

*Clifford Baptist Church*  
*Policies and Procedures Manual*

<b>Employee Policy</b>
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**Procedure for Employment**

It is the sole responsibility of the Personnel Committee, acting upon behalf of the Board of Directors, to hire capable and competent employees for the employment positions established by the Administrative Board. In fulfillment of this responsibility, the Personnel Committee seeks to hire the best person who:

1. Shares a common commitment to the Mission of the Church;
2. Best fits the qualifications of the position and the needs of the Church;
3. Possesses the highest ethical standards;
4. Is honest with self and with others;
5. Is loyal to the best interest of this Church and to the people it serves;
6. Is committed to the concept of team work;
7. Is efficient and reliable;
8. Is courteous to the feelings and opinions of others; and
9. Can maintain the confidentiality of the Church's business.

Employment by the Church carries with it a responsibility to be constantly aware of the importance of good ethical conduct. Employees must refrain from taking part, or exercising influence, in any transaction in which their own interest may conflict with the best interest of the Church. The Church recognizes and respects the individual employee's rights to engage in activities outside his or her employ which in no way conflict with or reflect poorly on the Church. The Church reserves the right, however, to determine when an employee's activities represent a conflict with the Church's interest and to take whatever action is necessary to resolve the situation.

**Personnel Files**

The Church maintains personnel files on each employee. These files contain documentation regarding all aspects of the employee's employment with the Church such as performance reviews, beneficiary designation forms, and disciplinary warning notices. The employee may review their personnel file on reasonable notice. If the employee is interested in reviewing their file, arrangements should be made with the Senior Pastor. An employee's personnel file remains, at all times, the property of the Church.

To insure that the employee's personnel file is up-to-date at all times, the Senior Pastor or Treasurer should be notified of any changes in the employee's name, telephone number, home address, marital status, number of dependents, and the individual to notify in case of any emergency.

### **Job Descriptions (See Addendum A)**

***Note:***

***All Paid employees, Volunteer Staff and Committee Chairmen should be presented with the church expected goals and objectives as well as the deadlines for said objectives prior to accepting any position.***

***This is crucial both to the clear understanding of the person accepting the position "and" the churches ability to quantify the performance of the individual volunteer.***

***The goals for the position should be determined by the Personnel Committee along with the Board of Directors for all paid staff, and the Nominating Committee for all volunteer positions.***

**Senior Pastor - (see CBC Constitution and Bylaws, pages 15 & 16 under Article VI A & B)**

**Associate Pastor - (see CBC Constitution and Bylaws, page 16 under Article VI B)**

**Non-Pastoral Staff – (see CBC Constitution and Bylaws, page 17 under Article VIII)**

Each employment position within the Church has a job description which provides for an outline of the following job elements:

1. Purpose of position
2. Essential activities
3. Educational requirements
4. Specialized knowledge requirements
5. Experience requirements.

It is the purpose of the job description to establish an expected level of performance for each of the above elements. It is the intent of the Church to review each job description periodically, to keep it current with the day-to-day work activities that the position is required to perform. Each staff member may review their applicable job descriptions upon request; the originals are retained on file in the Church office.

### **Employment Status**

Whenever used in this Policy and Procedures Manual, unless otherwise indicated, the term "employee" shall mean "full-time employee" at the Church.

Full-time employees are those employees who are salary, hourly employees who regularly work thirty (30) hours or more each work week.

Part-time employees are hourly employees who are hired to work less than thirty (30) hours each work week and shall not be entitled to any fringe benefits contained in this Personnel Manual.

All employees hired shall be considered probationary employees until completion of ninety (90) calendar days of employment, unless otherwise indicated. Notwithstanding the fact that the employee has successfully completed the employee's ninety (90) day probationary period, the employee's employment with the Church is at all times considered at-will, unless otherwise indicated.

### **Overtime**

Based upon the current opinion of the Wage & Hour Division of the Department of Labor, Clifford Baptist Church is not required to compensate hourly employees at a time and one half rate for each hour worked over 40 hours in a given work week. The Church is exempted from this overtime provision because employees of the church are not engaged in interstate or commercial activities for the Church and the Church does not receive financial support through any commercial ventures. Clifford Baptist Church will continue to compensate hourly employees at their regular hourly rate for all hours worked in any given work week.

### **Regular Pay Procedures**

Payroll is run for all employees on a bi-weekly schedule, with some exceptions.

### **Salaries**

Budgeting annual salary increases for the church staff will include monies for both merit increases and promotional increases if a staff member's responsibilities have expanded. The church's ability to consistently provide increases will depend on the financial condition of the church from year to year. If the church is financially able to provide salary increases that merit budget will be recommended by the Personnel Committee to the Board of Directors in consultation with the Finance Committee. The Personnel Committee will conduct a thorough market analysis in preparing its recommendation including: the current financial condition of the Church; market salary surveys for churches of similar size for the same roles; and the cost of living index. Individual staff increases from year to year will be based upon individual performance, job responsibility, and training and education.

### **Medical Insurance –**

#### **Eligible at time of hire**

CBC reimburses Senior Pastor 100% of insurance premium cost for employee and their spouse/family.

CBC reimburses all other FT Pastoral staff 100% of insurance premium cost for employee only.

CBC reimburses office staff, FT hourly, PT pastoral (excluding bi-vocational) employees 100% of insurance premium cost for employee only, up to \$500/month.

\*\*\*\*\*Documentation of premium costs must be provided to treasurer.

### **Retirement Plan –**

#### **Eligible after one year of service**

Full-Time pastoral employees - CBC will contribute up to 8% of their annual salary towards the Guidestone 403 (b) plan.

Office staff, FT hourly, PT Pastoral (excluding bi-vocational) – CBC will contribute up to 5% of their annual salary towards the Guidestone 403 (b) plan.

#### **Plan Design & Provider:**

Clifford Baptist Church's employee retirement plan is provided through GuideStone and is a fully qualified 403 (b) (9) pre-tax savings plan including Church pre-tax contributions.

#### **Potential tax benefits:**

All earnings on contributions and rollovers are tax-deferred. Following are additional tax benefits that may be available to employees:

- Ministers may be able to designate retirement benefits as a tax-free minister's housing allowance within legal limits.
- Church contributions are not subject to Social Security or income tax at the time of contribution.
- Tax-sheltered participant contributions are not subject to income tax until distributed.
- Tax-sheltered participant contributions by ministers are not subject to Social Security tax.
- Earnings on Roth elective deferral contributions can be withdrawn tax-free if certain conditions are met. Primarily, the designated Roth contributions have to be in the plan for at least five taxable years and the employees have to be at least 59 ½ years of age.

#### **Numerous types of plan contributions:**

- Participants can make tax-sheltered, after-tax or Roth elective deferral contributions.
- Clifford Baptist Church can make a tax-sheltered contribution on behalf of church employees.
- SBCV may also provide eligible participants with matching retirement contributions.

#### **Exclusive state convention benefits:**

When Clifford employees enroll, they are eligible for additional benefits at no cost from the State Convention and GuideStone including:

- Disability benefit (up to \$500 per month).
- Survivor protection benefit (up to \$100,000).
- Matching retirement contribution (up to \$210 annually).

#### **Compliance:**

GuideStone Financial Resources is solely responsible for the written plan document to include IRS Form 5500.

### **Continuing Education**

For employees who must have a certain education which is required by CBC to be hired or because of their position with CBC, CBC will pay 100% of tuition and books. CBC will pay the tuition and books with the expectation that the GPA will be maintain of a B or higher.

For employees who are continuing their education in a field of study relevant to their church role but isn't required by CBC, the IRS allows those employees to set aside a designated portion of their annual salary as an education fund. All designated funds are tax exempt but must only be used for said education. Any excess money remaining in the annual education fund must be reported to the Treasurer in order to include it in the regular salary of the employee as taxable income.

### **Travel Allowance**

Full time pastoral staff are reimbursed for day to day ministry mileage.

All pastors are reimbursed travel expenses when the ministry causes them to travel overnight. These expenses include the cost of transportation, lodging and meals.

### **Conventions**

The convention's agenda or program must be business related to the employee's job. Proof of agenda and attendance must be provided for reimbursement. All travel expenses including cost of convention would be covered.

### **Jury and Witness Duty Leave**

If a staff member is selected for jury duty, he or she will be compensated by Clifford for the difference between court pay and their regular pay rate during the period served.

### **Personal Cell Phone or Similar Device Use for Church Business**

Clifford Baptist Church acknowledges that the ministerial staff must utilize personal cell phones for church-related business. Therefore, Clifford Baptist Church will subsidize a portion of ministerial cell phone bills representative of the volume of calls that are Clifford Church related. The Treasurer shall administer the reimbursements in the most fair and easily administered method possible.

Due to research indicating that cell phone use while driving is extremely dangerous, Clifford Baptist Church prohibits use of personal cellular phones, either hands on or hands free, or similar devices, for Church purposes while driving.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your ministry, the Church, our members, our vendors,

volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Clifford Baptist Church, or any other Church related activities not named here while driving.

### **Personal Appearance and Demeanor**

Discretion in the style of dress and behavior is essential to the operations of this Church. Employees are therefore required to dress in appropriate attire and to behave in a professional, business-like manner. Good judgment should be used in the choice of work clothes. Conduct, at all times, should be in the way that best represents the Christian beliefs of this Church.

### **Performance Reviews**

All members of the Clifford Baptist Church ministry staff (Associate Pastor, Minister of Music, Youth Minister, Treasurer, Ministry Assistant, and any other future ministry positions added later) will receive annual performance reviews by the Senior Pastor. This annual review process will begin with each employee first completing a self-assessment of his or her performance on position-related competencies and personal goals. All self-assessments will be submitted to the Senior Pastor for review and consideration in his assessment of staff performance. The Senior Pastor will then meet privately with each Ministry Team member and conduct a final annual review for the previous church year plus reach agreement on goals for the coming church year. The Senior Pastor will complete a self-review on competencies and goals and then review those with the Chairmen of the Personnel Committee and Deacon Board.

Individual Performance Reviews are sensitive and private information that should not be shared other than in broad terms for budget considerations, or in extreme rare cases of misconduct. Privacy must be honored to create and sustain an environment of openness and candor among the ministry team. All performance-related documents will be maintained solely by the Senior Pastor as part of each ministry team member's personnel file.

### **Absenteeism and Tardiness**

The Church expects all employees to assume diligent responsibility for their attendance and promptness. Punctuality and regular attendance are essential to the operation of the Church. Excessive absence or lateness creates a burden for other employees and reduces the efficiency of your work group. Recognizing, however, that illnesses and injuries may occur, the Church has established sick leave and other leave benefits to compensate all employees for certain time lost for legitimate medical reasons.

If employees are unable to work because of illness, they must notify the Church Office as soon as possible.

Absenteeism or tardiness that is unexcused or excessive in the judgment of the Personnel Committee and the Board of Directors is grounds for disciplinary action, up to and including dismissal.

### **Illegal Substances**

As a part of the mission of the Church, it is our policy to employ drug-free employees. For this reason, no employee shall use intoxicating or illegal substances either while on duty or on church

premises. Employees shall not report for work while under the influence of intoxicating substances, nor allow themselves to be relieved by fellow employees who, to their knowledge, are under the influence of intoxicating or illegal substances. Any employee who reports to work in such a condition shall be subject to immediate termination.

### **Disciplinary Procedure**

While it is hoped that there will never be a disciplinary problem, it would be foolish to believe that there will never be a disciplinary problem. Therefore, in fairness to the employee and to the members of the Church, guidelines on disciplinary procedures are needed. It is impossible to anticipate all problems that could evolve during the employment relationship and the proper method of solving such problems. However, in general, when a disciplinary problem does occur, the Church will attempt to resolve the problem in the following manner:

- Unless it is a serious offense, an employee will generally first be given an oral warning regarding the disciplinary problem. If the problem continues, the employee will then be given a written warning, followed by a written reprimand and then potential suspension or termination. It is hoped that by following this procedure of progressive discipline, the small problems can be solved early rather than developing into a problem later.

### **Complaint Resolution Procedure**

Misunderstandings or conflicts can arise in any church. To insure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that the employee believes is detrimental to the employee or to the Church, the employee should immediately discuss the matter with the Senior Pastor. If the employee feels that the Senior Pastor has not resolved the situation to the employee's satisfaction, the employee should feel free to discuss the matter with the Chairperson of the Personnel Committee.

### **Termination of Employment-(see CBC Constitution and Bylaws)**

### **Paid Time Off (PTO) Policy**

#### **Purpose:**

Clifford Baptist Church recognizes the importance of employees having the opportunity to have leisure time and attend to non-work matters. Therefore, the Church will attempt to grant all eligible employees PTO at the time they desire to take it. However, the Church must maintain adequate staffing at all times. Therefore, PTO must be scheduled in advance and with prior written approval of the senior pastor.

#### **Eligibility:**

- All fulltime professional, administrative and custodial positions are eligible to vest a maximum of five weeks PTO based upon years of continuous employment.

- All part time professional, administrative and custodial positions are eligible to vest a maximum of three weeks PTO based upon years of continuous employment.

## **Procedures:**

### **Vesting**

Vacation is earned by the above eligible staff based upon the following schedule:

- One week of PTO after one year of service.
- Two weeks of PTO after two years of service.
- Three weeks of PTO after five years of service.
- Four weeks of PTO after fifteen years of service.
- Five weeks of PTO after twenty years of service.

\*\*\*\*PTO is earned based on your anniversary start date, however the usage is based on a calendar year.

**Vacation scheduling conflicts:** When conflicts develop, they will be resolved fairly, but as deemed appropriate by the senior pastor. All other factors being equal, preference will generally be given to the employee who makes the earliest request, but other legitimate factors may be considered, including the amount of PTO already taken by the employees involved.

**Minimum vacation time increments:** PTO may be taken by eligible employees, with prior approval, at times that best meet the requirements of the Church. Employees must take PTO time in increments of at least one half of a day (four hours).

**Notice of absence:** Generally, requests for PTO must be submitted to the senior pastor at least one week in advance. If the employee is requesting PTO for family or medical purpose, the employee should make sure that this purpose is made clear. The senior pastor must approve any exceptions to this provision or any conflicts in scheduling.

**Unused PTO:** An employee may carry forward a total of up to 160 hours of unused PTO. When employees accumulate 160 hours of PTO, they will cease accruing additional time off until such time as the employee's total accumulation of unused PTO is less than 160 hours.

**Resignation/Termination of employment:** Upon termination of employment, all accrued but unused PTO will be paid at the rate of pay applicable at the time of termination of employment.

**Pay in lieu of PTO:** The Church will not pay employees for unused PTO except upon termination of their employment.

**Holidays:** All Full Time Employee employees shall additionally receive annual paid time off for the following holidays: New Years, Easter, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving, and Christmas Day. If Church employees are required to work on a scheduled holiday, they may take the holiday paid time off at any time during the same year with prior approval of the senior pastor.



**Medical Leave Benefit:**

Purpose: The Medical Leave Benefit (MLB) provides pay for a certain period of time when an employee of CBC is unable to work, as well as caring for the employee's spouse, child, or parent who has a serious health condition.

The MLB covers major events such as:

- Injury
- Extended illness
- Recovery from surgery
- Hospitalization
- Serious health condition that prevents the employee from being able to perform the essential functions of his or her job

Eligibility/Benefit:

- Pastoral Positions (FT/PT):
  - Week 1 – 4 – will receive 100% of their regular compensation
  - Week 5 – 12 – will receive 60% of their regular compensation
  - Week 13 – 26 – will receive 30% of their regular compensation

Note: At the one-year anniversary date of Medical Leave, CBC reserves the right to terminate employment.

- Office Staff (FT/Salaried)
  - Week 1 – 2 – will receive 100% of their regular compensation
  - Week 3 – 6 – will receive 60% of their regular compensation
  - Week 7 – 12 – will receive 30% of their regular compensation

Note: At the six-month anniversary date of Medical Leave, CBC reserves the right to terminate employment.

- Other Staff (FT)
  - Week 1 – 2 – will receive 100% of their regular compensation
  - Week 3 – 5 – will receive 60% of their regular compensation
  - Week 6 – 8 – will receive 30% of their regular compensation

Note: At the three-month anniversary date of Medical Leave, CBC reserves the right to terminate employment.

The employee may use their PTO (Paid Time Off) at any time during Medical Leave as long as their compensation does not exceed 100%.

CBC reserves the right to ask the employee to provide medical documentation that will describe the disability and provide an estimation of the expected duration of the disability. Consultation from a physician may also be needed.

CBC reserves the right to evaluate each Medical Leave case at the anniversary date and extend compensation and/or termination of employment with approval from the Personnel Committee and Board of Directors.

**Employee Acknowledgement and Agreement to the Policy & Procedures Manual  
Employee Policy**

TO: Clifford Baptist Church

FROM: \_\_\_\_\_  
(Name of Employee and Social Security Number)

SUBJECT: Acknowledgment of Probationary Period, Receipt of Employee Policy Manual and  
Employment-At-Will

I acknowledge receipt of the \_\_\_\_\_ Clifford Baptist Church Policy and Procedures Manual. I understand that I am responsible for familiarizing myself with the information. I also understand that the Church may occasionally change the policies, procedures, and practices outlined in this manual.

Under no circumstances shall this manual be construed as a contract for continued employment.

Date: \_\_\_\_\_  
Signature of Employee \_\_\_\_\_