

FIRST BAPTIST CHURCH OF MANCHESTER

POLICIES AND PROCEDURES MANUAL



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I. INTRODUCTION

The purpose of this manual is to provide First Baptist Church of Manchester, hereinafter referred to as the Church, with a manual that describes and defines personnel employment policies and procedures. These policies are not intended to unduly restrict employees in the exercise of functions to which they are called. This manual is not meant to supersede the Church Constitution and Bylaws but to clarify procedures. If conflicts arise, the Church Constitution shall be the authority.

These policies and procedures are effective upon adoption by the Church. The manual shall be reviewed at least annually by the Personnel Committee, hereinafter referred to as the Committee and the Senior Pastor to ensure all policies and procedures are current. Revisions shall be submitted to the Church for approval.

These policies and procedures apply to all regularly paid employees of the Church. It is the responsibility of each employee to be familiar with and abide by the policies and procedures contained herein. Any question concerning the meaning or interpretation of any section herein should be brought to the attention of the employee's supervisor. Final interpretation shall lie with the Committee, where necessary.

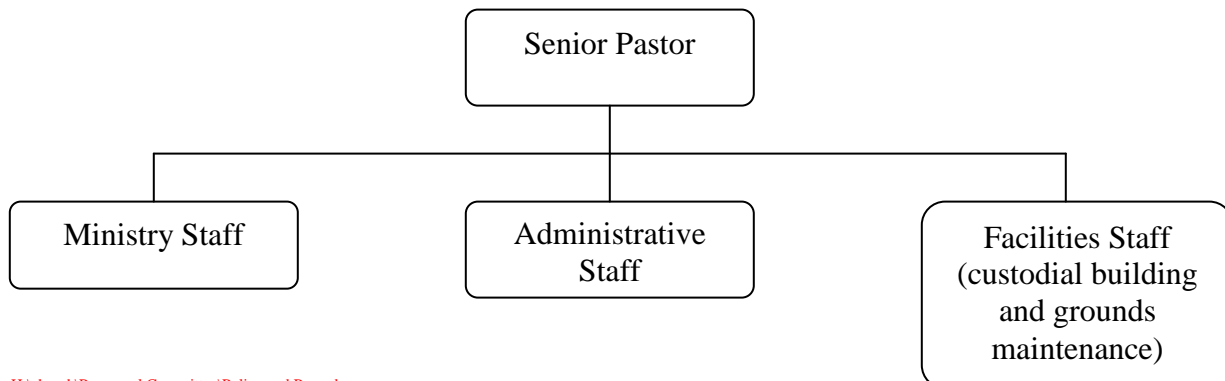
Copies of the manual shall be retained in the Church office for Church member perusal. Additionally, copies shall be retained by the Committee members, the Senior Pastor and each employee. The master copy shall be retained by the Committee Chair.

The Senior Pastor, as spiritual leader of the Church, shall be ultimately responsible for the administration of this manual. He shall provide servant leadership for the Committee and shall advise the Committee regarding personnel policies and procedures. The Senior Pastor, may, as necessary, delegate a portion of these duties to an appropriate Minister.

As the representative of the Church, the Committee will assure the implementation of these policies and procedures.

II. CHURCH STAFF

The Church will endeavor to employ staff to fill the authorized positions on the Organizational Chart shown below or as amended from time to time.



The Senior Pastor shall be called by God as a full time, ordained minister, selected by a special committee for that purpose and approved by the Church, as outlined in the Church Constitution and Bylaws. Supervision of employees shall be in accordance with the Church's organizational chart. In the event the Senior Pastor is unavailable, the Committee shall temporarily assign these responsibilities.

A job description shall be established and maintained by the Committee for each employee and a copy of the latest version of the job description shall be supplied to the employee and his or her supervisor. A job description will not be changed while the job is filled without review with the employee and his supervisor. The Committee, in collaboration with the appropriate committees of the Church, shall establish the minimum level of education, training and experience to perform the job.

All ministry staff shall be members of the Church. The character of all employees shall be above reproach and each person shall maintain a daily effort to exemplify Christ in every respect. Each employee shall support the overall program of the Church to the best of his or her ability and shall conduct himself/herself in accordance with the uniqueness of his work.

A. Establishment of Positions

Requests for new positions shall be made in consultation with the Senior Pastor to the Committee. The requests shall present the needs for change based upon an analysis of the current work load, an expansion of the current ministry, or the creation of a new ministry and shall be accompanied by the following:

1. A written rationale for the requested change.
2. A revised or new position description.
3. A determination if any expansion is for a full time or part time employee.
4. A recommendation as to location of the position on the Organizational Chart.
5. A suggested date of implementation.

The Committee will review the request for staff change and determine its feasibility. If approved by the Committee, the Chairman of the Committee (or his or her designee) shall present the recommendation, including the job description and justification, to the Church for approval.

If the new position is approved by the Church, the Committee shall revise the Organizational Chart accordingly and include the salary and benefit costs in the Committee budget request for the new year. If mid-term implementation is requested, the Committee will work with the Finance Committee for any required budget adjustments.

B. Categories of Employment

1. Full time - The services of these workers are required each work day in approved positions (~~30~~35 hours per week) or as otherwise determined as terms of employment.
2. Part time - The services of these workers are required less than ~~30~~35 hours per week on a continuous basis in an approved position.

a. Part time employees scheduled to work 25 to 35 hours per week are eligible to receive benefits.

b. Part time employees scheduled to work less than 25 hours per week are not eligible to receive benefits.

3. Temporary - The services of these workers are required to fill temporary operating needs or to substitute for absent employees.

C. Employment Procedures

1. Ministry Staff

The procedures for filling a pastoral vacancy are found in the Church Constitution and Bylaws. The responsibility for administering the terms of employment shall be assigned to the Committee in accordance with the procedures outlined in this manual. The Chairman of the Pastor Search Committee shall present the recommendation, including job description, justification for the position and compensation package to the Church for approval.

The procedures for filling other ministry staff vacancies not outlined in the Church Constitution and Bylaws shall be the responsibility of the Committee, working closely with the Senior Pastor. The Chairman of the Committee (or his or her designee) shall present the recommendation, including the job description, justification for the position and compensation package to the Church for approval. Upon hiring, the responsibility for administering the terms of employment shall be based on the organizational chart.

2. Administrative Staff

The Committee, working closely with the Senior Pastor, has the responsibility for recruiting, screening and selecting a candidate. The Chairman of the Committee (or his or her designee) shall present the recommendation, including the job description and justification for the position and compensation package to the Church for approval. Upon hiring, the responsibility for administering the terms of employment shall be based on the organization chart.

3. Facilities Staff

The Committee, working closely with the Senior Pastor and the- Chairman of the Trustees has the responsibility for recruiting, screening and selecting a candidate. The Chairman of the Committee (or his or her designee) shall present the recommendation, including the job description and justification for the position and compensation package to the Church for approval. Upon hiring, the responsibility for administering the terms of employment shall be based on the organizational chart.

III. TERMS OF EMPLOYMENT

The approved terms of employment will be delineated in a letter signed by the Chairman of the Committee to each new paid employee. The terms will be in accordance with the subparagraphs of this section.

A. Outside Employment

All full time employees are expected to consider the Church as their primary employer. Outside employment is acceptable as long as it has been approved by the Committee. It also must not present a conflict of interest or detract from our primary goals, ~~causes~~cause job performance to deteriorate, or ~~reflects~~reflect in a negative way on the Church.

B. Attendance

Every employee is important to the successful operation of the Church. Therefore, it is important that all employees be at work on time, every day which he or she is scheduled to work. If an employee is unable to report to work at his or her regular starting time, a call must be made to his or her supervisor.

An employee is expected to call in on a daily basis or as mutually agreed upon with the employee's supervisor for all unplanned absences.

It is the responsibility of the employee to maintain an acceptable attendance record. Excessive tardiness, absenteeism, or failures to call in will subject an employee to disciplinary action up to, and including termination of employment.

Attendance is required at staff meetings as required by the Senior Pastor in order to plan and run the Church effectively.

C. Work Hours

Specific working hours and days for each employee are established by individual job requirements and are a part of the job description. Hours may vary based on specific Church needs established by the employee's supervisor or Senior Pastor.

D. Ministry Staff Days Off

Each member of the ministry staff will be entitled to a designated compensatory day off during the week due to Sunday work schedule. If the designated day can not be taken, another day during the previous or next week may be taken in ~~it's~~sits place. All ministers should not take the same day off. Exceptions can be made with the approval of the Senior Pastor.

E. Meal Periods

Each employee may take a one hour lunch period each work day. Meal periods should be arranged so that, when practical, there will always be staffing in the office to answer the phone, take messages and provide general information to visitors.

F. Inclement Weather

Unless otherwise notified, employees are expected to report to work on time. However, if it is impossible or unsafe to arrive on time because of ice, snow, or other inclement weather or road conditions, employees are expected to arrive at work as soon as safely possible. If weather conditions become hazardous during working hours, employees may request permission from his or her supervisor to leave early. If the Church office is open, employees may take vacation leave for any time absent from work because of inclement weather. If the Church office is closed due to inclement weather, employees will be paid for those days. The Senior Pastor or his designee is responsible for deciding when to close the Church office due to inclement weather.

G. Holidays

The following holidays will be ~~day's~~days off for all full time employees and part time employees scheduled to work at least 25 hours per week:

	If the holiday falls on:	Holiday is observed on:
New Year's Day	Saturday Sunday	Friday Monday
President's Day		
Good Friday		
Memorial Day		
July 4 th	Saturday Sunday	Friday Monday
Labor Day		
Thanksgiving Day		
Day after Thanksgiving		
Christmas Day	Saturday Sunday	Friday Monday

In addition to the above, one (1) floating holiday may be taken.

For ministry staff members, if a holiday falls on a regularly scheduled day off, a day off may be taken in ~~its~~ place during the previous or next week.

H. Vacations

For recordkeeping purposes, vacation time is recorded from January 1 to December 31.

After successfully completing three (3) months of employment, employees full time employees and part time employees scheduled to work at least 25 hours per week are entitled to take vacation time.

1. Definition

Vacation allotments are based on the number of years of employment with the Church. The accrual rate for full-time eligible employees is shown below. A new employee is not eligible to take vacation time until after the successful completion of the probationary period, which is three (3) months of employment. A new employee who does not successfully complete the probationary period is not entitled to be paid for any accrued vacation.

Vacation may be taken as individual days or one (1) typical work week, whichever an employee chooses. Vacation may also be taken in half days, if needed.

If a Church holiday occurs during an employee's vacation, the holiday will not be charged as a vacation day.

All Exempt Ministers:

Length of Employment	Accrual Rate Per Month	No. of Weeks	No. of Days
3 months to 1 year ¹	.83 day	2	10
After completion of 1 year and up to 4 years	.83 day	2	10
After completion of 4 years and up to 10 years	1.25 days	3	15
After completion of 10 years	1.67 days	4	20

¹ After the successful completion of a probationary period, which is customarily three (3) months of employment with the Church, the employee will be credited with 2 ½ -vacation days.

All Full Time Non-Exempt Employees:

Length of Employment	Accrual Rate Per Month	No. of Weeks	No. of Days
3 months to 1 year * <u>year</u> ¹	.83 day	2	10
After completion of 1 year and up to 6 years	.83 day	2	10
After completion of 6 years	1.25 days	3	15
After completion of 12 years	1.67 days	4	20

All Part Time Employees scheduled to work at least 25 hours per week:

<u>Length of Employment</u>	<u>Accrual Rate Per Month</u>	<u>No. of Weeks</u>	<u>No. of Days</u>
<u>3 months to 1 year</u> ¹	<u>.83 day</u>	<u>2</u>	<u>10</u>
<u>After completion of 1 year and up to 5 years</u>	<u>.83 day</u>	<u>2</u>	<u>10</u>
<u>After completion of 5 years</u>	<u>1.25 days</u>	<u>3</u>	<u>15</u>

2. Eligibility

~~Full-time employees~~Employees will be compensated based on their current rate.

Part time employees scheduled to work less than 25 hours per week are not eligible for ~~paid~~vacation time-off.

Any employee hired on an interim or temporary basis is not eligible for vacation pay.

3. Approval

All vacation requests must receive the approval of the employee's supervisor. Employees should not routinely call at the beginning of their scheduled work day and request to use vacation time on that day. An employee should make every effort to preschedule vacation time as far in advance as possible. If an employee makes such a phone call, it is his or her supervisor's prerogative to deny such a request, depending on the circumstances.

4. Conditions

Unless prior approval from the Committee is received, only one Sunday for each week of vacation may be taken.

All ministers should not schedule vacations at the same time without prior approval by the Committee.

Time spent going to, attending, or returning from approved conferences or conventions, or other related travel where ministerial work is performed, shall not count as vacation time.

Any exception to the vacation policy must be approved by the Committee and the Senior Pastor.

5. Carry-Over Vacation Time

No more than five (5) days of accrued vacation may be carried beyond December 31 of any year. It is each employee's responsibility to manage the scheduling and taking of his or her vacation time during the year. Any vacation time in excess of five (5) days remaining at the end of the calendar year will be forfeited.

I. Jury Duty

The Church encourages each employee to be an active participant in the civic affairs of the community. Upon receipt of a summons of jury duty, the Senior Pastor or the employee's supervisor shall be notified and provided with all pertinent information, i.e., reporting date, jurisdiction.

Compensation for absence due to jury duty will be at the employee's normal pay rate. Payment for jury duty is also retained by the employee. Employees are required to provide his or her supervisor with documentation of jury duty service.

J. Conventions, Conferences and Professional Leaves of Absence

1. Ministry Staff

Ministry Staff are authorized and encouraged to attend conventions or conferences. Prior approval must be obtained from the Church if time away is for more than six (6) days or the expense exceeds his or her annual budgeted allocation.

2. Support Staff

Special conferences for job related self-improvement may be attended by other support personnel with approval of the Committee and his or her supervisor. Seminars and conferences designed to improve work proficiency shall be considered work related and, as such, shall be considered hours worked.

3. Outside Engagements

Ministry Staff shall be allowed two weeks per year for revivals, assisting other Churches or conducting workshops, conferences, seminars, etc. (not to exceed fourteen (14) days including two (2) Sundays), with all schedules to be coordinated through the Senior Pastor.

K. Sick Leave

Sick leave is a privilege; it is not a right of employees. A request to take sick leave may be denied, and a doctor's note may be required in some instances to verify an illness or health related condition.

For recordkeeping purposes, sick leave is recorded from January 1 to December 31.

After successfully completing three (3) months of service:

a. Full time employees are entitled to receive full salary for up to ten (10) sick days per year calculated at .83 days per month from their start date to the end of their first year of employment.

b. Part time employees scheduled to work at least 25 hours per week are entitled to receive full salary for up to five (5) sick days per year calculated at .415 days per month from their start date to the end of their first year of employment.

Following the first year of employment, each full time employee is entitled to receive full salary for up to ten (10) sick days per year. ~~The ten sick and each part time employee scheduled to work at last 25 hours per week is entitled to receive full salary for up to five (5) sick days per year.~~ Sick days are renewed each year on January 1st. At the end of each year, any unused sick days are "banked" and may be used to extend the number of days an employee is compensated at 100% during a period of extended illness. The maximum number of compensated sick days is 130 work days (6 months). Under no circumstances will sick leave be redeemable for cash value or any other form of compensation or benefit.

Upon approval of the Senior Pastor, supervisor or the Committee, sick leave may be used for illnesses, health-related conditions, medical appointments or care of an immediate family member. An immediate family member is defined as husband, wife, father, mother, sister, brother or child and also any relative who is domiciled in the employee's household.

Non-exempt employees can take sick time on a hourly basis, with approval. If this time is made up during the same week, it will not be counted as sick leave. For exempt employees, time taken in excess of half a work day will be considered sick leave.

A written statement from a doctor is required for all absences taken as sick leave over five (5) consecutive work days in duration. The Church retains the right to require an independent medical examination, at the Church's expense, to confirm an employee's illness or disability.

An employee who has been incapacitated for several weeks and runs out of sick leave may request and be granted the option of using vacation time in order to continue on the payroll. After all sick leave and vacation time have been taken, the Committee and the Finance Committee will make recommendations to the Church regarding further compensation.

In the event of termination of employment, for whatever reason, all sick leave is lost and no reimbursement will be made by the Church.

L. Bereavement Leave

If an employee wishes to take a leave upon the death of a member of the employee's or employee's spouse's immediate family, the employee should notify his or her supervisor promptly following the death. For purposes of this policy, the term "immediate family" includes spouse, children, parents, grandparents, siblings, and any comparable step-relationships; e.g., stepparent. In the event of such a death in an employee's or employee's spouse's immediate family, the Church will provide leave, with pay, for a period of up to three (3) work days, commencing on the day following the death.

Should the death of an employee's family member not in the above category occur, an employee will be given one day off, with pay, to attend the funeral.

Employees wishing to take a day off to attend the funeral of a spouse's relative who is not an immediate family member as defined above, can do so utilizing vacation time.

The allowances described above do not apply if the employee is on vacation or on a leave of absence or any other special leave.

The time periods referred to in this policy are not inflexibly applied. Extenuating circumstances may warrant deviation from the guidelines noted above. Such deviation is at the discretion of the Church

M. Leave Without Pay

Up to five (5) work days of leave without pay and benefits may be granted for educational purposes, military related purposes, or for personal reasons which warrant an extended period of absence upon approval of the Senior Pastor or his designee. Any request over five (5) work days must be approved by the Church.

N. Record Keeping

Schedules for employees will vary according to job descriptions and individual job requirements. It is the responsibility of the employee to keep accurate records of hours worked and missed for any reason, and to have these records verified by his or her supervisor before submitting them to the Church Treasurer for payroll preparations. Exempt employees shall submit a report of sick and vacation time taken at the end of the year to the committee.

IV. CONFIDENTIALITY

Employees of the Church may be privileged to confidential and sensitive information, and should not discuss such information with anyone except on a "need-to-know" basis. Violation of this policy is not in keeping with Church philosophy and policy and may result in disciplinary action.

V. DISCIPLINARY ACTION

The procedures for dealing with disciplinary action not outlined in the Church Constitution and Bylaws will be initiated by one of the ministers or a quorum of the Committee if an employee's work performance or behavior is unacceptable.

A quorum must be present. The first disciplinary action will consist of a verbal warning, documented, as such, in the employee's personnel file. The second warning will be written and will be placed in the employee's personnel file after counseling by his or her supervisor. A third warning will constitute grounds for dismissal

Notwithstanding the progressive discipline steps outlined above, the Church retains the right to immediately terminate an employee or to alter the progressive disciplinary procedure outlined above if, in its discretion, the performance or conduct of the employee so warrants.

The Committee shall be informed of any employee displaying any behavior incompatible with Church standards.

VI. EQUAL OPPORTUNITY EMPLOYER

The Church is an Equal Opportunity Employer and is committed to ensuring equal employment opportunities for all applicants and employees. Our policy includes the commitment to continue providing equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, sex, age, disability, veteran status or national origin.

Positive and affirmative action shall be taken to ensure the fulfillment of this policy as to:

- Hiring, placement, upgrading, transfer or demotion;
- Recruitment, advertising, or solicitation for employment;
- Treatment during employment;
- Rates of pay and/or other forms of compensation;
- Educational assistance and other employee benefits;
- Selection for training;
- Social or recreational programs;
- Layoff, terminations, and/or leaves of absence.

Implicit in our equal employment policy is a work environment free of harassment based on race, color, sex, age, disability, national origin, or veteran status.

The Church provides prompt, impartial examination and resolution of complaints in keeping with its belief in the dignity and rights of the individual. Any employee who feels that he or she has witnessed or been subjected to discrimination should immediately notify the Senior Pastor or any member of the Committee with whom the employee would feel most comfortable discussing the problem. The Church will promptly investigate all complaints of employment discrimination.

VII. COMPENSATION

A. Position and Salary Compensation

For each position, there is a written job description stating basic purpose, major duties and responsibilities, and qualifications. Job descriptions are not inclusive of all duties which may be required. A supervisor may assign additional duties and responsibilities not written in the job description.

The Church's compensation plan is designed to attract quality employees and reward them on a basis of performance and assigned responsibilities. To assure fair and equitable administration of wages, the following basic principles have been established.

1. The Church will comply fully with all applicable laws and regulations with respect to payment of wages.
2. The wage plan is established based upon job requirements, experience, and the responsibility assigned to each job.
3. Ability and performance are recognized, and specific guidelines have been established for performance appraisals. Both will be given consideration at least once each year.

The Church's fiscal year is from January 1 through December 31. Normally, pay increases become effective on January 1. A new employee, who has not completed his or her initial evaluation period by January 1, an employee who is hired in the 4th quarter or an employee that is on probation due to performance, will not be eligible for an increase until the completion of the evaluation or probationary period.

B. Housing Allowance

The IRS regulations will be followed for housing allowance. The allowance amount must be approved by the Church in the fourth quarter proceeding the fiscal year in question.

C. Payroll Deductions

Both the Federal and State governments require that income taxes be withheld from wages. These deductions are made using the standard tax tables and vary according to the amount of wages and the number of dependents claimed. Shortly after the end of each calendar year, all employees will receive a W-2 statement indicating total wages for the year and the total amount of taxes withheld. This information is for use in filing annual Federal and State income tax returns. The Church is also required to report this information to the Federal and State governments.

Social Security (FICA) taxes will also be deducted from wages as required by law.

D. Overtime

It is the policy of the Church that no employee shall be permitted to work overtime without the prior authorization of his or her supervisor. In general, such approval will only be granted for those duties which must be performed in order to meet a deadline or other extraordinary circumstances. In the event that overtime is required, the Church will pay time and one-half for hours worked in excess of 40 during the assigned work week. Absences due to illness or vacation time will not be included in the computation of overtime purposes.

VIII. PENSION PROGRAM

The Church recognizes the importance of planning for financial security in retirement. A pension plan through the retirement program of the Southern Baptist Convention is available. Policies regarding this benefit come from the Southern Baptist Convention and information pertaining to this can be found at <https://www.guidestone.org>. Church contributions may be made for full time employees based on recommendation of the Committee and approval of the Church.

IX. JOB DESCRIPTION

Each full time and part time position in the Church will have an up-to-date job description. Job descriptions will be reviewed and updated annually by the employee and the Committee. The job descriptions are included in Appendix A of this manual.

X. ADHERENCE TO CHURCH'S POLITY, STATEMENT OF FAITH, & STANDARDS OF CONDUCT

All Ministry and Administrative Staff must be willing to affirm and abide by the Church's stated Polity, Statement of Faith and Standards of Conduct as specified in the Church's Constitution and By-Laws and this document. Each person shall sign a statement affirming such (Appendix B) and it will be kept as part of the employee's permanent record.

Violation of these items constitutes good cause to terminate employment.

XI. PERFORMANCE APPRAISAL

A. Policy

An essential element of assisting individuals in their self-development is open communication and understanding about their expectations, goals, and performance. Therefore, the Church emphasizes the importance of periodic appraisals of all employees.

Appraisals are an objective evaluation by which the employee's achievements toward predetermined performance standards are assessed. Standards should reflect acceptable quantitative values established from job responsibilities specified in the job description for each individual.

B. Procedure

All employees are reviewed annually during the fourth quarter of the year. Newly hired or rehired employees on probation are informally reviewed by his or her supervisor at the end of one (1) and three (3) months and a report shall be submitted to the Committee.

During the performance review conference, the supervisor, employee, and the Committee will agree on job responsibilities and set new performance standards for the coming year. The employee must sign the performance review indicating that he or she has discussed the review with the supervisor. The employee's signature does not indicate agreement with appraisal content, only that the appraisal has been reviewed by the employee. Also, a space is provided on the performance review form for the employee's comments.

Should an employee's performance fall below a satisfactory performance level at any time, the supervisor, with the approval of the Committee, may place an employee on probation and must set a date for the next performance review at a time within the following three (3) months.

XII. RESIGNATION AND TERMINATION

When an employee resigns, it is requested that at least two (2) weeks written notice be given. A letter of resignation should be submitted to the Chairman of the Committee and an exit interview will be scheduled to make arrangements for: insurance coverage, final payment for time worked or earned vacation, keys, retirement benefits, and so forth. The Church may, through the Committee, request the employee to leave immediately. Terminations are handled through the Committee.

Except where outlined in the Church Constitution and Bylaws, employment and compensation can be terminated without notice at any time.

A. Severance Pay

The Church makes no routine provisions for severance pay.

B. Forfeiture of Vacation Pay

Upon severance of employment, an employee will ordinarily receive pay for any vacation time, which has been earned but has not yet been taken. The number of days for which an employee is paid depends on the vacation entitlement and the month employment ends. However, in some situations, an employee who separates voluntarily or involuntarily may forfeit his or her vacation pay. Forfeiture situations will be determined by the employee's supervisor and include, but are not limited to, situations involving the failure to give any required notice prior to separation, the violation of Church rules, misconduct, and so forth.

If an employee retires, becomes disabled, or dies while employed, he or she will be treated as having earned the entire amount of vacation for which he or she was eligible during the year in which any of these events may occur and will be paid for any unused vacation days.

C. Reemployment

Individuals seeking reemployment will be treated as any other applicant for employment. The prior work records and the circumstances under which a former employee terminated his or her employment will be considered. Former employees who are reemployed will be treated as new employees for the purpose of benefits, except that under certain conditions at the discretion of the Committee, periods of prior service may be counted in determining years of service for pension benefits.

XIII. SEXUAL HARASSMENT

The Church will not tolerate sexual harassment in any form. Sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

An employee who believes they have been the object of sexual harassment should immediately report the incident to a member of the Committee. All complaints will be investigated by the Committee promptly and in a confidential manner. If it is concluded that harassment has occurred, appropriate disciplinary action will be taken.

XIV. SUBSTANCE ABUSE

A. Policy

The Church absolutely prohibits the use, consumption, sale, purchase, distribution, dispensing, manufacture, possession, or being under the influence of any illegal drug by any employee during working hours, while representing the Church, while on the premises of the Church, or elsewhere on Church business.

Off-the-job illegal drug use or illegal alcohol use which could adversely affect an employee's job performance, jeopardize the safety of others, or adversely reflect upon the Church may subject the employee to disciplinary action up to, and including, termination of employment.

Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not adversely affect the employee's work ability, job performance, or the safety of others in the workplace. Any employee who is taking prescription or non-prescription drugs that may affect the employee's ability to perform assigned duties must report this fact to his or her supervisor immediately.

B. Definition of Drugs

"Illegal drugs" are defined for the purposes of this policy as any drug that is not obtained legally. The terms include prescribed drugs not legally obtained, prescribed drugs being used by a person other than the prescription holder, and drugs such as marijuana, cocaine, LSD, and so forth.

C. Employee Assistance

The Church will, to the extent practical, work with employees suffering from drug or alcohol abuse in receiving the assistance necessary to overcome their dependency.

Any employee seeking such assistance is encouraged to meet with the Senior Pastor to discuss the situation before problems begin to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential by the Church representative.

The employee's decision to seek assistance will not be used as the basis for any disciplinary action unless the employee fails to overcome the addiction within a specified, reasonable period of time.

D. Disciplinary Action

Violation of this policy shall result in disciplinary action up to, and including, termination, even for a first offense.

XV. EMPLOYEE RECORDS

The church maintains a record of each employee's employment. A personnel file may contain personal data as well as employment information. The Church regards information as confidential and will release it only with the written permission of the employee, by order of a court, or otherwise in accordance with law.

When a request for personnel information is received, only non-confidential information such as date of employment, position held and responsibilities will be confirmed. Confidential information such as pay rate, past earnings, home address or phone number will not be released unless authorized in writing by the employee.

XVI. SUGGESTIONS

Suggestions for improving the quality and efficiency of the Church's services are welcomed. All employees are encouraged to make suggestions for improvements to his or her supervisor.

THESE POLICIES ARE NOT INTENDED TO CREATE A CONTRACT FOR FUTURE EMPLOYMENT. UNDER CONNECTICUT LAW, AN EMPLOYEE IS CONSIDERED AN EMPLOYEE AT WILL. THE CHURCH MAY TERMINATE AN EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. SIMILARLY, AN EMPLOYEE MAY ELECT TO TERMINATE HIS OR HER EMPLOYMENT WITH THE CHURCH WHENEVER HE OR SHE CHOOSES AND IN HIS OR HER SOLE DISCRETION.

APPENDIX A

Job Descriptions

APPENDIX B

(All Ministry and Administrative Staff shall sign a copy of this form upon employment, which will be kept in the kept as part of the employee's permanent record.)

STATEMENT OF AFFIRMATION OF THE CHURCH'S POLITY, STATEMENT OF FAITH, & STANDARDS OF CONDUCT

I affirm that I am in agreement with and shall abide by the Church's written statements of Polity, Statement of Faith and Standards of Conduct as specified in the Church's Constitution and By-Laws and this document.

I also understand that violation of these items constitutes a good cause to terminate employment.

Name: _____

Signature: _____

Date Signed: _____