

WHITESBURG

BAPTIST CHURCH



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Personnel Policy Manual

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1.000 General

The Personnel Committee, in consultation with the Office of the Pastor, developed this manual. The Church by-laws state "The Personnel Committee is charged with securing all Church personnel except the Pastor". The Committee shall work with the Office of the Pastor in the general administration of personnel.

1.010 Goals of this Manual

1. To provide clear statements of the Church's employment policies and expectations of employment.
2. To establish a basis for consistent policy administration and the respective role of the Personnel Committee.
3. To eliminate routine questions and increase efficiency in disseminating employee information.
4. To improve employee communication and morale.
5. To provide a guideline for all church ministries which require a specific Personnel Policy Manual, which would take precedent over this manual. For example: Weekday Education, Excel, Whitesburg Christian Academy.

1.020 Employment-At-Will Doctrine

The Church adheres strictly to an employment-at-will doctrine. Just as the employee is free to terminate his employment at any time, Whitesburg Baptist Church reserves the right to terminate the services of an employee 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 Senior Associate Pastor and Personnel Committee. This manual is not intended to be, nor is it in fact or practice, a contract or contractual obligation by the Church. In addition, the Church, through the sole discretion of the Personnel Committee, may add to, modify or withdraw any provision of this manual.

1.030 Change of Employee Benefits

Although the benefits described in this manual are currently available, the benefits may be adjusted. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in cost of the benefits and/or the decrease of funds or contributions received by the Church, which may have an adverse effect on the fiscal integrity of the Church's financial position.

1.040 Special Notes

1. Whitesburg Baptist Church is an equal opportunity employer. The personal pronouns "his", "he" and "him" are used for purposes of convenience and good grammar and may refer to either males or females.
2. It is the intent of the Church that the Pastor is the chief executive officer of the staff and that all staff members serve under his leadership.
3. Throughout this manual the term "Office of Pastor" is used. When this term is used it means that it is the Senior Associate Pastor's responsibility to carry out this function in consultation and agreement with the Pastor.

4. If the position of Senior Associate Pastor becomes vacant, the Pastor will appoint someone on an interim basis to fulfill the role of Senior Associate Pastor as outlined in this manual.
5. If the position of Senior Pastor becomes vacant, the Senior Associate Pastor in consultation with the Fellowship of Deacons and the Personnel Committee will establish guidelines under which the Church staff will operate during the interim. The deacons will recommend a pulpit committee to the Church as required by WBC by-laws.
6. The position of Senior Pastor is not specifically treated in this manual. As specified in the Church by-laws, the pastoral call letter, prepared by a pulpit committee, will include provisions for salary, benefits and other matters of mutual acceptance. The Personnel and Finance Committee must approve all provisions set forth in the call letter before proposal is made to the prospective Pastor. This manual, however, will govern any personnel policy matters not included in the call letter.
7. To the extent that the provisions of this Personnel Policy and Procedures Manual conflict with specific provisions of the call Letter (as it may be modified from time to time) given to an employee of WBC, the terms which are in conflict shall be governed by the provisions of the call letter.

1.060 Church Articles of Faith

Please refer to the Constitution pages 1-5 in Appendix 1.

1.080 Mission Statement of the Church (Approved by WBC 9/27/98)

The purpose of Whitesburg Baptist Church is to know Jesus Christ and to make Jesus known. We desire to know Jesus Christ through the Word and Worship, to exalt the Savior through Education and Evangelism and to mature all believers to minister and be on mission.

**PART II
EMPLOYMENT POLICIES**

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2.000 Equal Employment

It is the policy of Whitesburg (WBC) to grant equal employment opportunities to all qualified persons without regard to race, sex, age, national origin, disability, veteran's status or citizenship status. To deny a qualified person the chance to contribute to our ministry because he is a member of a minority group would be unfair to everyone and inconsistent with Scriptural principles. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment. The Church does, however, reserve the right to employ persons who have a Baptist background and philosophy of ministry, and who, in the opinion of the Church, have a work history and lifestyle, which is consistent with the Scriptural principles which the Church espouses. In carrying out our responsibility to God and our Church we believe in:

1. Hiring the best-qualified candidate for vacancies that exist. Qualifications include stability, verifiable track record of good work performances in previous jobs, skills and energy level.
2. Treating every employee as an individual with courtesy and dignity. All employees are to treat each other likewise.
3. Providing fair wages and good working conditions.
4. Encouraging frank and open discussions of any problems or misunderstandings without reprisal.
5. Promoting on the basis of merit and ability with preference given to those with greater length of service if all other factors are equal.
6. Recognizing the value of cooperative, well-trained, efficient and loyal employees.

2.020 Staff Structure

Senior Staff: Those positions, which are all ordained positions, included in Senior Pastor, Senior Associate Pastor, Associate Pastor of Missions, Minister of Music, Associate Pastor of Evangelism/Pastoral Care, Minister of Education and any position that supervises major divisions of Church ministry. Senior Staff are "Exempt" employees. Whenever the term "senior staff" is used it refers to these positions.

Ministry Staff / Divisional Staff: These ordained and non-ordained positions. Positions in this group include: Associate Minister of Music, Worship Leader, Minister to Students, Minister to Middle School, Minister to Singles, Minister to Inner City Ministries, Minister of Children, Director of Preschool, Activity Director, Business Administrator and other positions directly over ministry functions of the Church. Ministry Staff are "exempt" employees. Whenever the term "ministry staff" or "divisional staff" is used it refers to these positions.

Program Staff: Heads of department not included in direct staff ministry: Food Service Manager, Facility Manager, and Director of Weekday Education. Program Staff are "exempt" employees. Whenever the term "program staff" is used it refers to these positions.

Support Staff: Employees who support the above staff or needs of the Church: Executive Assistant to the Senior Pastor, Executive Assistant to the Senior Associate Pastor, Administrative Assistant to the Associate Pastor of Missions, Administrative Assistant to the Minister of Education, Minister of Singles, Administrative Assistant to the Associate Pastor of Evangelism/Pastoral Care, Administrative Assistant to the Minister of Music, Administrative Assistant to the Activity Director, Secretary to the Minister of Inner City Ministries, Secretary to the

Minister of Students and Middle School, Financial Coordinator, Manager of Custodial Services, Printing and Purchasing Supervisor, Secretary to Children/Preschool, Office Assistant and any future clerical support staff position. Support staff are “non exempt” employees. Whenever the term “support staff” is used it refers to these positions.

(i) Other employees of the Church

The above is not an exhaustive list of the staff or employee positions of WBC. Approved WBC personnel positions are those funded in the current Church budget, plus those positions shown in Personnel Committee minutes that have been changed or newly authorized since the Church approved the current budget.

2.021 Job Descriptions

The Personnel Committee, working with the office of Pastor, has established a written job description for approved staff positions. Each job description contains the following (see appendix # 2 for sample outline):

1. Staff Category; general description. (see section 2.020)
2. Principal duties and primary responsibilities
3. Knowledge, skills, and abilities
4. Disclaimer

Salary grade (see section 5.000) Appendix # 2b.

An Organizational chart is updated and approved by the Personnel Committee annually.

2.040 Hiring Procedures and Employment Practices

2.041 General Procedures

WBC employees will be recruited and hired to fill staff positions that have been previously approved by the Personnel Committee. Using this Manual as a guide, a job description will be prepared for each new or modified staff position. The Approval Form at Appendix # 3 shall be completed and attached to each proposed new or modified position (job) description submitted through the Office of The Pastor to the Personnel Committee for approval. Upon approval of the staff position, two copies of the Approval Form are to be signed by the approving authorities and attached to the file copy of the job description; one copy is to remain filed with the job description. Employees, who have been hired to fill the approved staff position, will be given a copy of the respective job description and will be asked to review and sign the second copy of the Approval Form; the signed Form will then be filed in the employee’s personnel folder. Succeeding employees are also to review and sign a copy of the position Approval Form that has been updated to include the appropriate employee name and compensation.

When it has been established by the Office of the Pastor and Personnel Committee that a replacement is required for a terminating employee or that a new position has been authorized, the Senior Associate Pastor will begin the process of recruiting for the open position. The proper supervisor will be responsible to ensure that there is a position description, salary range and budget authorization prior to beginning the recruiting function. See Appendix # 4 for a copy of Application.

Open positions for Program and Support Staff will normally be published in the regular Church publications for a minimum of two weeks. All open positions must also be posted on the employee lounge bulletin board. All current employees will have opportunity to apply for these positions during the application process. This applies also to Custodial

employees. All inquiries from individuals requesting consideration for employment with the Church shall be referred to the supervisor of the position being sought. All solicited applications and resumes should be kept on file for at least 36 months following receipt.

2.042 Applicant Screening and Approval

Beginning September 1, 2004, all Church employees will undergo thorough screening as a part of the hiring process that includes a written application, reference checks, a criminal records check and a personal interview. The hiring supervisor will track the screening and approval process for respective applicants, and is responsible for determining the qualifications of an applicant for the position sought. The steps set forth below will guide supervisors through appropriate screening of candidates for employment at Whitesburg Baptist Church, including both ordained and non-ordained positions.

1. Applicants will complete the application for employment booklet. (WBC Forms 1 or 2)
 - a. Ministerial applicants submit a resume and complete WBC Form 1.
 - b. Non-ministerial applicants complete WBC Form 2.
2. Respective supervisor contact applicant's employer and personal references and record responses on form provided in application booklet.
3. Supervisor prepare Interview questions after reviewing application, verification of references, and respective job description. (See personal interview form in application booklet).
4. Interview non-ministerial applicant and record results on Interview form in application booklet. Interview of ministers will likely occur in a residence or other informal setting.
5. When applicants have been narrowed to a first choice, inform the Administration Office to conduct a background search.
6. Upon request, the Administration Office will request a national Criminal Background Check (CRC), and communicate relevant information to the hiring supervisor (See Appendix 4 about procedure and disqualifying information).
7. Make a final decision regarding acceptability of applicant.
8. Fill out a WBC Employment Form (included in the application booklet) and make job offer to the acceptable applicant. Upon acceptance of the job offer, have the new employee review and sign the Employment Form and give a copy to him or her. Retain the original signed Form in the booklet
9. Deliver the completed application booklet (and resume if appropriate) to the Administration Office for inclusion in the individual personnel file. (See Paragraph 3.015 Confidentiality and Record Keeping).

See paragraph 3.021 regarding training of employees who desire to work with minors (infants, preschool, children or youth).

An employee packet will be provided to the supervisor who shall give it to the new employee on the first day of employment. The packet is to include: Personnel Policy Manual, insurance manual and forms, tax forms and job description.

Only the Administration Office is authorized to respond to reference check inquires from other employers. Without a signed release, responses to such inquires will confirm only dates of employment, wage rates, and position(s) held. Employment data may be released after receiving a written authorization and release signed by the individual who is the subject of inquiry.

2.043 Testing Policy

In order to find qualified candidates for an open position, the Church may use a preliminary test. If a test is used, it will be administered equally to every applicant who is considered a finalist. Every possible precaution will be taken to assure that these tests are not discriminatory. In each employment decision, the test scores will only be considered as one factor in relation to the qualifications of the applicant as shown by such factors as previous employment experience or educational level.

2.044 Americans With Disabilities Act

The Church intends to comply with the provisions of the Americans with Disabilities Act of 1990.

Employees do not need to disclose information concerning physical or mental conditions, which they believe, will not interfere with their ability to perform their work. However, if an employee wants the WBC to consider special arrangements to accommodate a physical or mental disability, that disability should be reported to the Business Administrator with a suggestion about an appropriate accommodation.

2.045 Immigration and Naturalization

WBC is committed to employing only United States citizens or aliens who are authorized to work in the United States and comply with Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly hired employees must complete the form if they have not previously filed an I-9 with WBC, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid. (See appendix #5)

2.046 Rehires

In the event that a former employee wishes to resume employment with Whitesburg Baptist Church, the Church will consider his application.

Rehired employees would be eligible for seniority reinstatement if they resume work within two years from the date of separation. Benefits based on length of service will resume following the completion of three-month probation period (see Section 2.060)

2.047 Employment of relatives

As a matter of policy, employment of spouses, children or parents of current employees of Whitesburg Baptist Church is permitted only under certain circumstances and in compliance with our policy of equal employment opportunity. If consideration is being given to the employment of a spouse, child or parent of current employee, approval by the Office of the Pastor and the Personnel Committee is required.

In hiring a person who falls within this policy, consideration shall be given by the office of the Pastor and the Personnel Committee to any potential conflicts of interest and any

undesirable working arrangements which may be created, and specific steps shall be taken to eliminate, to the extent possible, such conflicts and undesirable working conditions. In so doing, particular attention shall be given to reporting lines of authority. No employees related to one another, covered by this policy, shall report to one another or be placed under the direct or indirect authority of the related employee. Where such a condition exists, the Office of the Pastor and Personnel Committee shall establish such procedures and lines of authority as may be necessary under the circumstances to eliminate the issues addresses herein.

2.048 Access to Personnel Files

Personnel files are the property of WBC. Access to the information they contain is restricted. With reasonable advance notice, an employee may review material in his file with the approval of the Business Administrator and in the presence of his designated representative.

2.060 Probation Period

All program and support staff are hired for a three-month probationary basis. During this period the new employee is evaluating the organization and, likewise, the supervisor is observing the employee. After three months, the employee will receive a formal written performance review by his supervisor. Thereafter, the employee will receive a written performance on a yearly basis. (see Section 2.100).

2.080 Employee Classifications

2.081 Exempt and Non- Exempt Employees

All employees of the Church are either "Exempt or Non-Exempt" under Federal Wage-Hour Law, minimum wage overtime provisions. Following are definitions of the two classifications:

1. Exempt Employees: Administrative, professional, managerial and executive employees are Exempt from the Fair Labor Standards Act and are not entitled to overtime pay. (see Section 2.021) Job Descriptions.
2. Non-Exempt Employees: Any employee not falling in the above category is considered non-exempt and is covered by the Fair Labor Standards Act. Therefore, he is subject to overtime pay if working more than 40 hours per work week.

2.082 Employee Categories:

Whitesburg Baptist Church has the following categories of employees:

Regular Full-Time

Full-time employees are scheduled to work a minimum of 30 hours per week. This is the only classification that receives full employee benefits.

Regular Part-Time

Part-time employees are scheduled to work less than 30 hours per week.

Temporary

An employee scheduled to work on a temporary basis, such as summer workers or vacation fill-in. A temporary employee may not work more than 980 hours in any calendar year.

Intern

An employee governed by the Intern Program. An Intern may not work more than 980 hours in any calendar year without the approval of the Office of the Pastor and the Personnel Committee.

2.083 Intern Program

All request for intern positions should be directed to the Senior Associate Pastor and Personnel Committee.

All Interns must comply with the guidelines as stipulated below:

1. The intern shall be a member of Whitesburg Baptist Church. (He may become a member after being selected as an Intern.)
2. The intern will submit weekly reports of work performed to his immediate supervisor, and there will be a regular evaluation of duties performed. A quarterly report will then be submitted by the immediate supervisor to the Office of Pastor.
3. The intern will be an Intern of Whitesburg Baptist Church and not necessarily assigned one specific area for the duration of his work.
4. The intern must be a college or seminary student, and should he cease being that, he shall no longer be considered part of the Intern program.
5. The intern is a temporary employee. (See Section 2.082).
6. Salary for Interns will be established yearly by the Personnel Committee, and shall not exceed a budgeted amount.
7. The intern shall be employed for one intern period, and review for renewal of employment shall be at least on an annual basis.

2.100 Performance Review

A key to successful performance understands what the employees' strengths and weaknesses are in relation to their job performance. The Church is committed to aiding its employees in improving their performances, thereby increasing the possibility of advancement. Toward this goal, the performance evaluation is used as a tool that can clarify, for the employees, which areas need the most work and in which areas they excel. Each employees of WBC will receive a written annual review by his immediate supervisor or his supervisor's immediate supervisor.

An employee's supervisor will, at the time that an employee commences work at the Church, indicate the probationary period and the time of first performance review. This will occur upon completion of the probationary period (see Section 2.060). Following this first performance review, reviews will be held annually.

During the review session, the employee and supervisor will identify goals to be worked toward in the coming year.

When an employee's evaluation is scheduled, the supervisor will review his accomplishments in his job and evaluate and rate his performance. The supervisor will also discuss his strengths and suggest some areas where improvements can be made. Successful performance in the employee's present job is a major determination of his future growth. (See Appendix #6)

2.120 Promotions

Advancement will be based upon job performance, management evaluation of the employee's ability to accept more responsibility and the availability of promotional openings. As each new position becomes available, the appropriate supervisors and the Senior Associate Pastor will consider those employees within the Church who may have an interest in the position and have developed skills accordingly so that they fulfill the necessary qualifications. To this end, each employee is responsible for keeping his supervisor and the Senior Associate Pastor informed of his career interests and pursuits in continuing education.

2.140 Termination

In the case of termination for cause, the corrective action process will precede the discharge of an employee, unless the employee has engaged in infractions considered of a major nature as exemplified in the disciplinary procedure. (See Section 3.082) The Church strives to make every reasonable effort possible to retain its employees. However, in certain cases termination becomes necessary. Discharges cannot occur without review and approval by the Office of the Pastor. The Personnel Committee will be informed and will review information regarding all terminated employees. (For policies concerning final pay, see Section 5.140.)

All property belonging to the Church will be returned upon termination. This includes entry keys, desk key, security information, computers, manuals, electronic items and any other articles the individual has which belong to the Church.

2.160 Resignation

If an Employee desires to resign from the Church's employment, the employee should discuss this matter with his supervisor. A resignation must be submitted in writing to his immediate supervisor. The supervisor will forward a copy of the resignation to the Senior Associate Pastor. The Personnel Committee should be informed as to reason of resignation of Senior Staff, Ministry/Divisional Staff, Program Staff, or Support Staff.

2.180 Employee Recognition Policy

Senior Staff and Ministry Staff level members (2.020) will be recognized by the Church in the following manner by the Personnel Committee. These amounts will be designated on an annual basis in the budget.

Each anniversary year Gift of \$200.00*

*Pastor and Senior Associate Pastor receive \$300.00 and \$275.00 respectively.

Each 5th, 10th, 20th, 25th, ect. Gift of \$2000.00

Departing Ministerial Staff: The Office of the Pastor in consultation with the Personnel Committee will decide on an appropriate gift, if any, to recognize the services rendered to the Church by a departing staff member. Service recognition could be used as a basis for the gift.

These awards will be funded out of the annual Church Budget.

Exceptions to the above policies will be considered on an individual basis by the Office of the Pastor and must be approved by the Personnel and Finance Committees.

2.200 Exit Interview

An exit interview will be scheduled with all departing employees. (Appendix # 7)

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PERSONAL CONDUCT**

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3.000 Standards of Responsibilities and Conduct

3.001 Personal Responsibilities

Church employees must conduct their off duty activities in a fashion so as not to compromise their individual responsibilities or the Church ministry and reputation. Furthermore, ethical and moral questions should not arise with respect to their association or work with the Church. Compliance with this section is the responsibility of employees of the Church both with regard to their own behavior and with respect to reporting possible violations of other employees of which they may become aware.

The maintenance of extremely high standards of honesty, integrity, impartiality and conduct is essential to assure the proper performance of the Church's business and the maintenance of confidence in the Church staff. The use of informed judgment is indispensable to the maintenance of these standards and to the avoidance of misconduct or conflicts of interest on the part of employees.

An employee shall avoid any action that might result in, or create the appearance of, using his position for private gain, giving preferential treatment to any person, impeding the Church's efficiency or economy, losing complete independence or impartiality, making Church decisions outside official channels, or otherwise affecting adversely the integrity of the Church.

3.002 Prohibitions

An employee shall not solicit or accept, directly or indirectly, any gratuity, favor, entertainment, loan or any other thing of monetary value, from a person who:

1. Has or is seeking to obtain contractual or other business with the Church.
2. Has interests that may be substantially affected by the performance or non-performance by the employee of his duties.

An employee shall not offer or deliver, directly or indirectly, any gift, gratuity or favor (occasional business meals and nominal advertising tokens excepted) to any person or firm under circumstances where it might be inferred that the purpose of the gift or favor is to influence the person's or firm's business relationship with the Church. All of the following criteria should be met when extending a gift or favor:

1. They are consistent with accepted business practices.
2. They are of sufficiently limited value, and in a form that will not be construed as a bribe or payoff.
3. They are not in contravention of applicable law and generally accepted ethical standards.
4. Public disclosure of the facts will not embarrass the Church.

3.003 Interest in Business Organizations

An employee shall make the Senior Associate Pastor aware of:

1. Ownership or partial ownership by an employee or his immediate family in any business concerns that is a present or prospective supplier of WBC. (Ownership of greater than 10% interest should be disclosed.)
2. Direct or indirect association of a material nature with another Church or with a supplier, agency or any party dealing with WBC.
3. A personal or financial interest in any transaction between the Church and others. (Investments in a security listed on a recognized securities exchange need not be listed.)
4. Occasionally, a representative from the media might contact an employee regarding a ministry issue. No employee is to give the media interviews without prior approval of the Senior Associate Pastor. If contacted by a representative of the media, employees should forward any inquiries to the Senior Associate Pastor. This policy is to ensure accurate information will be given for those matters that are appropriate for public knowledge.
5. All written or verbal inquiries regarding the work performance of present or former employees or written or verbal requests for employment recommendations should be directed to the Senior Associate Pastor.

3.004 Employee Activities

An employee shall not engage in outside employment or other outside activities that are incompatible with full-time proper discharge of the duties and responsibilities of his WBC employment. Incompatible activities include, but are not limited to:

1. Acceptance of a fee, compensation, gift, payment of expense, or any other thing of monetary value, in which acceptance may result in conflicts of interest.
2. The use of non-public information gained through, or incidental to, his duties.
3. Outside employment that tends to impair his mental or physical capacity to perform his duties and responsibilities in an acceptable manner.

An employee shall not receive any salary, honorarium, or anything of monetary value from a private source as compensation for services by the Church. Honorariums for ministers presiding or providing music at weddings and funerals are exceptions.

3.005 Financial Activities

An employee shall not have a direct or indirect financial interest that conflicts, or appears to conflict, with his duties and responsibilities with the Church. He shall not engage in, directly or indirectly, a financial transaction as a result of, or primarily relying on, information obtained through his employment with WBC.

An employee is not precluded from having a financial interest or engaging in financial transactions to the same extent as a private citizen not employed by the Church, including investment in stocks, bonds and savings account, on the same terms and conditions available to the employee if he were not an employee of WBC.

3.006 Personal Conduct

An employee shall not engage in criminal, infamous, dishonest, immoral, or disgraceful conduct, or other conduct prejudicial to WBC.

3.007 Reporting Conflict of Interest

If an employee feels that a conflict of interest may exist, it is his responsibility to notify the Senior Associate Pastor and or the Personnel Committee in writing of the particular occasion that creates the conflict of interest. The Office of the Pastor and the Personnel Committee will evaluate these on a case basis. Failure to disclose a conflict of interest may be considered grounds for dismissal.

3.008 Request for Official Information

The information, documents and records maintained by the Church, particularly those relating to financial giving, counseling and supervisor matters involving members, are confidential and privileged and may not be given to or shall share verbally with unauthorized persons.

Employees receiving requests for official information about specific Church or staff members will be guided by the following procedural steps:

1. Ask for written request when any information desired appears to be sensitive.
2. Refer the matter to the Senior Associate Pastor whenever there is a doubt about the authority of the individual requesting information or the propriety of releasing the information requested.
3. Identify the requesting parties and make a written record of what is released.

3.010 Prevention of Child Sexual Abuse

The Church insurance carrier considers the problem of child sexual abuse to be the number one catastrophic risk facing churches today. Accordingly, it is the policy of Whitesburg Baptist Church to provide a safe and secure environment for all children and youth (see definitions below) entrusted to our care, and to protect innocent workers from unfounded claims. All employees and respective volunteers are responsible for assuring that children and youth who are under the purview of the Church are protected from sexual abuse. This policy has five specific purposes:

1. To strive for an environment in which children, youth and their families may be guided toward a saving relationship with Jesus Christ and may grow in their relationship with Him.
2. To have confidence that children and youth are comfortable, secure and appropriately supervised while in the Church environment (to include off-campus activities).
3. To assure that parents are comfortable and satisfied that their minor children will be in a safe and secure environment when entrusted to the Church.
4. To abide by State law and meet respective guidelines set forth by insurance carriers.
5. To reduce the vulnerability, risk and liability of the church and key leaders regarding legal action stemming from child sexual abuse or accusations thereof.

3.011 Definitions

For the purpose of this policy, the following definitions shall apply:

1. "Children and Youth" or "minor" includes anyone (infant, preschooler, child or youth) under the legal age of 18 or whose mental capacity is that of a minor.
2. "Adult" is any individual who is at least 18 years of age (and not mentally handicapped).
3. "Worker" is any adult who serves as an employee or volunteer and who is given the responsibility of working with children or youth.
4. "Teenage worker" is any worker who is at least 14 years old, but under the age of 18, enlisted to assist with the care of minors.
5. "Child Sexual Abuse" is any sexual related activity with a minor. The abuser may be an adult, youth or another child provided the child is at least four years older than the victim. The abuse may be violent or non-violent and may involve touching or non-touching activity. Sexual child abuse is criminal behavior.

3.012 Scope

This policy to prevent child sexual abuse applies to current and future personnel (ordained and non-ordained full-time and part-time employees and volunteers) who will have the responsibility of supervising the activities of preschoolers, children, youth and mentally handicapped persons within the purview of Whitesburg Baptist Church, including: Education ministries, Mission organizations, Weekday Education, Mother's Day Out and other child care activities, Whitesburg Christian Academy, music programs including Excel and choirs for minors, Bus Ministry, Recreation Outreach Center activities, counseling of minors, on-campus lock-ins and Church sanctioned off-campus activities including those in private homes and those involving travel.

3.013 Overview

The paragraphs below provide an overview of the Church policy to prevent child sexual abuse. The policy calls for attention in four areas that is necessary for the protection of our children, our employees and our church: Employee and volunteer selection process, protection policy, reporting procedures and responding to allegations.

1. All current employees, as of September 1, 2004, will undergo a national criminal background search.
2. After September 1, 2004, Church employees (paid and unpaid) including ordained and non-ordained full-time and part-time positions will undergo thorough screening as a part of the hiring process. The screening shall include:
 - Completing a written application
 - Completing reference checks
 - Conducting a personal interview and recording the results
 - Obtaining a national criminal background search
3. Volunteers will have been a member of Whitesburg Baptist Church for six months or, if not a member, have been attending regularly for one year before being allowed to interact with minors.
4. Selected current volunteer workers, as of October 1, 2004, will undergo a statewide criminal background search or sexual offender search.
5. After October 1, 2004, volunteers who work with minors will be screened, to include:
 - A written application
 - Reference checks
 - A personal interview

- Be subject to a background investigation
6. All who work with minors will receive training regarding the prevention of child sexual abuse.
 7. A minimum of two adults, who are not related by blood or marriage, will normally be assigned to lead activities involving minors while a third adult will patrol the hallways and common areas when children, youth or vulnerable adult activities are taking place. ("the three-adult rule").
 8. Any person who may pose a threat to children, youth or vulnerable adults will be prohibited from working in any ministry involving children, youth or vulnerable adults.
 9. Procedures have been established for reporting and responding to known or suspected cases of child sexual abuse.

3.014 Procedures for Screening and Enlisting Workers With Minors

Hiring procedures for Church employees are set forth in Paragraph 2.042. The process for enlisting volunteers involves the same basis for reasonable care in screening that is used for paid staff members. The enlistment process for volunteers will include use of a written application, reference checks, conducting a personal interview, and in some cases additional background checks. Those who work with minors include both paid staff members and volunteer workers, and may include teenage workers.

1. Employment Applicants (See Paragraph 2.042)
2. Current Volunteers (as of October 1, 2004)
 - Sign a background investigation permission form. When applicable, the Administration Office will request a statewide criminal or sexual offender background check on selected volunteers and inform the volunteer supervisor regarding the applicant's suitability for service (Appendix 4).
3. Volunteers Who Begin Service After October 1, 2004
 - Complete an Application for Volunteer Service (WBC Form 3) (This will include the granting of permission for the Church to conduct a criminal or sexual offender background search).
 - Upon request, the Administration Office will conduct a criminal or sexual offender background check and inform the volunteer supervisor regarding the applicant's suitability for service (Appendix 4).
 - Supervisor will:
 - a. Contact references and record results. Follow guide in Application Booklet (WBC Form 3).
 - b. Confirm Church membership status. Should have been a member for at least six months or have been attending regularly for one year.
 - c. Prepare interview questions after reviewing application, job requirements and results of reference checks (See personal interview guide included in Application Booklet).
 - d. Interview applicant and record results (Guide included with Application Booklet). Request a background search on acceptable volunteers.
 - e. Receive background search results from the Administration Office and inform volunteer applicant of his/her acceptability.
 - f. Deliver the completed Application Booklet to the Administration Office for inclusion in the worker's personnel file (See Paragraph 3.015).

4. Teenage Applicants (Employees and Volunteers under age 18) (See Paragraph 3.011)
5. Teenage minors (employee and or volunteer) who want to serve in any capacity as a worker with other minors must complete an application (Appendix 8) and go through the training for the workers with minors (See paragraph 3.021.4).

3.015 Confidentially and Record Keeping

The screening of employees and volunteers will generate a number of highly confidential documents that will be filed in the individual's personnel file. It is critical that the confidentiality of these documents be maintained. The Church is vulnerable to legal action if information contained in these records is intentionally or inadvertently disclosed or is accessed by persons without proper authorization.

The same care shall be taken in maintaining the confidentiality of volunteer forms as is done with the forms of employees. A personnel records folder will be prepared and maintained for each volunteer who works with minors. All documents generated in the screening, interviewing and acceptance of respective volunteers will be kept on file in the Church Administration Office (See Paragraph 8.000).

3.016 Symptoms of Molestation

Church staff members and workers should be alert to physical signs of abuse and molestation, as well as to behavioral and verbal signs that a victim may exhibit. Some of the more common signs are summarized below. The origin of these symptoms might be inside or outside (e.g., in the home) the Church community.

Physical signs may include:

1. Irritation, pain or injury to the genital area
2. Difficulty with urination
3. Discomfort when sitting
4. Torn or bloody underclothing
5. Venereal disease
6. Nightmares
7. Lacerations and bruises

Behavioral signs may include:

1. Anxiety when approaching the Church
2. Nervous or hostile behavior toward adults
3. "Acting out" sexual behavior
4. Exhibit inappropriate knowledge or interest about sex
5. Withdrawal from Church activities and friends

Verbal signs may include the following statements:

1. I don't like (a particular Church worker or other person)
2. (A Church worker or other person) does things to me when we are alone
3. I don't like to be alone with (a Church worker or other person)
4. (A Church worker or other person) fooled around with me

3.017 Protection Guidelines

In addition to the screening of workers, the following guidelines are set forth to help assure the safety of minors and the protection of workers from unfounded allegations. Unusual, urgent or emergency circumstances may arise that necessitates the need to deviate from this policy. For such infrequent situations that are not classified elsewhere in this policy document, the

standards and spirit of this guidance shall be recognized as being in force. Any decision to temporarily deviate from this policy will normally be made only by age group ministers or persons above in the supervisory chain.

1. Never allow a minor to be alone with one adult (or two related adults) on Church premises or in any sponsored activity unless it's a counseling, Academy educational or special situation as described below.
 - a. In counseling sessions with minors, parental permission shall be obtained prior to a minister or teacher meeting privately with a minor, or the two-adult rule shall be used in that instance. Prior permission may be granted by parents to cover a particular time period (e.g., a school year) for their child to receive counseling from a particular minister.
 - b. In special situations where leaving a minor alone with one adult is considered to be acceptable and necessary (e.g., Excel School of Fine Arts, Academy teacher or worker), parental permission must be granted in writing; the activity and time period must also be specified. Such special situations must be approved by the Senior Associate Pastor or his designated representative.
2. A minimum of two adults, who are not related by blood or marriage, will normally be assigned to lead activities involving minors (the two-adult rule). Weekday Education and the Whitesburg Academy are exempted from the two adult rule in classroom settings.
3. Related adults may teach, lead or supervise minors together in the same room or in the same activity where there is a large group setting such as Sunday School or Sunday Extended Session and when hall monitors are present and doors without glass are open; otherwise another adult should be present.
4. At least two unrelated adult leaders will be required for all trips and outings; related adults may participate in such activities when another adult is present.
5. Adult leaders must respect the privacy of minors in situations such as changing clothes or taking showers during Church sanctioned activities. Adults should also protect their own privacy in similar situations.
6. One-on-one discussions between adults and minors in secluded locations are strongly discouraged. In those situations where a one-on-one session is considered to be necessary to maintain the spiritual, emotional or physical wellbeing of the child, adults are encouraged to take precautions to protect themselves and the minor from compromising situations.
7. An identification system shall be adopted so that kindergarten-age children and younger are picked-up by a parent or guardian or someone else who has been authorized to do so. Permission slips will be available for adults to sign, authorizing the release of the child(ren) to another person.
8. A list of workers with minors who meet Church approval shall be posted or otherwise available near each classroom or area where minors are located. Only persons who have been authorized by the Church to do so, will be allowed to interact with minors during Church sponsored activities.
9. Doors, for rooms that cannot otherwise be viewed from the outside, should remain open when activities for minors are occurring within.
10. Church staff members, age group ministers and volunteer directors shall supervise activities for minors on a regular, on-going basis, and make unannounced visits into classes and other program sites from time to time to assure adherence to the above guidelines.
11. It is recognized that ministry leaders may invite guest speakers, who have not been screened by our Church, to lead in worship services or other activities for minors. On those occasions a cleared volunteer or staff employee should be present throughout the activity.

3.018 Acts or Omissions in Violation of This Policy

The following acts or omissions are violations of this policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the ministry or activity supervisor, after the safety of the child involved has been assured.

1. Any display or demonstration of sexual activity towards a minor.
2. Sexual advances or sexual activity of any kind between any person and a minor.
3. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of the Church.
4. The presence, possession or internet viewing of obscene or pornographic materials at any function of the Church.
5. The presence, possession, or being under the influence of any alcohol or illegal or illicit drugs while leading or participating in a function for minors that is sponsored by the Church.
6. An adult who has not been cleared to do so, attempting to interact with minors involved in Church sponsored activities.

3.019 Child Sexual Abuse Prevention Reporting

An established reporting procedure is a critical component of the child sexual abuse prevention program. Alabama law (Code of Alabama, Title 26, Chapter 14) requires that the Church (workers and leaders) render a report regarding known or suspected victims of child abuse or neglect. Failure to make the report is a misdemeanor and is punishable by a fine or imprisonment. The State provides immunity from liability for anyone who makes a good faith report required by the aforementioned law.

Reporting child abuse is a moral obligation as well as a legal one. All Church staff members and workers need to know what constitutes an occasion for reporting, their obligation to make a report, and the reporting channels they should use. The symptoms of molestation and a description of questionable or inappropriate worker behavior are summarized in Paragraphs 3.016 and 3.018, respectively. Child sexual abuse thrives when it goes unnoticed or unreported. Reports may be classified as internal and external.

1. Internal reporting includes the institution of a chain of reporting that shall be followed in every case of suspected child abuse. The Office of the Pastor will designate a senior ministerial position within the Church staff who will ultimately receive all reports related to child abuse and who will coordinate all further Church actions regarding the reported incident.
 - a. Any worker having cause to believe that a minor has been abused or that an adult (or teenage worker) has exhibited behavior that might lead to child abuse, shall report their belief as follows:
 - o Report the suspicion immediately to the Church minister or director that supervises the ministry or activity in which the incident occurred.
 - o Submit a written report after the verbal report.
 - o Document the report by writing down the victim's name, address, condition, location of the incident (if appropriate), the name of others involved and exactly what action, omission or behavior was observed (Use the Incident Report Form, Appendix 8a).
 - o Record what the child said but make no attempt to question the child about the incident; leave that to State or law enforcement representatives.
 - b. The minister receiving the report is responsible for confirming (the same day) the reported information. The documented facts surrounding the incident will be routed (on the day of the incident) to the Senior Associate Pastor or Business Administrator. In case an incident report, in accordance with this policy, is

necessary when Church offices are closed, a verbal report will be submitted to the Church emergency telephone number. The confidentiality of the victim and the alleged perpetrator shall be considered throughout the reporting process.

2. External reporting includes any information provided to agencies or persons outside the Church campus and is the responsibility of the Business Administrator. Reports will be provided to:
 - The Alabama Department of Human Resources (DHR), 2206 Oakwood Ave NW, Huntsville, AL 35810. A verbal report within 24 hours to 535-4500 (534-4940 evening and weekend) will be followed by a written report within 72 hours. Use DHR form (DHR-DFC-1593) located in the Administration Office.
 - The victim's family. Arrange for the family to be appropriately informed and keep the family advised of the steps that are being taken and the status of any investigation (Church legal counsel should assist in this determination).
 - The Church Insurance carrier.
3. Exceptions to external reporting:
The Weekday Education Director and Whitesburg Academy Principal may submit reports directly to the DHR; the Office of the Pastor and/or Business Administrator shall be kept fully informed. All other external reporting shall be in accordance with sub-paragraph 2 above.

3.020 Responding to a Sexual Misconduct Allegation

Set forth below are guidelines for a Church response to allegations of Child sexual abuse.

1. Be prepared in advance. As indicated in the previous paragraph, designate a senior staff position to centrally coordinate and clear all Church response actions (Normally the Business Administrator).
2. Take all allegations seriously. Do not engage in denial, minimization or blame. Follow up on all allegations.
3. Collect in writing all relevant information concerning the allegation and document all actions taken.
4. Handle situations forthrightly with due respect for people's privacy and confidentiality.
5. Seek professional assistance: e.g. Insurance company, attorney, State Department of Human Resources as necessary.
6. Give full cooperation to civil authorities (under guidance of an attorney if appropriate).
7. Show adequate interest and care for the well-being of the victim and family.
8. Promptly decide on immediate options regarding the alleged perpetrator (Church employee or volunteer): Do nothing; restrict the person's activities; place the person on paid or unpaid leave of absence.
9. Once the facts are known, decide on the future employment options or volunteer service of the alleged perpetrator.
10. Respond to congregation concerns. The Pastor may need to clarify actions taken toward staff members or volunteers. Obtain legal advice and consider a letter or closed meeting to inform regularly attending members only. Such communication should be done in a way that is protected by a "qualified privilege". (In one case involving communication between a pastor and the congregation the court concluded that the church's members had an interest in receiving information from their pastor. Accordingly, the pastor's communication was protected by a qualified privilege; i.e. the information shared cannot be defamatory unless it is made with legal malice. See Page 60, Reducing the Risk II Guide Book).

11. Respond to the media. Designate a single spokesperson to speak for the Church and refer all requests for information to that person (Normally, the Business Administrator). Information released to the public shall have been cleared by an attorney.

3.021 Education and Training

A comprehensive education and training strategy provides the foundation for preventing child sexual abuse. Educating Church leaders, families and the congregation at large regarding the purpose and policies of the prevention program, and appropriate worker training, are critical to its approval, acceptance and successful implementation. There is a two-phase requirement for education and training: (1) building support and commitment for the child sexual abuse prevention program and its implementation; and (2) an ongoing training strategy to sustain a successful prevention program.

1. Key leaders

The target audience includes the Senior Staff, Ministry Staff, Divisional Staff, Program Staff, Deacon Council and representatives of Committees (Whitesburg Academy, Weekday Education and Finance). Education will seek to impart both vision and commitment. The objective is for leaders to:

- Clearly understand the potential danger of child sexual abuse and why the Church must do something to prevent it from occurring.
- Be introduced to the major aspects of the child sexual abuse prevention plan to gain support and commitment for its implementation.
- Understand the legal basis for policy decisions and become keenly aware of the legal vulnerability of the Church and respective leaders.

See Appendix 8b for more information.

To sustain a prevention program, similar education is required for replacement leaders. In addition, leaders must stay informed regarding changes in the law that may affect the Church program.

2. Staff Supervisors

Supervisors who have the responsibility for hiring Church employees shall be given an orientation to familiarize them with the Child Sexual Abuse Prevention program as it relates to the hiring process for Church employees. The objective is to:

- Establish familiarity with:
 - a. The problem of child sexual abuse in society and the church.
 - b. Key features of the Church Child Sexual Abuse Prevention program.
- Create an understanding of the screening process regarding applicants for Church employment.

See Appendix 8c for more orientation details.

3. Ministry Leaders for Minors

Ministry leaders (including volunteers) for preschool, children and youth are the linchpin between senior ministers and workers with minors. These leaders will often have to translate the rationale for child sexual abuse prevention and explain policies and procedures to Church workers. Therefore, this group is targeted for extensive training. The training objectives are to:

- Establish familiarity with the problem of child sexual abuse in society and the church,
- Increase awareness of the symptoms and consequences of child sexual abuse,
- Introduce the current profile of the child molester,
- Underscore areas of Church vulnerability to child sexual abuse,
- Create an understanding of liability concerns and church policy guidelines for screening and supervising workers, and reporting procedures,
- Provide instruction regarding worker selection and training.

See Appendix 8d for a training guide and references.

4. Church Workers With Minors

Church employees and volunteers who work directly with preschool, children or youth will be given training that includes the following subjects:

- The legal definition of child abuse
- Sexual and physical abuse symptoms
- What constitutes inappropriate conduct
- Church policies that govern working with children and youth
- The rationale behind personnel screening policy and procedures
- Reporting procedures for observed or suspected misconduct

See Appendix 8e for training guide and references.

Due to the frequent changes in Church staff and volunteer workers, continual training routines must be established. Ideally, ongoing training should occur in a group setting, but when the need arises, one or two individuals may be trained. A video for viewing at the Church is a consideration.

Verification of training shall be documented and placed in the worker's personnel file (Administration Office).

5. Families

The Church will help to educate parents about child sexual abuse and why the Church is implementing a prevention program. Related policy and procedures documents shall be made available to parents.

6. The Congregation

A presentation will be made to the congregation concerning the problem of sexual abuse in our society, and why the Church is developing a child sexual abuse prevention plan. The rationale for screening employees and respective volunteers will be explained.

Appropriate child sexual abuse prevention policy information will be included in the New Member Orientation Class for the benefit of all future new church members. This should be a basic overview of the child sexual abuse prevention program, to include the policy and rationale for respective volunteer screening.

3.030 Sexual Harassment

It is Church policy that all employees are responsible for assuring that the work place is free from sexual harassment. Because of the Church's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct that could be viewed as sexual harassment. The definition of sexual harassment is: unwelcome touching, or other unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words to degrade another person, graphic comments about a person's body, or other unwelcome oral, written or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who feels victimized by sexual harassment at work by anyone, including supervisors, co-workers, visitors, or Church members, must bring the problem immediately to the attention of the proper manager. An employees may bring his complaint to his supervisor. If the complaint involves someone in the employee's direct line of command, the employee may go to the Office of the Pastor.

All complaints will be handled promptly in a manner similar to the Church grievance procedure (see Section 8.060), except that special privacy safeguards will be applied in handling sexual harassment complaints. All employees should be aware that the privacy of the charging party and the person accused of sexual harassment will be honored , and all information discussed kept strictly confidential. There will be no requirement for the complainant to present the matter to a person who is the subject of the complaint. No employee will be subject to any form of retaliation or discipline for submitting a sexual harassment complaint.

The Church will retain confidential documentation of all allegations and investigations. Violation of this policy constitutes grounds for disciplinary action to include, when appropriate, termination from employment. The Office of the Pastor must bring such complaints to Personnel Committee's attention until the situation is finalized.

3.040 Drug and Alcohol Policy *(Revised 1/2/02)*

Whitesburg Baptist Church is firmly committed to the health and safety of our employees, which includes ministerial and non-ministerial personnel in all Church ministries. Whitesburg Baptist Church considers the influence of drugs in the work place to be detrimental to our employees and to our continued growth and future success. Employees with drug and alcohol abuse problems make up only a small fraction of the work force, and Whitesburg Baptist Church regrets any inconvenience that may be caused to other employees by the problems of a few.

To further these objectives, the Church announces the following policy:

3.041 Rules

1. The distribution, sale, purchase, use, possession, or reporting to work under the influence of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on Church property or during work hours is prohibited.
2. The distribution, sale, purchase, use or possession of equipment, products and

materials which are used, intended for use, or designed for use with non-prescribed controlled substances while on Church property or during work hours is prohibited.

3. Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances in blood or urine is prohibited.
4. Employees who use alcoholic beverages on the job, or report or return to work under the influence of alcohol will be subject to immediate discharge.
5. Reporting to or being at work with a measurable quantity of prescribed or over-the-counter narcotics or drugs in blood or urine or use of prescribed or over-the-counter narcotics or drugs where in the opinion of Whitesburg Baptist Church, such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property is prohibited. Any employee taking a prescribed or over-the-counter narcotic or drug must advise his or her supervisor of its use. The employee may remain on his or her job or may be required to take a leave of absence or other appropriate action as determined by management.
6. Adherence to Whitesburg Baptist Church's policy on drugs and alcohol is a condition of employment for all employees. All employees will be required to sign the attached acknowledgment form and to consent to this policy.
7. All employees must notify the Church of any criminal drug statute conviction for a violation arising out of conduct in the workplace within five (5) days of such conviction.
8. Managers and Supervisory employees are responsible for enforcing Church policies. The possession, distribution or use of illegal drugs or unauthorized controlled substances whether on or off duty impacts their ability to enforce these policies and may result in disciplinary action up to and including termination.

3.042 Drug/Alcohol Testing

Under the Church Drug & Alcohol Testing Policy, an employee may be requested to undergo a urinalysis, blood test or other diagnostic test. Whitesburg Baptist Church reserves the right to test on the following occasions.

1. As a condition of the employment application.
2. After the occurrence of any work-related injury while on Church property or during work hours which requires off premises medical treatment.
3. When there is reason to believe in the opinion of the Church that an employee has reported to work or is on Church property with a measurable quantity of intoxicants, drugs or narcotics in blood or urine.
4. On a random basis.
5. As part of any periodic medical examination provided or required by Whitesburg Baptist Church.

3.043 Testing Procedure

All testing will be performed by a laboratory that has been certified by the National Institute on Drug Abuse as qualified to perform drug testing under federal workplace testing programs. Testing procedures may include a screen for the following drugs;

amphetamines, cannabinoids, cocaine, opiates, phencyclidine and alcohol. All positive test results will be subject to confirmation testing and verification by a qualified Medical Review Officer.

3.044 Searches

When there is a reason to believe in the opinion of Whitesburg Baptist Church that an employee is under the influence of intoxicants, drugs or narcotics, or is in possession of any intoxicants, drugs, narcotics or equipment, products or materials which are used, intended for use or designated for use with non-prescribed controlled substances, Whitesburg Baptist Church may request that the employee submit to a search by Church representatives of his/her person and/or property (including offices, lockers, desks, cabinets, closets and vehicles brought onto Church premises).

3.045 Drug-Free Awareness Education Program

Whitesburg Baptist Church will provide information to inform employees about the dangers of drug and alcohol abuse, the indicators of drug and alcohol abuse, the Church's policy of maintaining a drug-free workplace, the availability of community drug counseling and rehabilitation resources, and the penalties that may be imposed for violation of the policy.

Supervisory personnel will receive periodic training on the conduct, behavior and indicators of drug and alcohol abuse.

3.046 Discipline

An employee who refuses to submit immediately upon request to a search of his or her person or property or to a blood test, urinalysis, "breathalyzer" test or other diagnostic test, or who otherwise is in violation of this policy is subject to disciplinary action up to and including immediate termination. Workers who are injured at work or in the course of employment may be tested for drugs and alcohol and if impaired, may not be paid benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment. An employee who refuses to submit to or cooperate with a blood or urine test after an accident forfeits his or her right to recover Worker's Compensation benefits under Alabama Code § 25-5-51 and is subject to disciplinary action up to and including termination.

3.047 Interpretations

The Church property covered by this policy includes property of any nature owned, controlled or used by Whitesburg Baptist Church including parking lots, offices, desks, lockers and vehicles.

Nothing in this policy alters the fact that employees are employed for an indefinite period and that either the employee or Whitesburg Baptist Church may terminate such employment with or without cause at any time for any reason. Neither this policy nor any related policies, practices or guidelines are employment contracts or parts of any employment contract. Due to the nature of the Church's operations and the possible need to accommodate individual situations, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation. Whitesburg Baptist Church reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion, either individual or Church-wide situations with or without notice.

WHITESBURG BAPTIST CHURCH

DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT

I have read and been given a copy of the Whitesburg Baptist Church policy on drugs and alcohol. I understand that as a condition of employment, I am subject to its provisions, and to changes that may be made in the policy from time to time. I further understand that Whitesburg Baptist Church may conduct drug and alcohol tests and/or searches of the persons and belongings of its applicants and employees under the circumstances described in the policy. I hereby give my consent to Whitesburg Baptist Church and the testing laboratory to release the test results to Whitesburg Baptist Church and any medical review officer designated by Whitesburg Baptist Church. I understand that if I refuse to submit to or cooperate with a blood or urine test after an accident, I forfeit any rights to recover Worker's Compensation benefits that I might have under Alabama Code § 25-5-51. I also understand that if I refuse to submit to or cooperate with a blood or urine test after an accident, and/or are found to be in violation of the Church Drug & Alcohol Policy, I will be subject to disciplinary action up to and including termination.

Employee/Applicant:

Date:

DRUG TESTING AND WORKER'S COMPENSATION INSURANCE

Under Alabama Law, workers who are injured at the workplace or in the course of employment may be tested for drugs and alcohol and if impaired, may not be paid benefits under the Alabama Worker's Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment:

"A POSITIVE DRUG TEST CONDUCTED AND EVALUATED PURSUANT TO STANDARDS ADOPTED FOR DRUG TESTING BY THE U.S. DEPARTMENT OF TRANSPORTATION IN 49 C.F.R. PART 40 SHALL BE A CONCLUSIVE PRESUMPTION OF IMPAIRMENT RESULTING FROM THE USE OF ILLEGAL DRUGS. NO COMPENSATION SHALL BE ALLOWED IF THE EMPLOYEE REFUSES TO SUBMIT TO OR COOPERATE WITH A BLOOD OR URINE TEST AS SET FORTH ABOVE AFTER THE ACCIDENT AFTER BEING WARNED IN WRITING BY THE EMPLOYER THAT SUCH REFUSAL WOULD FORFEIT THE EMPLOYEE'S RIGHT TO RECOVER BENEFITS UNDER THIS CHAPTER."

Whitesburg Baptist Church now warns you that refusal to take a urine or blood drug test after an accident will forfeit your rights to recover benefits under the Alabama Worker's Compensation Act.

I have read (or have had read to me) and understand the foregoing statement.

Employee/Applicant:

Date:

3.050 Cellular Device Usage Policy *(added 8/14/13)*

The purpose of this policy is to protect the public from hazards associated with the use of all cellular devices, smart phones, PDA's, etc. by employees and volunteers while driving vehicles on Whitesburg Baptist Church business, (hereinafter "Church") and promote a safe environment for the drivers and passengers traveling in Church vehicles and/or personal vehicles utilized by staff members on Church business.

This policy applies to any Church employee or volunteer who drives a vehicle owned by WBC and/or drives personal vehicles in the course of WBC business. It applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet or downloads and allows for the reading of and responding to email, and playing of videos, etc:

3.051 Definitions

For the purpose of this policy, the following definitions shall apply:

1. "Course of Church business" means (1) in the course of employment, in the case of an employee; and (2) providing transportation to others as a representative of the Church in connection with any Church program or activity, in the case of a volunteer.
2. "Drive" means to operate a vehicle with the engine operating, whether the vehicle is stopped or moving, unless it is off the roadway with the transmission in park.
3. "Employee" means any compensated employee of the Church.
4. "Use" means receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking phone messages, viewing videos, and using other smart phone applications requiring similar degrees of visual attention.
5. "Vehicle" means any motorized vehicle, whether owned by the Church or not.
6. "Volunteer" means a member of the Church, or a nonmember, who regularly attends the Church.

3.052 Prohibited Usage

Drivers are generally expected to refrain from using their phone while driving. Use of a cellular device, smart phone, PDA, etc. while driving is not required as part of the job responsibilities or volunteer responsibilities and is prohibited while driving a Church vehicle in the course of Church business, except as provided in this Policy.

3.053 Permitted Usage

Use of a device described above is permitted in limited circumstances. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. It is always desirable to have another adult passenger available to make the call, or otherwise use the device, whenever possible. However,

Church employees and volunteers may use a device described above while driving a Church vehicle or in the course of Church business in any one or more of the following circumstances:

1. In the event of an emergency in which the use of a device is necessary to prevent injury or death of one or more persons.
2. In the event it becomes necessary to report the commission of suspected criminal activity.
3. In the event a vehicle is stopped in a safe location off the roadway with the transmission in park.
4. In the event the driver uses hands-free operation of the device, keeps his or her attention on the road, and refrains from discussion of complicated or emotional matters.

Acceptance of Cellular Device Usage Policy

I, _____, acknowledge that I have read and understand the cellular device policy of Whitesburg Baptist Church (the "Policy") and agree unconditionally to comply with the Policy whenever I am driving a Church vehicle or any vehicle in the course of Church business.

Date: _____

Printed Name: _____

3.060 Proper Attire

The church office is considered a place of professional Christian code and conduct. Office attire should reflect this professional atmosphere.

3.061 General Guidelines

- Dress in a manner that is honoring to God.
- Dress modestly. One should not dress so as to draw attention to one's self. Examples of improper dress could include clothes that are too tight or too revealing. Our clothing should not draw attention to ourselves, but rather should permit attention to be naturally drawn to worship during services and to the business at hand during work time.
- If clothes are monogrammed, they should not draw attention to the wearer or a product.

3.062 Specific Guidelines

- For ladies, appropriate office attire shall consist of casual business dress including dresses of a conservative length truly representing a Christian atmosphere, pants and blouses, pant suits, and seasonal wear consistent with professional business attire. The following attire is unacceptable: jeans, shorts, mini-skirts, tight fitting, short and/or revealing apparel such as stretch pants, tops and plunging necklines, slacks that do not go to the ankle, tennis shoes.
- For men, appropriate office attire shall consist of casual business dress including neatly

pressed slacks and collared shirt indicative of a Christian atmosphere. Coats and ties are not required on a daily basis, however, are considered appropriate for church related roles where applicable such as meetings, church services, funerals, minister on call, hospital visiting and other related events. Socks are required. The following attire is unacceptable: shirts displaying large logos, conspicuous prints, T-shirts, jeans, shorts or tennis shoes.

3.063 Summary

- Sunday morning
Men: Jacket and tie are the norm for most services.
Ladies: Sunday dresses are the norm for most services.
- Weekday and Sunday Evening
Men: Jacket and tie or business casual.
Ladies: Sunday dresses or business casual.
- Definition of Business Casual
Men: Neatly pressed slacks and shirts with collar; no jeans.
Ladies: Dresses and neatly pressed dress slacks and blouses; no jeans.

Interns who maintain office schedules shall conform to the above dress codes.

Due to the relaxed dress code we will no longer embrace Friday as a “casual” dress day. The above attire will be considered appropriate.

3.080 Corrective Action

Supervisors are required to take corrective action when a member of their staff is not performing a position function satisfactorily or is engaging in misconduct.

The following policy statement outlines the procedures followed in case of misconduct. These procedures will be administered equally to all employees, without regard to race, creed, color, national origin, disability, age or sex. The employee may discuss this procedure and review the documentation in his file at any time while he is still employed by WBC. If the employee disagrees with any of the corrective actions taken, he has the right to state this disagreement by bringing it to the attention of his supervisor and /or the Senior Associate Pastor.

3.081 Disciplinary Procedure Appendix #8

When an employee takes an action warranting disciplinary measures, his supervisor may begin disciplinary action in any of the steps listed below, depending upon the seriousness of the offense:

1. For minor infractions, an employee should be given a verbal warning. The supervisor will document the verbal warning and place it in the employee's file. It is the responsibility of the immediate supervisor to make the individual aware of the reasons for which his actions are not acceptable and to what extent they have affected co-workers and the Church. It is expected that the individual will take steps to correct the shortcoming if made aware of it by his supervisor.
2. If an individual commits an offense of a more serious nature, or fails to correct his shortcoming after previous verbal warning(s), then a written warning should be made. This written warning should be discussed with the employee and the employee should be required to sign the warning indicating that he has read the warning. A copy of the written warning should be placed in the employee's file. The employee's supervisor and the next level of Management will sign this warning.

3. Second warnings will only have to be given in rare instances. If a written warning is necessary, however, it should be documented and discussed with the employee by the immediate supervisor and another management staff member.
4. In cases where termination is contemplated, the termination should be discussed with the proper supervisor for a review of the documentation, or circumstances, and then should be approved by the Office of the Pastor.

3.082 Infractions (See Appendix #9)

An employee guilty of any of these infractions is open to immediate disciplinary procedure. The infractions identified below are examples and in no way restrict management's right to take disciplinary action or terminate the offender when an unlisted infraction occurs.

1. Tardiness
2. Neglect or failure to perform assigned duties
3. Failure to properly complete and file time records
4. Leaving job before quitting time without proper approval
5. Disrespect to supervisors
6. Unkind Treatment of members or fellow employees
7. Misuse of Church's telephone system, computer system or other equipment
8. Gossiping
9. Absence without notification or reason (automatic termination if the immediate supervisor is not notified within 3 days of the cause of an extended absence)
10. Habitual absenteeism
11. Insubordination (willful disobedience of authority)
12. Theft
12. Fighting
13. Violation of substance abuse policy (see Section 3.040)
14. Willful damage to Church's property or property of others
15. Walking off the job
16. Willful conflict-of-interest violation
17. Starting or spreading false rumors
18. Disclosure of confidential information to an unauthorized source
19. Teaching or advocating doctrines in conflict or in opposition to the Church's Articles of Faith (see Section 1.060)

20. Sexual misconduct, including sexual harassment (Section 3.030), child sexual abuse (Section 3.010), homosexual behavior and extra-marital sexual conduct.

3.083 Termination

As stated in Section 1.020, employment is terminable at the will of the employee or the Church. When initiated by the Church, discharge may or may not be preceded by a warning. In order to evaluate an incident, it may be appropriate for an employee to be placed on administrative leave pending an investigation of an alleged incident or activity. Whitesburg reserves the right to elect to pay or not pay an employee during administrative leave.

In case of termination for cause, the corrective action process, set forth above, will precede the discharge of an employee, unless the employee has engaged in infractions considered of a major nature. (See Section 3.082) The Church strives to make every reasonable effort possible to retain its employees. However, in certain cases termination becomes necessary. Discharges cannot occur without and approval by the Office of the Pastor. Before formal termination proceedings begin, the Personnel Committee will be informed and will review the planned discharge process with the view of how it may be perceived by congregants, and the potential for related legal action against the Church. (For policies concerning final pay, see Section 5.140.)

All property belonging to the Church will be returned upon termination. This includes entry keys, desk keys, security information, computers, manuals, electronic items and any other articles the individual has which belong to the Church.

**PART IV
DAY-TO-DAY POLICIES**

- 4.000 Member Relations
- 4.020 Computers, Copy and Fax Machines, Mail and Telephone Usage
 - 4.021 Computers
 - 4.022 Copy and Fax Machines
 - 4.023 Personal Mail
 - 4.024 Telephone Usage
- 4.040 Reception of Visitors
 - 4.041 Official and Business
 - 4.042 Personal
 - 4.043 Family and Relatives
- 4.060 Work Hours
- 4.080 Lunch and Break Coverage
- 4.100 Tardiness
- 4.120 Absences
 - 4.121 General
 - 4.122 Absence Report
- 4.140 Training and Development
 - 4.141 Professional Development
 - 4.142 In-House Training
- 4.160 Writing Assignments
- 4.180 Weather Emergencies
- 4.200 Safety and Accidents
- 4.220 Work Area
- 4.240 Office Collections and Solicitations
- 4.260 Protection of Personal Property

4.000 Membership Relations

Each employee represents the Church. The way he does his job gives the members and prospective members an image of the entire Church. These people judge all employees by how they are treated in every contact with any employee. Therefore, the first priority always is to assist any member or prospective member. To this end, appearance, dress, physical fitness, letters written and manners on the phone are a reflection, not only of employees, but of the professionalism and spiritualism of the Church. Please remember to smile even when on the telephone. In view of the above employees should:

1. Greet all visitors with a smile and a friendly greeting even when using the phone.
2. In the treatment of others, follow the Golden Rule.
3. Consider the other person's problem as important as it undoubtedly is to him.
4. Try to use the name of the person with whom the employee is conversing. People appreciate hearing their names.

4.020 Computer, Copy and Fax Machines, Mail and Telephone usage

4.021 Computers

All computer hardware and software remain the property of Whitesburg Baptist Church. Installing personal software on the Church computer is prohibited. Any changes to computers must be coordinated with the Business Administrator.

Church employees who have access to a computer should remember that the computer is the property of WBC. Employees must comply with the rules and guidelines set up by the Administration Office. The technical group must approve any changes to programs, hardware or settings.

Downloads from the Internet should be evaluated to avoid any contamination of the network. The Church E-mail address should not be used as an employee's personal e-mail address. Occasional personal email usage and Internet usage is acceptable. Employees should always treat e-mail as an extension of the Church and its ministries.

4.022 Copy and Fax Machines

The copy and fax machine is intended for official Church business use. Personal copies may be made with the current per copy cost reimbursed to the Church.

4.023 Personal Mail

Due to the large amount of mail the Church receives each day, it is important that any mail of a personal nature be delivered to your home address. The personal use of WBC postage meter and/ or stamps is prohibited.

4.024 Telephone Usage

Telephone courtesy is paramount at the Church, since a high percentage of member contact is via the telephone. A high level of professionalism should be maintained in all telephone conversations. Relaying clear and accurate information and messages is essential to the successful operation of the Church.

Employees are responsible for the cost of personal long distance calls and shall reimburse WBC. Employees should practice discretion in using WBC phones when making local personal calls.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

Approved Switchboard Greeting: "WHITESBURG BAPTIST CHURCH this is (your name)" or added, "HOW MAY I DIRECT YOUR CALL"

Approved Greeting Other: (Dept. Name) this is (Your Name).

4.040 Reception of Visitors

4.041 Official and Business

The Church expects visitors. They may be members, vendors or suppliers, representatives or individuals from the general public. All must be received courteously.

The receptionist on duty will ascertain the visitor's purpose and notify the appropriate staff member. The receptionist will accept instructions from that office as to how the visitor is to be accommodated and so inform the visitor.

4.042 Personal

Personal visits to employees should be of an important nature and the purpose of the visit accomplished in a timely manner. The visit should not be disruptive to the performance of adjacent employees. If the visit is of such importance or requires privacy, the employee should request appropriate leave in order to devote sufficient time to resolve the personal matter.

4.043 Family/Relatives

Church employees should not provide childcare in the office area except in the case of an emergency.

4.060 Work Hours

Normal work hours for full-time, non-exempt employees are from 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:30 p.m. on Friday. Individual departments, and in some cases individual employees, may be asked by their supervisors to work different hours and/or days due to the nature of the employee's work. Part-time employees, exempt employees, and employees whose schedule must be adjusted because of their enrollment in school, will need to work with their supervisor in determining their work hours.

4.080 Lunch and Break Coverage

Each employee is entitled to a one-hour lunch period and a fifteen-minute morning and a fifteen-minute afternoon break, as determined by each office. As members depend upon the Church for service at any time during regular office hours, it is important that a minister, custodial, maintenance and clerical support person be available at all times. It will be up to the supervisor to schedule lunch periods as necessary.

4.100 Tardiness

Promptness for reporting to duty is essential to the smooth operation of the Church. If an employee finds that he will be late more than 10 minutes, the employee should notify his immediate

supervisor as soon as possible. If the supervisor is not available, a message may be left with a designated employee.

An employee's failure to arrive consistently at his regularly scheduled starting time and leave at his regularly scheduled quitting time may be considered cause for corrective action. (See Section 3.082).

4.120 Absences

4.121 General

Program and Support Staff who are unable to report for duty must notify his immediate supervisor no later than his appointed starting time. Supervisors will report the absences of employees in their departments to the Business Administrator's Office (See Section 4.122). All exempt employees are to report to the Office of the Pastor. All other employees are to report their absences to their immediate supervisors. The name of the absentee and reason for the absence should be stated in each instance so that the proper manager may arrange the necessary temporary assistance to assume the employee's duties. For this reason, the employee calling in should speak directly with his supervisor, not merely leave a message.

If the absence extends more than one day and the date of return is indefinite, the employee must keep his immediate supervisor informed of the situation by reporting frequently as to the reason for continued absence and the probable date of return. Policies regarding sick leave are outlined in Section 6.040.

4.122 Absence Report

The Church will maintain accurate records of employee work attendance. The Administration Office will maintain maintenance, Custodial, Food Service and Clerical attendance records. The ministerial staff will use the Yearly Attendance Form. The Office of the Pastor will maintain these forms and changes will be updated on a regular basis.

4.140 Training and Development

The Church is strongly committed to the development of its employees. The training and development program is divided into two areas of concentration: Professional Development and In-house Training.

4.141 Professional Development

The Church encourages all levels of employees to further their professional development through outside educational courses and seminars. By placing emphasis on keeping informed of the latest developments, an employee can increase his value to the Church and aid in the continued improvement of the Church's services to its members.

In addition, employees are encouraged to be actively involved in denominational and professional organizations related to their careers. For information on available opportunities, employees should contact their supervisors.

4.142 In-House Training

The bulk of employee training and development is achieved through the use of in-house training and retreats. When training needs have been established, in-house classes will be provided to meet those needs. They may be either departmental or staff-wide. Usually a staff member will conduct these classes. If an employee desires further training after the

initial sessions are completed, it is his responsibility to make management aware of his needs.

WBC feels it is imperative that all employees be aware of the latest developments in their fields and is strongly committed to aid them in this endeavor.

4.160 Writing Assignments

Writing assignments related to the employee's work may be done during working hours and with secretarial or research assistance. Secretarial or research assistance may be given on writing assignments if approved by the Senior Associate Pastor. If there is a question as to whether or not an assignment is related to the employee's work assignment, the Office of the Pastor is responsible for making the determination.

4.180 Weather Emergencies

If local weather conditions, such as hazardous icy roads, snow accumulations or blizzard conditions, make reporting to work impossible, the following procedures will be in effect:

1. Employees are expected to report to work at the usual time unless they hear otherwise in advance. If the Church stays open despite inclement weather, appropriate, additional time will be allowed to arrive. It is important to remember, however, that the Church is officially open regardless of weather conditions, unless the Office of the Pastor announces otherwise. Employees not reporting to work on a reasonable, timely basis, or at all, will be charged a day without pay or a vacation day for the time missed.
2. If such conditions develop prior to the start of the normal workday, employees shall monitor local media and/or call the 880-5300 Church number to determine whether WBC will be open. If no notice of closure is broadcast or otherwise communicated, employees will be expected to report for work in accordance with the above provision.
3. If such conditions develop after the normal work day has already begun, and the Office of the Pastor officially announces the closure of WBC prior to the scheduled end of the work day, and the employee does not complete his/her scheduled work day, that employee will be compensated as stated in subparagraph four immediately below.
4. WBC will compensate its employees for up to 16 hours during any calendar year for time lost during period when WBC is officially closed for all or any part of a scheduled workday as a result of hazardous weather.

4.200 Safety and Accidents

Whitesburg Baptist Church is committed to maintaining a safe environment in all buildings, grounds and equipment of the Church. Therefore all employees have a role to play in insuring a safe environment not only for themselves but also for our visitors and members also. The Church asks each employee to report any unsafe conditions to his supervisor immediately.

All accidents and injuries occurring on the Church premises and/or equipment by visitors or members are to be reported to the employee's supervisor immediately for proper follow-up.

In addition, all accidents or injuries occurring on Church premises or affecting or relating to any WBC employee during working hours which are related to the performance of any duties for WBC must be reported to the employee's supervisor and the Business Administrator immediately after the accident. The supervisor then fills out an accident report see (appendix #10 and section 7.120) noting the nature and cause of the accident and the injury incurred by the employee, visitor or Church member. If medical attention is required, the employee has the option of being treated by his family physician or being taken to the emergency department of his choice. All employees

should avoid potential accidents by not operating malfunctioning equipment, lifting or pushing extremely heavy objects, or performing any other tasks that may be potentially hazardous.

4.220 Work Area

The Church expects its employees to conduct themselves in a professional manner while in their work area. This should always be kept as orderly as possible. Employees should not prepare or bring food into the work area that produces a distinctive food odor.

Smoking is not permitted at any time on Church property or in Church owned or Church operated vehicles.

4.240 Office Collections and Solicitations

Solicitation of collections from employees must be submitted to the Senior Associate Pastor and approval obtained. This practice is generally discouraged. Furthermore, individual, direct solicitations for organizations (such as for Girl Scout Cookies, charities, band candy, etc.) are discouraged. With written approval from the Senior Associate Pastor employees may put a notice on the staff bulletin board in the mailroom noting that they are selling for a charity or organization. Solicitations for gifts for supervisors are strictly forbidden.

4.260 Protection of Personal Property

The safeguarding of personal effects at the Church or while on Church assignment is the responsibility of the employee. The Church will not be responsible for the loss of personal effects, including cash.

**PART V
PAY POLICIES**

5.000 Employee Salary

5.010 Housing Allowance

5.040 Payday

5.041 Schedule

5.042 Partial Pay Period

5.043 Payroll Deductions

5.060 Time Sheet Completion

5.080 Salary Advance

5.100 Overtime Payment

5.120 Reimbursement of Business Expenses

5.121 Travel Expenses

5.122 Cash Advances

5.123 Car Business Expenses

5.124 Entertainment Expenses

5.140 Final Pay

5.000 Employee Salary

The Church's pay practices are designed to permit the attraction of competent employees, and the payment of each individual in accordance with sustained performance on the job.

Probably the most important comment the Church can make on this subject is that salary is the employee's personal business. It will not be disclosed to anyone except the employee's direct supervisor and the Church asks that all employees treat it in the same confidence.

The Church has had an outside management firm evaluate the job position of each of the employees. Each position carried by the Church in its inventory of job titles has been assigned to a particular salary range. These ranges are called salary grades. The salary grade to which each position has been assigned has been determined from many factors, including educational requirements, required work experience and know-how, job responsibility and the salary range in the marketplace. While two people doing the same job may receive different salaries, both of their salaries will be within the salary grade that includes their position.

Sometimes, without knowing all the facts it is difficult to understand why one job may have been assigned to one salary grade while a similar job has been assigned to another. However, the Church accepts responsibility for internally equitable salaries based on the above factors. Thus, to ensure consistency, no starting salary is determined without review by the Senior Associate Pastor and the proper manager.

5.020 Housing Allowance

An employee who has been ordained, licensed or commissioned to the gospel ministry and is serving in a ministerial capacity at Whitesburg Baptist Church, is entitled to declare part of his salary as a housing allowance. Each year, prior to January 1, eligible employees are to submit a Housing Allowance Form (see appendix #11) to the business office listing the anticipated housing expenses for the coming year.

New employees who are eligible for housing allowances must fill out a Housing Allowance Form before the issuing of their first paycheck.

If an employee's housing situation changes during the year, he may submit a revised Housing Allowance Form to the business office. These forms are maintained in the Administration Office.

The Personnel Committee or the Business Administrator will review and adopt the employee's housing allowance request prior to the granting of the housing allowance.

In keeping with federal tax law, housing allowances may not be given or changed retroactively.

While the Church does not purport to render advice concerning the laws related to housing allowances, the administration office will share with the employee any resource material related to this matter that the Church might have in its files. It is the employee's responsibility to be able to justify all housing expenses if questioned by the government.

5.040 Payday

5.041 Schedule

All pastors and employees are paid bi-weekly on the Thursday following the workweek ending midnight Friday. When the payday falls on a holiday, all employees will be paid on the preceding workday.

Employees with questions concerning their paycheck should contact the Administrative Office.

5.042 Partial Pay Period

New employees who start in the middle of the pay period or employees who terminate during the middle of a pay period are paid as regular hourly employees for actual number of hours worked during that pay period. At the beginning of the first full pay period, the regular salary rate goes into effect. Hourly rates are based on a 40-hour week.

5.043 Payroll Deductions

Whitesburg Baptist Church is required by law to make regular deductions for taxes imposed by governmental units. These deductions must be made from all paychecks, and the amounts deducted are turned over directly to the applicable governmental units. Additionally Whitesburg Baptist Church will make certain deductions from your paychecks as you request.

Under the Social Security Act, your yearly taxable earnings are reported to the Social Security Board, and your benefits are computed upon them. Whitesburg Baptist Church is required to deduct the tax on your salary. The amount deducted is sent to the Federal Government for credit to your account. The act provides a monthly income for workers and their families when the worker is retired or disabled and for certain payments to survivors in case of death.

Whitesburg Baptist Church will provide by January 31st each year a W-2 statement showing the total amount of your taxable earning in addition to all deductions taken from your pay during the previous year.

5.060 Time Sheet Completion

All non-exempt employees must record total hours worked every pay period. In addition, all employees who complete time sheets are required to record the following items:

1. Any lunch period during which the employee worked
2. All overtime hours worked (more than 40 hours worked in one week)
3. All vacation days taken
4. All sick leave days taken
5. All other regularly scheduled hours that the employee did not work, such as time missed because of weather emergencies.

All time sheets for employees are to be approved by their immediate supervisors and delivered to the Administration Office every other week before noon on Friday.

5.080 Salary Advance

Salary advances are not permitted. The Church expects all employees to exhibit proper care of their financial situations.

5.100 Overtime Payment

Under the present Wage-Hour Law, employees subject to the law (see Section 2.081) are entitled to time-and-a-half payment for hours worked over 40 hours a week. Employees are exempt from the Wage-Hour Law when they qualify for classification as set forth in Section 2.081.

The Church's payment-for-overtime policy operates as follows for employees subject to the Wage-Hour Law:

1. The supervisor should authorize all overtime in advance, and the work must be performed under supervision. Unless overtime has been authorized, the employee should leave work at the normal department time on the "Time Schedule Sheet."
2. All overtime is calculated in units of fifteen minutes on a weekly basis. All minutes of overtime worked after the normal departure time (desk clean-up is not overtime work) are recorded daily and accumulated for each week.
3. Overtime payments are made in the pay period in which they are earned.

5.120 Reimbursement of Business Expenses

The Church will reimburse employees for all reasonable business expenses under an accountable reimbursement plan. This plan will be used to eliminate any federal tax consequences to the employee.

5.121 Travel Expenses

All employees who travel out of the city on business for the Church are entitled to be reimbursed for business travel expenses. Upon return to the office the employee should complete a purchase order and return it to the Church finance office within 10 working days. The employee's supervisor must sign the purchase order before submitting the form to the Administrative Office.

5.122 Cash Advances

Cash advances for business trips may be requested on a purchase order. The purchase order must be signed by the employee's supervisor and approved by the Senior Associate Pastor.

The following guidelines will govern travel advances.

The employee must comply with the Travel Expense Policy. (See Section 5.121)

1. Cash advances may not be issued more than 30 days in advance of the date of travel.
2. The amount of the advance must be reasonable, given the nature of the trip.
3. Cash advance monies not expended by the employee must be reimbursed to the Church within 10 working days after returning from the trip.

Failure to follow these guidelines may trigger federal business reimbursement rules that will require the Church to include the amount of the advance as part of the employee's taxable income.

5.123 Car Business Expenses

Employees who use their cars for authorized business purposes are entitled to be reimbursed for their mileage. Requests for reimbursement may be made monthly, using a

purchase order. The Church will pay the per mile rate established by the federal government. Commuting to and from home to work is not a legitimate business expense.

5.124 Entertainment Expenses

From time to time employees, as part of their work assignments, will need to take members and guests out to eat. Reimbursement for these types of expenses may be made using a purchase order. A receipt or credit card slip should be attached to the request for reimbursement. The employee should be sure to include on the form the purpose of the meeting, who was present, where the meeting was held and the date of the meeting. The employee's supervisor must sign the purchase order before submitting the form to the Church finance office.

5.140 Final Pay

Termination pay will be all current wages that have not yet been paid, plus wages for earned vacation hours not yet taken. Pay for vacation taken in excess of that actually earned will be deducted from the final sum. (See Section 6.021)

PART VI
TIME OFF POLICIES

6.000 Holidays

6.020 Vacation

- 6.021 Accrued Vacation
- 6.022 Vacation Guidelines
- 6.023 Personal Days for Part-time Employees

6.040 Sick Days

6.060 Family and Medical Leave

- 6.061 Eligibility for Leave
- 6.062 Reasons for Leave
- 6.063 Length of Leave
- 6.064 Advance Notice and Medical Certification
- 6.065 Pay During Leave
- 6.066 Benefits During Leave
- 6.067 Return to Work

6.070 Leave of Absence for Personal Business

6.080 Attendance at Funerals

6.100 Bereavement

6.120 Military Duty

6.140 Jury Duty

6.160 Conferences, Conventions and Outside Engagements

- 6.161 Outside Preaching and Teaching Engagements
- 6.162 State and Southern Baptist Conventions
- 6.163 Mission Trips

6.170 Sabbaticals (Revised 7/8/04)

- 6.171 Purpose
- 6.172 Policy

6.000 Holidays

The Church will observe the following holidays each year. Supervisors will provide the dates when each holiday will be observed.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving 2 Days
Christmas*

Only full-time employees will be paid for all holidays. New employees in the probation period of employment will not receive paid holidays. (See section 2.060)

If the particular holiday falls on Saturday, the holiday will be observed on Friday and if the holiday falls on Sunday, it will be observed on Monday.

*The Church office will be closed from Christmas Day until New Year's Day. The office will be open for year-end contributions to be received. A schedule of these hours will be published for the Church family prior to the holiday. At least two ministerial staff members will be available during the entire holiday season.

6.020 Vacation

6.021 Accrued Vacation

Full-Time employees (see section 2.082) will be granted paid vacation time during the calendar year on the following schedule:

i. Paid Vacation Allowed		
1. Tenure of Employee	Minister	All Other Employees
0 Years through 5 Years	15 Working Days	10 Working Days
6 Years through 10 Years	15 Working Days	15 Working Days
All over 10 Years	20 Working Days	20 Working Days

Vacation will be earned during the first six months of employment, but cannot be taken until after the six months have been completed. Normally scheduled hours for one week will then be available.

Vacation will be accrued in the following manner:

Full-Time Employees Only

10 working days are accrued at 6.6 hours per month.

15 working days are accrued at 10 hour per month.

20 working days are accrued at 13.3 hours per month.

6.022 Vacation Guidelines

1. Specific scheduling of vacation is the responsibility of the employee's supervisor.
2. In general, 30 day's notice is required for one week's vacation.
3. The Church will make every effort to meet an employee's request. It is imperative, however, that each and every office and department be staffed with a sufficient number of employees so as to meet the needs of the Church.
4. In general, by the end of each calendar year employees should have taken all accrued vacation time. Only 5 days of unused vacation can be carried over into the next year.
5. Extra pay will not be given in lieu of vacations.
6. Employees shall be entitled to another day off in the event a holiday falls within their scheduled vacation period.

Upon recommendation of the Office of the Pastor, employees who have served full-time in other Southern Baptist Churches, conventions, institutions or agencies may, at the time of their employment, have years of service in these organizations count toward their tenure of employment as it is related to accrued vacation and sick leave. The details of this are included in the information packet with the call letter. Afterwards, vacation and sick leave are accrued. (See Section 6.040).

If an employee leaves the Church through resignation after having given at least two week's notice, he will be paid for a prorated portion, based on the calendar year, of any unused accrued vacation. If the employee has already taken more than the prorated accrued vacation prior to his resignation these days will be deducted from his final check. No vacation pay will be provided in the event of shorter notice of termination.

A staff member who is eligible for vacation by January 1 of any year must take at least five consecutive days of vacation in each calendar year. The remaining vacation days may be taken at various times as approved. Any more than two weeks of vacation taken at one time is not encouraged and will require approval from the Senior Associate Pastor.

Any request to transfer accrued vacation hours to another employee as sick leave hours will be evaluated on a case by case basis by the employee's supervisor and Office of the Pastor.

6.023 Personal Days for Part-time Employees

It is the intent to recognize the need for regularly scheduled part-time employees to have personal time away during holidays, closings, vacations, etc.

Part-Time (regular schedule) employees (see Section 2.082) will be granted paid personal days during the calendar year on the following basis:

Tenure of Employment	Paid Personal Days Allowed
---------------------------------	---------------------------------------

b. After 1 year

5 Working Days

A workday is defined as the average number of hours worked per day over the last year. One workday is the minimum increment this time can be taken.

Temporary employees and interns are not eligible for paid personal leave or vacation.

6.040 Sick Days

The Church maintains a sick leave policy for full-time employees to provide compensation during absences from work due to personal illness or injury, or for the illness or injury of a spouse, son, daughter or parent. This policy is in effect so that those employees who may suffer long-term illnesses that may require hospitalization will be able to continue to provide for their families. For information concerning long-term disability see Section 7.080. Interns, hourly part-time, and temporary employees are not covered by this policy.

Sick days will be accrued at the rate of 6.75 hours per month of employment up to a maximum of 90 days. If an employee is granted credit for previous service in other Southern Baptist Churches, convention institutions or agencies as outlined in Section 6.020, this same service will count toward accrued sick leave. These employees may carry over accumulated sick leave from another Church up to two weeks. These two weeks are not cumulative to the sick leave accrued at WBC. It is only intended to assist them until they earn two weeks at WBC. All eligible employees may take hours as needed of sick leave.

A record of all sick leave days taken is maintained by the Administration office. Periodic management reviews are made of an employee's attendance and performance of duty. Any abuse of this policy is subject to the corrective action as set forth under the discipline policy (see Section 3.080). In addition, an employee's attendance record will be reviewed in conjunction with performance review.

A physician's statement may be required for an illness involving any loss of time upon request of a staff member's supervisor and the Office of the Pastor. The physician's statement should give the nature of the illness and whether or not this impairs the employee's ability to return to work. The Church may request a second medical opinion as to the fitness of an employee to work. The cost of securing a second opinion will be borne by the Church.

6.060 Family and Medical Leave

In administering all policies relating to family and medical leave, it is the express policy of WBC to comply with applicable laws including the Family and Medical Leave Act and the Americans with Disabilities Act, as these acts may be amended from time to time.

6.061 Eligibility for Leave

All employees may be eligible for up to twelve workweeks of unpaid family and medical leave every twelve months if they have:

1. Been employed by the Church for at least one year
2. Worked for the Church for at least 1,250 hours during the 12 months before leave begins

6.062 Reasons for Leave

Employees may be eligible for leave for the following reasons:

1. To care for a child after birth, adoption or placement in the home for foster care
2. To care for spouse, son, daughter, or parent who has a serious health condition
3. Because of a serious health condition that makes the employee unable to perform his job

6.063 Length of Leave

Employees may be eligible for up to 12 weeks of family leave during a 12-month period. The 12-month period is measured from the first date the employee is absent for family and medical leave. When spouses are employed by the Church and are both eligible for family and medical leave, they are entitled to a combined total of 12 weeks of leave (not 12 weeks each) to care for a child after birth or adoption or to care for a sick parent.

In some cases, employees may take intermittent leave or may work a reduced number of hours instead of taking twelve consecutive weeks of leave. Unless intermittent leave or working a reduced number of hours is medically necessary, the Office of Pastor must approve this arrangement. In cases of medical necessity, the Church and employee will work together to agree on an acceptable arrangement, subject to the approval of the health care provider. When employees take leave on an intermittent or reduced schedule, the Church may require the employee to transfer temporarily to another position that better accommodates this schedule, as long as the position has the same pay and benefits.

An employee's eligibility for leave after the birth or placement of a child expires at the end of the 12-month period beginning after the date of birth or placement.

6.064 Advance Notice and Medical Certification

When leave is foreseeable, employees must give the Office of the Pastor at least 30 days notice. Employees must contact the Senior Associate Pastor as soon as they know they will need to take leave. Employees who have no reasonable excuse for failing to give 30 days notice may have the beginning date of their leave delayed. Employees must provide the Office of Pastor with sufficient information for the Church to determine whether leave should be granted by completing a form available from the Senior Associate Pastor.

When employees cannot give 30 days notice, they should give notice as soon as possible. Generally, this means employees should contact the Senior Associate Pastor in one or two business days after they learn they need leave.

When leave is due to the employee's own serious health condition or the serious health condition of a spouse, son, daughter or parent the Church requires medical certification from a health care provider before approving leave. The form may be obtained from the office of the Senior Associate Pastor.

If leave is for the employee's own serious health condition, a health care provider must certify that the employee is not able to perform the functions of the job. If the leave is for the employee to care for a seriously ill family member, the certification must include an estimate of the amount of time the employee needs to provide care.

The Church may require a second medical opinion at its expense. If the first and second medical opinions disagree, the Church may require, at its own expense, a third medical opinion by a medical care provider approved by the Church and the employee. This opinion will be binding on both the Church and the employee.

While an employee is on leave, the employee must periodically report his or her status and attention to return to work. During this time, the Church may require periodic re-certification by a health care provider.

6.065 Pay During leave

Employees must use all of their accrued sick time and accrued vacation time at the beginning of leave. After the employee has exhausted his vacation and sick leave, the remaining leave will be without pay.

6.066 Benefits During Leave

The Church will continue to pay its portion of medical, life, long-term disability, and retirement coverage during family and medical leave on the same basis as if the employee were not on leave. If the employee pays for coverage, the employee must make arrangements with the Senior Associate Pastor to continue paying for coverage after the employee has exhausted his vacation and sick leave. Failure to pay for coverage while on leave may result in loss of coverage. The Church will no longer pay for benefits as soon as the employee notifies the Church that he does not intend to return to work. If an employee decides not to return to work after leave, unless that decision is due to a serious health condition or for reasons beyond the employee's control, the Church may recover from the employee the cost of any payments made to continue coverage during leave. The Church may require medical certification that the employee is unable to work due to a serious health condition.

6.067 Returning to Work

When an employee has been on leave due to his or her own serious medical condition, the Church will require medical certification that the employee is able to return to work. When an employee returns to work after family and medical leave, he will return to his original or equivalent position with the same pay, benefits and other terms as if he had not taken leave.

6.070 Leave of Absence for Personal Business

If an employee needs to be away for longer than the accumulated annual vacation on personal business, he should apply for personal leave of absence without pay. Such leave may be granted if the need is urgent and if circumstances permit. If the need arises, the employee should immediately contact his supervisor. These leaves are subject to the approval of the Office of Pastor. Benefit coverage continuance while on leave of absence will be decided upon an individual basis. In most cases, unless the leave is quite brief, all benefits will be discontinued.

6.080 Attendance at Funerals

With the approval of their supervisor, employees may attend funerals conducted locally without loss of pay.

6.100 Bereavement

One to four paid working days may be granted depending on the circumstances. Up to three days for local funerals and four days for funerals out of town will be granted. The employee's supervisor

should authorize such absences. The policy applies in case of death of an employee's spouse, father, mother, son, daughter, brother, sister, grandparent, father-in-law, mother-in law, brother-in-law, sister-in-law, aunts, uncles, niece, or nephew. If additional time is needed accrued vacation time may be used or leave without pay, with the approval of the Senior Associate Pastor.

6.120 Military Leave

The Church considers it most appropriate to cooperate with the Armed Services of the United States in providing military leave for employees required to participate in active duty as part of their military commitment. Employees will be entitled to military leave with pay, not in excess of two weeks in each calendar year, provided that the active service is required. Pay will be equivalent to the difference between military base pay received and the employee's regular pay.

6.140 Jury Duty

Employees are excused from work for jury duty. There will be no reduction in pay during this period even though the employee is receiving jury duty salary. Upon receiving a summons for jury duty, however, the employee concerned must inform the appropriate supervisor immediately in order that plans may be made to prepare for the absence or that a request for dismissal from the duty may be prepared and issued by the Church.

6.160 Conferences, Conventions and Outside Engagements

6.161 Outside Preaching and Teaching Engagements

Ministerial Staff members may take time away from WBC for the purpose of preaching, teaching or giving leadership in music program at a Church, camp, conference, workshop, convention or other such occasion not conducted for WBC. This time away should not exceed five Sunday mornings, seven Sunday evenings, seven Tuesday evenings and seven Wednesday evenings per year. The ministerial staff is expected to participate in visitation and the Wednesday evening activities. These guidelines shall not be exceeded without approval of the Office of the Pastor and Personnel Committee.

These guidelines include time away for self-improvement.

All Staff Members shall be responsible for submitting the request for time away for outside engagements to the Senior Associate Pastor.

All expenses incurred by all Staff members while away for outside engagements shall be paid by the inviting persons or organization.

The Church recognizes that the role of the Pastor and the Associate Pastor of Missions is different from other members and therefore, they are not bound by the limitations set forth in this policy.

Nothing in these paragraphs shall be construed to increase the total number of vacation days provided in paragraph 6.020.

6.162 State and Southern Baptist Conventions

The Church will pay the expenses of the Pastor and his wife to attend annually both the Southern Baptist Convention and the Alabama State Convention.

The Pastor may select other Senior Staff Members to attend either the Southern Baptist Convention or the Alabama Baptist Convention, as he feels would benefit the Church. The Church will pay the expenses of these staff members and their spouses.

6.163 Mission Trips

Ministerial, Program, and full-time clerical personnel may take, with pay, 5 days per year to go on a mission trip. All Staff Members shall be responsible for submitting the WBC Time Away Request form to the Senior Associate Pastor.

6.170 Sabbaticals *(Revised 7/8/04)*

6.171 Purpose

The church offers as recognition of longevity of service a sabbatical to its ministerial staff at designated periods to allow for an extended period of rest and spiritual reflection and development. A minimum of two weeks of the sabbatical is intended for rest.

6.172 Policy

1. For those employed after the effective date of this policy, a Sabbatical will be awarded following the employee's 7th, 14th and 21st and every seven years thereafter anniversary. A sabbatical may not be taken more frequently than every seven years.
2. The first sabbatical will be four weeks, the second will be five weeks and all the additional sabbaticals will be for six weeks.
3. No more than three staff members may take a sabbatical during a calendar year.
4. The employee must submit a written request to the Office of the Pastor for the sabbatical. The request must be submitted during the year of service in which he qualifies for the sabbatical and at least three months prior to the preferred date for the sabbatical. The request must include the preferred dates of the request and an alternate date. The sabbatical must be completed within two years of the date of approval. Note: The maximum concurrent time off allowed is six weeks. For example, an employee may not combine a six week sabbatical with three weeks of unused vacation.
5. The Personnel Committee will review and approve or deny the request. The employee will be informed of the committee's decision in a timely manner.
6. The employee will be paid his or her regular salary during the sabbatical period.
7. The church normally does not subsidize training during a sabbatical outside of the scope of its policy for non-sabbatical employees.
8. The employee must be in the employment of the church at the time of the sabbatical to receive payment.
9. Time off is not cumulative. For example, at 21 years of service an employee may not aggregate his 14th and 21st year benefit.

**PART VII
BENEFIT PROGRAMS**

- 7.000 Benefit Eligibility
- 7.020 Health Care Benefits
- 7.040 Pension Plan
- 7.060 Group Life Insurance
- 7.080 Long Term Disability Benefit
- 7.090 Accidental Death and Dismemberment
- 7.100 Optional Insurance Programs
- 7.120 Worker's Compensation
- 7.140 Cafeteria Plan
- 7.160 Professional Liability Insurance

7.000 Benefit Eligibility

Employees are eligible to participate in the various Church benefit programs based on their employee classification. (see Section 2.082)

Full-time	All programs
Regular Part-time	Personal Days (See section 6.023)
Temporary	None
Intern	None

The Church pays the substantial portion of providing these benefits. As a result, the employee should consider these benefits as an addition to his regular salary.

Understanding these benefits is important to an employee so that he may be certain he is adequately covered. In certain situations, an employee may wish to have additional insurance coverage of his own. Each individual has different insurance needs. While the Church does not purport to render insurance advice, the Church business office will gladly explain the employee's existing coverage. An employee should read thoroughly all the booklets which will be provided concerning these benefits and contact the proper office for answers to any questions he may have.

7.020 Health Care Benefits

The Church pays 80% of the cost of medical health insurance for eligible employees and their families (See Section 7.000). Senior Staff and some Ministry Staff members (See Section 2.020) are eligible for insurance coverage the first day of employment. All other eligible employees receive coverage the first of the fourth month following the date of employment as required by the current insurance provider.

Applications must be completed and turned into the Business Administration Office within 30 days after the date of eligibility of the employee, or within 30 days after the employee acquires a dependent. If the application is made more than 30 days after the dependent is eligible for coverage, evidence of good health must be provided on each dependent, and if approved, the employee will be notified as to the effective date of coverage. Refer to provider insurer's contract for other enrollment periods.

Coverage terminates on the last day of the month following termination except in cases of a leave of absence where the policy may be continued, contingent upon length and circumstances of the leave (See Section 6.060 and 6.070). Employees are offered continued health insurance coverage under COBRA, at their own expense, at the time of termination.

Eligible Employees will receive a group benefit booklet explaining the coverage of the medical and dental plans. Employees should read the booklet carefully, and if they have questions they should contact the Administration Office.

7.040 Pension Plan

Eligible employees (see Section 7.000) are covered in the Southern Baptist Protection Program Church Annuity Plan. Ministerial staff receives 3% of base salary non-matching contributions. All employees are eligible to participate in the Annuity Plan. Employees may tax shelter additional funds up to the amount permitted by law.

Employees who choose not to participate in the Annuity Plan will be required to sign a "Waiver of Pension Plan Participation" form (Appendix #12) supplied by the Administration Office. Employees should carefully read the booklet provided by the Annuity Board and its supplement that details the coverage of the plan. The Administrator or representative from the Annuity Board will gladly assist employees with questions regarding the pension plan.

7.060 Group Life Insurance

Eligible employees (See Section 7.000) will be provided, at Church expense, group term life insurance. The amount of coverage will be twice the employee's annual salary for ministers and one time the annual salary for support staff.

All staff members are eligible for insurance the first day of employment. Employees may purchase additional life insurance at their own expense as set forth in the "Insurance Manual."

Coverage terminates the last day of the month following termination except in the case of a leave of absence where the policy may be continued contingent upon length and circumstances of the leave (See Section 6.060).

For more information regarding the group life insurance plan, contact the Church Administration Office.

7.080 Long Term Disability Benefit

Disability insurance provides salary continuation benefits for eligible employees (see Section 7.000) only when the employee is absent from work because of disability resulting from non-occupational accidents or sickness. The cost of this insurance is borne by the Church. The benefit pays 60% of the employee's monthly earnings, not to exceed \$10,000.00 per month, after a 90 day elimination period. See current carrier manual for schedule of benefits.

7.090 Accidental Death and Dismemberment

Accidental death and dismemberment insurance is provided for all eligible employees. This coverage is effective on the first day of employment.

7.100 Optional Insurance Programs

Employees may through payroll deductions purchase dependent life, intensive care, personal accident, hospital direct cash, cancer insurance and other options as available. The employee pays the total premium for these programs. For more information contact the Administration Office.

7.120 Worker's Compensation

This is an insurance that pays benefits to employees if they are injured at work. Worker's compensation is administered by our Insurance Carrier, Guidestone/Brotherhood Mutual. If an employee should be injured at work, he must let his supervisor know immediately. (See also section 4.200)

7. 140 Cafeteria Plan (IRS Code Section 106)

The Church provides employees with a cafeteria or flexible spending plan. Under this plan employees may pay for their part of the employee and/or dependent family medical benefit

cost with before-tax dollars. Employee contributions to the cafeteria plan account lower their taxable wages. Example of eligible expenses that employee may pay with before-tax dollars include other medical insurance premiums such as dental insurance, disability insurance, hospital indemnity or cancer insurance. Full-time employees are eligible to participate in the cafeteria program. Contact the Church Administration Office for more information.

7.160 Professional Liability Insurance

The Church does not provide professional liability insurance for ordained, licensed or commissioned ministers. Counseling individuals beyond the level of Biblical guidance by ministers is discouraged.

**PART VIII
PERSONNEL RECORDS AND COMMUNICATION**

- 8.000 Personnel Records
- 8.020 Two Way Communications
- 8.040 Grievance Procedure
- 8.060 Employee Meetings

8.000 Personnel Records

During the course of employment application and service with the Church a considerable amount of highly sensitive information will be collected about each employee, such as employment screening information, payroll data, benefit and beneficiary records and performance data. Additionally, screening documents will be generated on volunteers who work with minors. A personnel file will be maintained in the Administrative Office for each employee and designated volunteer. An employee should inform his supervisor immediately whenever there are changes in his home address, telephone number, number of dependents and education. An employee is also responsible for maintaining a current status on all insurance beneficiary designations. It is important to keep this information updated to avoid problems concerning taxes, employee benefits and other important matters.

To achieve a proper balance between the legitimate information needs of the Church and the proper handling of an employee's personal information, the Church has adopted four fundamental practices;

1. Collect, use and retain only information required for business or legal reasons
2. Provide employees with a means of ensuring that their personal information in the Church's personnel records is correct
3. Limit the internal availability of personal information about others to those with a business need to know
4. Release personal information outside the Church only with employee approval, except to verify employment or to satisfy legitimate investigator or legal needs

Employee and volunteer records shall be marked confidential and kept in a secure location. Access to individual personnel file records is restricted to the Office of the Pastor, Personnel Committee, an individual's supervisor and the Administrative Office. The Church is vulnerable to legal action if information contained in these records is intentionally or inadvertently disclosed or is accessed by persons without proper authorization. The steps set forth below will reduce the risk of unauthorized access.

1. Security and Warning.

Each personnel file folder will be marked "CONFIDENTIAL" and the file shall be secured in a locked container with appropriate key control. Each file cabinet shall have the following warning prominently displayed.

Warning-----CONFIDENTIAL INFORMATION-----Read Carefully!

This cabinet contains information that may be reviewed only by the Office of the Pastor, Personnel Committee, Individual's supervisor, and the Administration Office. No other person is authorized to view the documents contained herein. Persons who review, duplicate, distribute, or disclose any portion of these documents without authorization may face one or more of the following consequences: (1) Termination of employment, (2) Dismissal from any official position within the Church, (3) Possible criminal or civil liability.

2. Disposal Policy for Individuals Who Are Hired. Once a person is no longer in the employment of the Church, all respective confidential forms and documents shall be placed in a sealed envelope and retained in a locked file.

3. Disposal Policy for Individuals Who Apply but are Not Hired. Retain respective documents for three years and then dispose of by shredding or burning.
4. Disposal Policy for Volunteers: Instructions in Paragraphs 2 and 3, above. apply to volunteers as well as to employees.
5. Disposal Policy for Background Search Transcripts. Destroy after 30 days.

Upon request, the Church shall allow an employee or volunteer to review his/her personnel file including the criminal history record transcript at the church, but in no event shall the applicant be allowed to retain and/or copy his/her transcript. The Church shall immediately notify the Volunteer Center or other qualified agency if an internal grievance (applicant dispute) is filed by an applicant because of incorrect information or other reasons related to criminal histories provided by the agency. The church shall submit in a reasonable time period a "Criminal History Record Resolution Request" or similar document to the agency.

8.020 Two-way Communications

Communication is the primary path to understanding between individuals; this is essential to accomplishment, progress and personal satisfaction. Two very important requirements for effective two-way communications are that employees let management know what is on their minds through open, honest and respectful communication and that Whitesburg Baptist management is willing to listen.

The cornerstone of two-way communication at the Church is the employee-supervisor relationship. While the supervisor will conduct an appraisal session with the employee periodically to let him know how he is doing in his job, the employee always has the opportunity to talk with his supervisor at any time. In these sessions, the employee should be as open and as frank with his supervisor as possible. He should be specific; ask questions; say what is bothering him; offer ideas on how to improve ways of doing things. The employee's supervisor is responsible for passing along ideas that will help the Church and its ministries. If the employee has a question that cannot be answered immediately, the supervisor will get the answer for the employee.

8.040 Grievance Procedure

When an employee perceives a problem, or believes that a situation is unjust, inequitable, and a hindrance to the ministry, he shall be allowed to voice such concerns without fear of reprisal.

Since the grievance procedure is an undertaking by an employee and his supervisor, all documentation, discussion, investigations, as well as final resolution, shall be treated as confidential.

If an employee has a grievance, he may discuss the matter with his immediate supervisor. The majority of all problems should be resolved in this manner. However, if the employee remains dissatisfied, he may make an appointment with the next level of supervision or Office of the Pastor. If a solution to the problem cannot be resolved at this level, the employee may ask for an appointment with the Personnel Committee Chairman. If the Personnel Committee Chairman grants an appointment, the full Committee will hear the grievance and seek to resolve the issue. The Committee's decision will be final.

Furthermore the following steps are to be taken in filing a grievance:

1. All grievances are to be in writing at all levels.
2. All grievances are to be handled in a timely manner and should be resolved in no more than ten (10) working days at any level.
3. When the grievance has been heard, at any level, and an agreement reached, the grievance will be considered closed.

Note: Should the supervisor and/or Office of the Pastor, after hearing the grievance and recommending a solution, not hear from the employee within five (5) working days, the grievance will be considered closed.

8.060 Employee Meetings

On occasion, the Senior Associate Pastor or the Pastor will call a Church employee meeting. These meetings are held so that all employees can be informed of important events or milestones of the Church. Employees are encouraged to ask questions in these meetings and to freely express their opinions.

Certificate of Compliance

This is to certify that I _____ (Print Name) have received, read and understand the standards of responsibility and conduct outlined in Whitesburg Baptist Church's personnel policies and procedures manual. By affixing my signature hereto, I agree to comply with these standards during my employment with Whitesburg Baptist Church.

_____ Date: _____
(Employee Signature)

Acknowledgment of Receipt and Terms

This is acknowledged receipt of a copy of the Whitesburg Baptist Church' personnel policies and procedures manual. I have received this manual upon becoming an employee of the Whitesburg Baptist Church. Upon my termination of employment, I agree to return this manual to my supervisor. I understand that this manual is not intended to be a contract, but is provided as a general explanation of policies which Whitesburg Baptist Church uses as guidelines in its decision making process.

_____ Date: _____
(Employee Signature)

Revision of Policies

From time to time the Whitesburg Baptist Church Personnel Committee will find it necessary to add new policies and revise existing policies contained in this manual. The Business Administrator will collect any and all recommended changes to be reviewed by the Personnel Committee. When the committee takes such action, copies of the new policies will be sent to each employee. It is the employee's responsibility to add or delete the policy changes to his manual. New policies or revisions to existing policies will contain the date of their adoption by the Personnel Committee. If a policy in this manual does not contain an adoption date, it can be assumed that the Personnel Committee adopted the policy when the committee adopted the original document on September 27, 2000.

Special Thanks to the members of the 1998, 1999, 2000 Church Personnel Committee for their work establishing these policies. Members of the Committee were:

Diana Barry
Michael Bateman
Marc Bendickson
Jeanne Brown
Jim Frees
David VanHooser
Fred Martin
Don Qualls
Ray Romine
Rod Steakley
Amelia Summerville