.
2. Friday will be taken if the holiday is on Saturday. Monday will be taken if the holiday falls on Sunday. However, the supervisor (or personnel committee) may alter dates and stagger work schedules to maintain operational requirements.
3. If an employee has an **unexcused** absence the day before or the day after a holiday, the holiday pay is forfeited. Absence shall be considered an excused absence if the employee is on vacation, is on sick leave, or is on leave for the convenience of the employer, for which sole judgment is left to the personnel committee or designee.
4. Only those full-time employees (an employee scheduled to work at least (35) hours or more per week) and having successfully completed their probationary period, i.e. having been employed for at least ninety (90) days) prior to a recognized holiday are eligible to receive pay for that holiday.
5. An employee will be paid for a holiday, only if the holiday occurs on the employee's regular scheduled workday.
6. The pay received for a holiday will be equal to the usual daily pay. For example, if the usual workday is eight (8) hours, the holiday pay will be for eight (8) hours; if the usual workday is seven (7) hours, the holiday pay will be for seven (7) hours, etc.
7. If a holiday falls during a revival or on a minister's regular scheduled day off, or any other Church function when the minister and/or director is required to be present, another day may be taken, but the day must be taken at the next available workday.

8. Full-time employees may take their birthday off; however, **prior** approval of the supervisor and/or personnel committee chairperson is required. The birthday must be taken as a whole day and cannot be used in conjunction with any other holiday. Payment in lieu of the birthday will not be given.

### 5.03 Insurance Program

**5.031 Hospitalization, Non-Ministers:** Full-time employees of Liberty Hill Baptist Church may apply for individual hospitalization insurance. The percentage of insurance premium payments, if any, will be developed by the personnel committee and approved by the finance committee. The employee may obtain family coverage by paying the entire additional premium for dependents. Any additional premium for supplemental coverage (such as vision, dental, accident, disability and any other supplemental policies other than major medical health insurance) will be paid for by employee. Any employee eligible for insurance may also participate in a direct pay plan of supplemental insurance provided through the Church.

Should the insurance company terminate insurance benefits due to maximum age eligibility of any employee who has current insurance coverage through Liberty Hill Baptist Church, that employee will be compensated via an insurance allowance equal to the percentage of the insurance premium payment mentioned above to purchase private insurance.

**Directors:** Full-time employees who are directors of Liberty Hill's ministries may apply for hospitalization insurance. The percentage of insurance premium payments, if any, will be developed by the personnel committee and approved by the finance committee. Directors may obtain family coverage by paying the entire additional premium for dependents. Any additional premium for supplemental coverage (such as vision, dental, accident, disability and any other supplemental policies other than major medical health insurance) will be paid for by director.

**5.032 Hospitalization, Ministers:** Ministers shall be included in the hospitalization plan of the Southern Baptist Convention. The percentage of insurance premium payments, if any, will be developed by the personnel committee and approved by the finance committee. HHC 1000 was approved for medical coverage for the ministers and their families.

**5.033 Disability, Non-Ministers:** At present no disability program exists for non-ministers.

**5.034 Disability, Ministers:** Ministers are included in the disability plan of the Southern Baptist Convention.

**5.035 Life and Accident Insurance, Non-Ministers:** Full-time employees who participate in the hospitalization insurance plan may participate in the term life insurance program associated with the hospitalization plan. The employee must pay for this insurance through payroll deduction. Accidental Death and Dismemberment is not provided by the Church.

**5.036 Life and Accident Insurance, Ministers:** Ministers are included in the term life insurance plan of the Southern Baptist Convention. The percentage of insurance premium payments, if any, will be developed by the personnel committee and approved by the finance committee. Any additional coverage may be obtained by payroll deduction (expense paid by the minister). Accidental Death and Dismemberment is not provided by the Church. The employee may have coverage on spouse, but at employee's own expense through payroll deduction.

**5.037 Workers' Compensation:** Liberty Hill Baptist Church provides Workers' Compensation insurance for its employees.

#### **5.04 Social Security**

**5.041 Non-Ministers:** Non-ministerial employees must participate in Social Security contributions upon employment. Liberty Hill Baptist Church will pay its share of Social Security tax and automatically deduct the employee's share.

**5.042 Ministers:** Ministers are responsible for paying their own Social Security tax.

#### **5.05 Retirement Program**

**5.051 Non-Ministers:** All **full-time** employees are eligible to participate in the Southern Baptist Convention Annuity Plan. This participation would be a voluntary employee contribution through a salary deduction plan. Voluntary contributions can be made by the employee for the personal retirement program. Georgia Baptist Convention also works with the Southern Baptist Convention Annuity Plan after a certain waiting period with definite guidelines. Details are available in the Church office.

The Church will determine the percentage amount based on the employee’s projected annual income (this does not include overtime). Each employee must contribute a minimum of \$5.00 per week in order to be eligible for the Church’s portion of retirement contribution.

**5.052 Ministers:** Ministers shall be included in the annuity plan of the Southern Baptist Convention. The Church will determine each year the percentage amount based on the minister’s base salary including housing allowance. In order to be eligible for the Church’s portion of retirement contribution, each minister must personally contribute at least \$5.00 per week.

**5.06 Vacation:** Vacation accrues to each full-time employee according to the rate of accrual described below **after** he/she has completed the ninety (90) day probationary period. Vacation accrual start date will be the 91<sup>st</sup> day after hire date. Vacation accrual is figured semi-monthly based on the current Church payroll system.

**Senior Pastor** - See 5.068.

All other **ministers** will accrue vacation based on the total accrued years in full-time ministry as approved by the personnel and finance committees.

<b>EMPLOYMENT YEARS</b>	<b>WORK DAYS PER MONTH</b>	<b>WORK DAYS PER YEAR</b>
0 through 5 years	.83* day	10
6 through 15 years	1.25 days	15
over 15 years	1.66* days	20

\*Annual totals are rounded to the nearest whole day.

(See 4.023 and 4.025)

**Part-time and Temporary Employees DO NOT EARN vacation.**

**5.061 Accrual of Vacation Days:**

- a. If during a month **more than five (5) days** are missed due to illness, a non-occupational injury, or unpaid leave, no vacation day may be accrued for that month.
- b. If an employee has paid vacation days, they must be taken before unpaid leave can be taken, except in the case of military duty, Reserve training or reactivation, unless the employee wishes to use the time.

Federal Code 4316(d).

- c. Employees contemplating a vacation should submit a written request for vacation through their supervisor to the personnel committee, the financial secretary, and the finance committee. Where possible, requests for five (5) or more consecutive days should be submitted not less than thirty (30) days prior to the date being requested.
- d. As a rule, no more than two (2) consecutive weeks will be approved for any employee and in no case, take no more than two consecutive Sundays.
- e. As a rule, no two employees in key positions or in positions where one would normally assume the other's duties may be on vacation at the same time. The request received first will be given highest priority. If two employees request the same dates at the same time, the employee with the longer term of service at Liberty Hill Baptist Church will be given preference.
- f. Only that vacation time which has been earned may be taken. There are no provisions for "borrowing" or "advanced" vacation time or taking vacation prior to earning it. Vacation time accrued but not used by December 31 will NOT be carried over to the next leave (calendar) year. There is no advance pay for vacation pay.

If agreed upon by the employee, the supervisor, and the personnel committee; the employee may receive pay in lieu of vacation time. This applies to hourly paid employees only, not salaried employees.

The senior pastor's vacation shall be contracted through the pastor search committee at the time of employment. The amount of vacation shall then be annually reviewed by the personnel committee after the first two years of service.

Upon termination of employment, the employee will be paid for accrued but unused vacation time, not to exceed the total annual accrued amount. The rate of pay will be the usual workday pay rate in force at the time of termination. Upon leaving the Church's employment for any reason, your final paycheck will be available to you on the next regularly scheduled pay date. However, your final paycheck will not be released until all Church property has been returned to your supervisor and cleared through the senior pastor, personnel committee and building and grounds committee.

- 5.07 Leave with Pay:** Liberty Hill Baptist Church realizes circumstances may arise that will cause the employee to be absent at times. Each absence **must** be approved by the senior pastor.
- 5.071 Death in the Family:** Each employee may have up to three (3) days in case of a death in the family, the amount of time to be mutually agreed upon with the senior pastor. If additional time is needed, then the employee may request vacation or leave without pay, as approved by the senior pastor and personnel committee chairperson. For death benefits only, the family will include the father, mother, sister, brother, spouse, child, spouse's child, spouse's parent, or a relative residing within the household of the employee. Otherwise, the family will be the same as the Family Medical Leave Act.
- 5.072 Death of Relative:** Each employee may take time off for the death of a relative with approval of the senior pastor; however, vacation time must be used for such time off or forfeit pay.
- 5.073 Attendance at Funerals Other than Family & Relative:** Each employee may have time to attend funerals of friends, Church members, or employees of Liberty Hill Baptist Church in the Hampton area if agreed upon by the senior pastor.
- 5.074 Jury and/or Witness Duty:** Employees will be granted leave to serve as jurors and/or witnesses. Employees must turn in a Request for Leave or Approved Absence Form, LHBC Per. 110, to the senior pastor and the financial secretary with appropriate documentation such as the jury summons issued by the court. Each employee will be paid the difference between jury duty pay and his/her normal salary, but, in order to receive pay, each employee **must provide** a copy of the court issued check to the senior pastor who will submit it with regular payroll information in the appropriate time for payroll administration. If released early, you should report to the senior pastor.
- 5.075 Sick Leave:** One-half (1/2) day of paid sick leave accrues to each full-time employee for each calendar month of employment. This accrual begins after he/she has completed the ninety (90) day probationary period. Sick leave accrual start date will be the 91<sup>st</sup> day after hire date. If during a month **more than five (5) days** are missed due to illness or non-occupational injury, no sick leave may be accrued for that month. Unused sick leave may be accumulated up to a maximum of 80 hours. This sick leave expires at the end of the calendar year. In case of illness extending

beyond the accumulated sick leave, the employee may utilize any accumulated vacation time. When vacation time runs out, the employee's compensation shall end. Upon termination of employment, accrued sick leave is forfeited.

When a full-time employee becomes a part-time employee, the sick days may be carried over and used as needed. The employee may decide to use accumulated vacation time or be compensated, compensation will not exceed the total annual accrual amount. Upon becoming part-time, the employee would not earn any more vacation or sick leave days.

**5.751 Notification:** Each employee must notify his/her immediate supervisor of any illness as far in advance of the next work day as possible in order that schedule adjustments can be made. (See 3.05)

**5.0752 Evidence of Illness:** Each employee must, upon request, provide satisfactory evidence of an inability to work because of such illness. A physician's certificate stating such incapacity to work may be required.

**5.0753 Back-to-Work Release:** Liberty Hill Baptist Church may require a back-to-work release from a doctor. This release will be submitted to the senior pastor and then forwarded to the personnel committee for retention.

**5.0754 Family Illnesses / Paid Sick Leave:** Because of the need many times for the employee to be at home with a family member, the employee's paid sick leave may also be used for family illness. Guidelines are as follows:

1. Sick leave days are accrued per calendar year (January 1- December 31).
2. Days taken off due to the illness of a family member are not extra sick leave days. They will be counted the same as if the employee was out sick.
3. If Family Medical Leave is taken, you **must** use your sick leave and vacation days toward the Family Medical Leave prior to utilizing unpaid Family Medical Leave. You will not lose benefits which have accrued prior to your leave of absence, but you will not continue to accrue benefits while on leave. You must also make insurance and retirement payments (when appropriate) during your absence. If you do not return at the end of your leave period, the senior pastor and the personnel committee has the option of terminating your employment at that time.

4. A family member, according to the Family Medical Leave Act (FMLA), is a spouse, child, or parent.

**5.0755 Family and Medical Leave Request:** Employees requesting leave of absence under the Family and Medical Leave Act (FMLA) must fully complete the appropriate forms at least thirty (30) days prior to the date of the requested leave of absence or with as much prior notice as practical, given individual circumstances. Forms will be taken from the FMLA web site.

### **5.08 Leave Without Pay**

We recognize that there are occasions when you may have to be away from work for periods of time for medical reasons, personal reasons, or military duty. Leaves for temporary disability due to medical disability, including pregnancy, will be granted in accordance with the Family and Medical Leave Act and Liberty Hill's Family and Medical Leave (See 5.0755). Personal unpaid leave will be granted for valid reasons approved by the personnel committee and will normally be limited to thirty (30) days. (See 5.062).

Employees requesting leaves of absence should make written application to the senior pastor who will review the circumstances involved and forward the request to the personnel committee chairperson for processing as appropriate.

Jobs vacated by leaves of absence will be filled on a temporary basis where possible, but where ministry needs require, they will be filled permanently. The Church will observe the following priority in attempting to place a returning employee: (a) the employee's old job; (b) a substantially *equivalent* job which the employee is capable of performing; (c) a new job or retraining; or (d) placement on a recall list for six (6) months.

Leaves of absence are granted to employees in military reserves for summer encampment and other related activities. Employees who enter military service and who return to employment shall be afforded all benefits provided by the applicable laws of the United States.

## **6.00 DISCIPLINARY RULES**

Like any other organization, Liberty Hill Baptist Church has rules which employees are expected to observe in order to maintain a safe, pleasant, orderly and productive atmosphere for all of us to work in. As you can see, they are simple, "common sense" rules which are designed to preserve honesty, safety, and good relations between

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employees. As such, the list of the rules and regulations is not inclusive and an employee may be subject to discipline for any improper act which is not listed. Further, rules may be changed or added at any time by notifying employees. The senior pastor, in conjunction with the personnel committee, in his discretion, may terminate an employee upon the first infraction of any rule or other improper conduct or may choose to place the employee on probation or issue other discipline as the circumstances may dictate. The following are several of the rules, many of which are not otherwise discussed in this manual.

1. Violating any safety rules or practices or engaging in any conduct which tends to create a safety hazard.
2. Improper use of facilities or otherwise creating or contributing to unsanitary conditions or littering work areas.
3. Immoral or indecent acts, abuse of children, horseplay, fighting, or the use of profane, abusive, or threatening language on Church premises.
4. Breaching the confidentiality of any Church relationships or disclosing information without authorization.
5. Breaching the confidentiality of any employment or personnel matter.
6. Falsifying any reports or records such as financial records, Church records or personnel records.
7. Falsifying your time sheet or reporting to or leaving the Church premises without accurately recording your time.
8. Reporting for work under the influence of alcohol or drugs, or bringing alcohol or drugs or consuming them on Church premises.
9. Making false, vicious, or malicious statements concerning other employees, the Church, its members or services.
10. Abuse or destruction of Church property, tools, or equipment.
11. Stealing of Church funds, property, or merchandise, or stealing from a Church member or another employee.
12. Unauthorized removal of Church property, equipment, or merchandise.
13. Unauthorized absence or lateness.

14. Insubordinate conduct or refusal to follow the senior pastor's orders.
15. Failure to perform job duties satisfactorily.
16. Gambling on Church premises.
17. Restricting productivity, interfering with the work of other employees, stopping work before quitting time, or engaging or participating in any interruption of work.
18. Failure to follow recognized Church procedures.
19. No firearms or weapons shall be possessed on Church property without the approval of the senior pastor.
20. Committing acts detrimental to order and discipline in the conduct of Church operations or otherwise engaging in conduct unbecoming a Church employee.
21. Acting in a manner that tends to undermine discipline and lower morale within the Church or adversely affects the rendering of prompt, courteous, and efficient service to the Church membership at large, its employees, or to the public.

**7.00 SALARY ADMINISTRATION:** The personnel and finance committees will supervise and control all areas pertaining to salary administration not otherwise specified or implied.

- 7.01 Salary Scales:** The personnel and finance committees, as voted on by the Church, are responsible for setting salary schedules for hourly employees.
- 7.02 Salary Adjustments:** The personnel and finance committees, upon recommendations from the senior pastor, will make salary adjustments for salaried employees based upon performance recommendations. Salary recommendations will be made in the form of a single amount for each salaried employee. Salaries will remain aligned with churches of our size and demographics within the Southern Baptist Convention salary guidelines.
- 7.03 Payroll Deductions:** Deductions will be made as required by state and federal law. Also, employees may authorize, in writing, specific deductions to be made from their total compensation amount.
- 7.04 Pay Periods:** The Church pay periods are semi-monthly (24 pay periods) per year.
- 7.05 Garnishments:** The financial secretary, after consultation with the personnel and finance committees, will receive and process garnishments and bankruptcies according to legal requirements.

**8.00 PERSONNEL RECORDS**

**8.01 Records Management Responsibility:** The senior pastor in conjunction with personnel committee chairperson will maintain the official personnel records of all employees including but not limited to records which document hourly employees' wages, hours, and other conditions and practices of employment. Also included are such records as application records, background check, payroll records, employment contracts, employee benefits, and work time schedules, as applicable. Such records will be maintained, made secure, and made accessible to those with a need and right to know for a retention period of not less than seven (7) calendar years. The Occupational Safety and Health Act require that medical records of any employee exposed to any toxic substance must be maintained for the duration of employment plus thirty (30) years.

**8.02 Records Security:** An employee's personnel record contains all information pertinent to his/her employment. Liberty Hill Baptist Church will attempt to treat personnel records as confidential with respect to disclosure to unauthorized employees or outside parties. It is recognized, however, that disclosure may be required by law or otherwise appropriate under certain circumstances. If an employee wishes to see his/her personnel record, his/her supervisor will make the necessary arrangements through the personnel committee.

**8.03 Maintaining Accurate Records:** Personnel records must contain accurate and up-to-date information. Employees are responsible for informing the personnel committee and/or their supervisor of any changes in personal status and other pertinent information.

- NAME CHANGE:** Needed for payroll and other purposes
- ADDRESS:** Needed for mailing payroll and tax deductions
- TELEPHONE:** Needed for emergency purposes

Changes in marital status, number of children, etc. are needed for benefits purposes, including insurance and retirement beneficiaries. Liberty Hill Baptist Church is not responsible for any loss in benefits due to an employee's failure to report.

**8.04 Job References:** The Church policy is to give a neutral reference on all employees: Days of employment, job title, and no other information. The exception would be that an employee's salary can be released to a financial institution if there is a signed authorization from the employee, or former employee, or that we are required by law to release additional information.

**9.00 EMPLOYEE RECOGNITION**

**9.01 Bonuses**

The Church wishes to recognize all employees, full and part-time, for their years of employment with Liberty Hill Baptist Church's ministries. This recognition will be in five-year increments with a monetary gift. If a monetary gift is deemed appropriate and monies are available, the personnel committee in conjunction with the finance committee will present said gift to the employee. Additionally, employees will be given a certificate signed by the senior pastor and personnel committee chairperson. The first bonus is received when the employee has been employed a full five years.

**9.02 Annual Ministers' Recognition**

The Church wishes to recognize all our ministers, including full and part-time, annually in October. The personnel committee will publicize the ministers' recognition through the Sunday School department, announcements, newsletters and social media. Church members are encouraged to prepare cards and letters of appreciation, and monetary gifts if you so desire. However, no special offering will be taken for this recognition service. There will be a designated place for cards at the reception. The hospitality committee will organize a special reception on the last Sunday after the evening service to recognize the ministers for their service to Liberty Hill Baptist Church.

**All employee forms are provided and available from your supervisor or the personnel committee chairperson.**