



# Brentwood Baptist

## *Personnel Policy Manual*

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EMPLOYEE ACKNOWLEDGEMENT FORM

# Welcome

Welcome to Brentwood Baptist Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of Brentwood Baptist Church, you represent this ministry in both your work life and private life; therefore, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's Mission Statement.

Galatians 5:22-25 says, "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires. Since we live by the Spirit, let us keep in step with the Spirit."

Each employee is expected to live in such a manner that his/her Christian conduct cannot be questioned. Attitudes and conduct of church employees are naturally watched by church members and members of the public. The actions of church employees are an influence to others, especially to those with whom they work in a direct ministry. Each employee is expected to be a positive, loyal member of the ministry team at Brentwood Baptist Church.

You've been chosen to serve alongside of us and serve out Brentwood Baptist Church because you've shown evidence of both competency and character. We believe Brentwood Baptist Church is a great place to work and you can even make it better!

## **Mission, Vision, and Values**

### ***Mission***

Connecting people to Jesus Christ through relationships, discipleship, and worship

### ***Vision***

*Connecting* people to Jesus Christ through

*Relationships* by demonstrating Christ's love through fellowship, service, and evangelism

*Discipleship* by educating and equipping Christ's people

*Worship* by celebrating and experiencing God's presence

### ***Values***

**Worship:** The response of a grateful people to a holy and loving God

**Discipleship:** A life-long commitment to the person, teaching, and spirit of Jesus Christ as Lord

**Relationships:** The environment for every member to live out the principles of Christ-like love

**Service:** A way to meet the spiritual, physical, mental, and emotional needs of our community and world

**Evangelism:** The intentional activity of sharing and proclaiming the Gospel of Jesus Christ

These values are supported in every aspect of the church by:

**Prayer:** Necessary for both the growing believer and the growing church and is the spiritual foundation for all endeavors of the church.

**Christ-like Love:** The prime motivator of all the church is and does. Love for Christ, each other, our community and world will be the reason for everything we do.

## **INTRODUCTORY STATEMENT**

This Personnel Policy Manual applies to all employees and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. Any references to "the church" or "BBC" shall mean Brentwood Baptist Church as defined in the bylaws of Brentwood Baptist Church.

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor, Church Business Administrator, or Human Resources (HR) Manager if you have any question or need additional information.

It is obviously not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question; therefore, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

The information in this employee handbook supersedes and replaces all previous personnel policies, procedures, benefits, and rules of conduct.

Interpretations or clarifications of any portions of this manual or its policies should be taken to the Executive Pastor who works in conjunction with the Staff Resource Team.



## **1.01 Nature of Employment**

Your employment relationship with Brentwood Baptist Church (BBC) is of an "at will" nature, which means that you may resign your employment with BBC at any time. This "at will" status also means that BBC may discharge you at any time, with or without cause, for any reason, or for no reason, with or without notice. It is further understood that this "at will" employment relationship may not be changed by any document, including this manual or any statement in this manual, or by any conduct or other statement unless and until such change is specifically acknowledged in writing by the Staff Resources Team (SRT). Without such acknowledgement your employment status will remain "at will" for the duration of your employment.

## **1.02 Employee Relations**

BBC believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this comparable churches. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors or any member of the SRT.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that BBC amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **1.03 Equal Employment Opportunity**

Brentwood Baptist Church makes employment decisions based on merit, qualifications, and demonstrated abilities. We provide an environment that supports equal employment and advancement opportunities to individuals. We do not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristics protected by law but reserve the right to make lawful employment decisions that support the faith and mission of the church.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged and expected to bring these issues to the attention of their immediate supervisor or the HR Coordinator. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **1.04 Business Ethics and Conduct**

The reputation and successful operation of BBC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful adherence to the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of BBC is dependent upon our members' trust and we are dedicated to preserving that trust. Employees owe a duty to BBC, its members, and the community to act in a way that will merit the continued trust and confidence of the public.

BBC will comply with all applicable laws and regulations and expects its ministers and employees to conduct themselves and the business of the church in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action you are to discuss the matter openly with your immediate supervisor and, if necessary, with the Executive Pastor or the Business Administrator.

The BBC staff frequently receives inquiries for information regarding our current staff members, past employees or staff. Due to privacy concerns, it is necessary to make sure all such inquiries are referred to the Executive Pastor to ensure uniformity in handling these contacts. It is important to handle these matters carefully in order to protect BBC from possible repercussions.

Compliance with this policy of business ethics and conduct is the responsibility of every BBC employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

## **1.05 Hiring of Relatives**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with perceptions of favoritism and erosion of employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Relatives of current employees may not be hired into a salaried or a regular full time hourly-paid position without the written approval of the SRT.

If a relative relationship is established between employees after their employment, it is the responsibility of the individuals involved in the relationship to disclose the relationship to their supervisor(s) and it is the responsibility and obligation of the supervisor(s) of those employees to disclose the existence of the relationship to the Executive Pastor. The individuals involved in the relationship will be given the opportunity to decide who will have their employment status changed. If that decision is not made and communicated to the appropriate supervisor(s) within 30 calendar days of disclosure, the SRT will decide.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or by being terminated from employment.

## **1.06 Immigration Law Compliance**

BBC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present authoritative legal documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not provided such documentation to BBC within the past three years, or if their previous documentation is no longer retained or valid.

Employees who have questions or wish to obtain more information on immigration law issues are encouraged to contact the HR Coordinator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **1.07 Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which BBC wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Business Administrator for more information or if you have questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of BBC's business dealings. (For definition of "a relative," see Section 1.05).

The mere existence of a relationship with outside firms does not create a "presumption of guilt"; however, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Business Administrator as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which BBC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving BBC.

## **1.08 Job Descriptions**

Employees are to be given a job description and job objectives before they start to work. A job description or job objectives summarizes duties and responsibilities and gives important information about an employee's new job. Each employee is to read and study his/her job

description carefully and discuss it with his/her supervisor if he/she has any questions. Objectives must be measurable and attainable. Employees may exercise their right to review any conflicts with their second level supervisor. If the supervisor is the Executive Pastor, SRT is designated as the second level supervisor.

The church reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate. The responsibilities in the job description may include but are not limited to those outlined.

## **1.09 Personnel Records**

It is the responsibility of each employee to promptly notify the HR Coordinator of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, marital status, educational accomplishments, proof of ordination, certification or commissioning, and other such status reports is to be accurate and current at all times. If any personnel data has changed, notify the HR Coordinator. If for some reason an employee needs to change his/her name and/or Social Security number, original documentation authorizing the change must be provided.

At reasonable times and on reasonable notice, an employee will be allowed to review any personnel records that have been used to determine his/her qualifications for employment, promotion, compensation, termination, or other disciplinary action. Employees are to talk with their supervisor for more information.

## **1.10 Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their job with BBC. All employees will be judged by the same performance standards and will be subject to BBC's scheduling demands, regardless of any existing outside work requirements. If you choose to seek outside employment, you first must notify your primary supervisor...

If BBC determines that an employee's outside work interferes with performance or the ability to meet the requirements of BBC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with BBC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside BBC for materials produced or services rendered while performing their jobs, except as provided for under BBC's intellectual property rights policy.

## **1.11 Non-Disclosure**

The protection of confidential business information is vital to the interests and the success of BBC. Such confidential information includes, but is not limited to, the following examples:

- Personal information of members / attendees

- Confidential information gained in the course of your employment
- Compensation data of other employees, unless required to fulfill position responsibilities
- Financial information

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information. A condition of employment is that each employee will be required to sign a confidentiality agreement. A copy of the form is at the end of this booklet.

## **1.12 Disability Accommodation**

Reasonable accommodation is available to all eligible and qualified employees whose disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

We will reasonably accommodate *known* disabilities for eligible employees. Therefore, eligible employees needing accommodation are to speak directly with their supervisor or to Human Resources. We expect the reasonable accommodation process to be an interactive process by which the organization and employee search for a mutually acceptable reasonable accommodation.

BBC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to eligible employees in a non-discriminatory manner and in compliance with applicable state and federal law.

BBC is also committed to not discriminating against eligible and qualified employees or applicants because they are related to or associated with a person with a disability.

## **2.01 Employment Categories**

It is the intent of BBC to clearly define employment classifications so that employees understand their employment status and benefit eligibility. All workers will be classified in accordance with applicable regulatory guidelines. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at any time is retained by both the employee and BBC.

Specific classifications:

Ministerial – Any person employed by BBC for a ministerial function. This person may be ordained or non-ordained.

Support staff – Any person employed by BBC who is hired to perform an operational function of the church.

Each employee is designated as either EXEMPT or NONEXEMPT from federal and state wage and hour laws. EXEMPT employees are excluded from certain provisions of federal and state wage and hour laws relating to payment of wages including overtime. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon authorization of the Business Administrator and Executive Pastor with concurrence of the SRT. Specific tests established by the Fair Labor Standards Act are used to determine the EXEMPT/NONEXEMPT status of each position at BBC.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work BBC's full-time schedule. Generally, they are eligible for BBC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than **30** hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of BBC's other benefit programs.

TEMPORARY employees are those who are hired as replacements to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), but they are ineligible for all of BBC's other benefit programs. Temporary status will be evaluated after 90 days of employment, and the offer of health benefits will be provided, when applicable, in compliance with the Affordable Care Act.

INTERN employees are those who have established an employment relationship with BBC but who are assigned to work for a specified period of time as part of a ministry training program. Such employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), but they are ineligible for all of BBC's other benefit programs.

CONTRACT workers are those who do not meet regulatory guidelines to be classified as an employee. Such employees do not receive legally mandated benefits (such as workers' compensation insurance and Social Security) and are ineligible for all of BBC's other benefit programs. All workers classified as Contractors must sign a Contractor Agreement and must provide work authorization and identification document in accordance with the Tennessee Lawful Employment Act.

## **2.02 Access to Personnel Files**

BBC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, documentation of performance evaluations and salary increases, and other employment records.

Personnel files are the property of BBC, and access to the information they contain is restricted. Only the SRT, supervisors and BBC personnel authorized by SRT and the Executive Pastor are allowed to do so.

Dissemination of information contained in the personnel files as well as an employee's past, present and contemplated compensation, except as defined below or in the case of specific and limited requests from the Trustees and/or the Stewardship Committee, is strictly prohibited.

Employees who wish to review their own file are to contact the Business Administrator. With reasonable advance notice, employees may review their own personnel files in BBC's offices and in the presence of an individual appointed by BBC to maintain the files.

## **2.03 Employment Reference Checks**

To ensure that individuals who join BBC are well qualified and have a strong potential to be productive and successful, BBC checks employment references of applicants and conducts background checks for designated positions.

The HR Coordinator verifies graduate/post graduate degrees listed by applicants with the institution that conferred the degree(s). Should there be any discrepancies; the HR Coordinator will immediately report them to the hiring manager and the Associate Executive Pastor or Executive Pastor, as appropriate.

The HR Coordinator will respond in writing only to those reference check inquiries that are submitted in writing. Responses to telephoned requests to simply verify employment are also permitted. Responses to inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **2.04 Employment Procedures**

Senior Pastor –

The church bylaws provide a process by which the church calls and employs a Senior Pastor. The SRT shall, upon request of the Trustees, provide to the Trustees the current salary range and/or any other requested information for its use in assisting the Pastor Search committee.

The Trustees will present the prospective Senior Pastor to the church body for approval and call. Such presentation shall constitute a nomination.

At the direction of the Trustees, SRT will assist the Trustees and/or the new Senior Pastor by providing current information regarding the staff and personnel policies.

The Trustees shall provide counsel and support to, and conduct evaluations of, the Senior Pastor. Based on the annual evaluation of the Senior Pastor by the Trustees, the Senior Pastor's annual compensation and benefits shall be established by the Trustees pursuant to the provisions in Section 7.1(b) of the bylaws of the church.

The Senior Pastor shall formally report to the Trustees.

#### Executive Pastor –

In the event of a vacancy in the Executive Pastor position, the SRT will seek a suitable candidate for the position. The SRT shall bring for consideration by the church only one nominee at a time. Recommendation by the SRT shall constitute a nomination.

The Executive Pastor shall formally report to the Trustees; however, the Executive Pastor is subordinate to the Senior Pastor and is required to seek guidance from the Senior Pastor in matters related to the mission and vision of the church and its various ministries. SRT will assist the Executive Pastor by providing current information regarding staff and personnel policies.

#### Other ministers –

When a need arises for a new ministerial position, the Executive Pastor and the supervising minister will consult and collaborate with SRT to develop a job description and to establish the position. All proposals for new ministerial positions shall be presented to the Trustees for approval.

When a vacancy occurs, or a new position is to be filled, the Executive Pastor and the supervising minister shall review candidates in consultation with the SRT. Upon recommendation of the Executive Pastor and the supervising minister, SRT will present the candidate to the Trustees for approval and call.

#### Other employees –

When the need arises for a new position, the supervisor, in consultation with the Executive Pastor, shall make recommendations to the SRT and request approval. Upon approval, and subject to budgeted funding, the supervisor will interview and employ an appropriate candidate.

When a position becomes vacant, the supervisor will make a request to the Executive Pastor to fill the vacancy. Upon approval to fill, the supervisor will interview and employ an appropriate candidate.

#### Interns –

Any Staff member who wishes to fill an authorized intern position within his/her area of responsibility will submit a recommendation (candidate) to his/her supervisor and to the department supervisor for review. Approval must be obtained from the department supervisor prior to an offer being made to a prospective candidate.



## **2.05 Employment Applications**

BBC relies upon the accuracy of information contained in the employment application or resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## **2.06 Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, recognize and encourage strengths, and discuss positive, purposeful approaches for attaining goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning on January 1 of each year. BBC awards merit-based pay adjustments in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process.

## **2.07 Service Recognition**

All active employees of the church, having a regular schedule of work and employed on a regular basis, shall be honored and recognized as outlined below.

Anniversary recognition shall be observed according to the following schedule, without regard to level or position. The SRT shall have the responsibility to administer the program with assistance of employee's supervisor and the Executive Pastor.

Five Years of Employment:

- Recognition to be made in a staff meeting
- A gift of \$400 value

Ten Years of Employment:

- Recognition to be made in a staff meeting
- A gift of \$600 value

Fifteen Years of Employment:

- Church wide recognition of full time ministerial staff to be made through appropriate channels.
- Gift of \$800 value

Twenty Years of Employment:

- Recognition to be made in an appropriate service of the church
- Special reception in their honor for Ministerial Staff
- Gift of \$1000 value

Twenty-five Years of Employment:

- Recognition to be made in appropriate service of the church
- Gift of \$1000 value

### **3.01 Employee Benefits**

Eligible employees at BBC are provided a wide range of benefits. A number of the programs (such as Social Security, and workers' compensation) cover all employees in the manner prescribed by law. Services performed in the employ of a church are exempt from state unemployment taxes. Therefore, unemployment benefits are not available upon termination of employment.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The HR Coordinator can identify the programs for which you are eligible. Information on many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- 403(b) Savings Plan
- Bereavement Leave
- Employee Assistance Program
- Family and Medical Leave
- Holidays
- Jury Duty Leave
- Life Insurance
- Short-Term Disability
- Long-Term Disability
- Medical Insurance
  - Family Medical
  - Family Dental
- Medical Leave
- Paid and Unpaid Personal and Military Leave
- Relocation Assistance for newly hired Ministers
- Sick Leave Benefits
- Vacation Benefits
- Flexible Spending Accounts
  - Health Care
  - Child Care

BBC offers a flexible benefit plan to all eligible full time employees. Employees may purchase benefits from a menu of benefits made available to employees of BBC. Benefits made available may change from year to year based on the price and availability to BBC from the Guidestone

Financial Resources as well as private insurance providers. Benefit products may be purchased on a pretax basis in accordance with existing IRS regulations for Section 125 benefit plans and on a post-tax basis for benefits that are not eligible for pretax payment.

### **3.02 Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility (six months continuous service) the employee is entitled to vacation as determined by multiplying the number of months remaining in that calendar year times 1 day with a minimum of 5 days and maximum of 10 days eligibility.
- During and after the year in which an employee attains 1 year of eligible service the employee is entitled to 10 vacation days each year.
- During and after the year in which an employee attains 5 years of eligible service the employee is entitled to 15 vacation days each year.
- During and after the year in which an employee attains 15 years of eligible service the employee is entitled to 20 vacation days each year.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of six months must be completed unless this requirement is waived or altered as a condition of employment.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees are to request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

Employees are encouraged to use vacation time for rest, relaxation, and personal pursuits. In the event that available vacation time is not used by the end of the benefit year, employees may

carry unused time (up to a maximum of five days) forward to the next benefit year. A memo to this effect is to be signed by the employee's supervisor and returned to the Controller by the end of the benefit year. Vacation days carried over into the following calendar year must be used during that calendar year and may not be carried over into a subsequent year. No payment will be made to active employees in lieu of taking vacation time. If an event occurs during an employee's vacation which would qualify as sick leave, BBC may reclassify such time to sick leave and reschedule vacation time for the employee.

When holidays occur during an employee's vacation, the time off for that day will be considered as holiday pay. The Staff Resources Team may, at its discretion, approve alternative vacation plans as part of unique/specialized compensation plans.

Upon termination of employment employees will be paid for unused vacation time that has been earned through the last day of work provided two weeks' notice is given of intent to resign.

Notes:

(1) The church staff will schedule vacations and submit ministerial vacation schedules to department managers, the Associate Executive Pastor or Executive Pastor to ensure appropriate staffing levels at all times. (2) In calculating vacation time, an employee, with SRT approval, may receive vacation eligibility credit for years served in a comparable position at another church or in denominational work. It is the employee's responsibility to notify their supervisor of prior church or denominational service. (3) In calculating service time, part-time service hours will be considered.

### **3.03 Childcare Benefits**

BBC provides childcare assistance to all eligible employees as a benefit of employment. Given below is a brief description of child care assistance that may be provided when feasible. For more detailed information, please contact the HR Coordinator.

**CAFETERIA PLAN/FLEXIBLE SPENDING ACCOUNT:** Employees choose benefits (including childcare) from a list of options and contribute a part of pretax salaries to a childcare account. This option allows employees to minimize the federal tax they must pay on childcare dollars. Eligible employee classifications are:

- Regular full-time employees

**ON-SITE CHILDCARE FACILITY:** BBC operates as a ministry of the church the Brentwood Young Children's School (BYCS). Priority placement and reduced tuition rates are available to the children of employees in accordance with the policies and procedures established by the Preschool Ministry of the church. Eligible employee classifications are:

- Regular full-time employees
- Part-time employees working at least 20 hours per week

### **3.04 Holidays**

BBC will grant holiday time off to all eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- December 25 through December 31

BBC will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or paid sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If a nonexempt employee who is eligible to receive holiday pay works on a recognized holiday, he/she will receive holiday pay plus wages at his/her straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive 1 floating holiday in each year. Such holidays must be scheduled and must have the prior approval of the employee's supervisor.

Time off for holidays will not be counted as hours worked for the purposes of determining overtime. With the exception of Family Medical Leave, employees on unpaid leave of absence are not eligible for holiday pay on holidays that are observed during the period they are on leave.

### **3.05 Workers' Compensation Insurance**

BBC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable statutory provisions, workers' compensation insurance provides payment of medical bills and compensation payments, and these will be paid in accordance with applicable workers' compensation laws..

Employees who sustain work-related injuries or illnesses is to inform their supervisor and the HR Coordinator immediately (or as soon as possible based on the nature of the injury or illness) and complete a Report of Injury form (located on the M: drive in the Forms folder). No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible and to comply with the requirements of our insurer regarding the panel of physicians that must be used. Failure to report may result in disqualification and denial of any claim.

### **3.06 Sick Leave Benefits**

BBC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees

Eligible employees will accrue sick leave benefits at the rate of 10 days per year. Sick leave benefits are prorated on the basis of a calendar year.

Employees can request use of paid sick leave after completing a waiting period of 6 months from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one-half day. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household. It may also be used to care for a sick parent with the approval of the Executive Pastor.

Employees who are unable to report to work due to illness or injury are to notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives or bonuses. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from workers' compensation or BBC-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 60 calendar days' worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid

to employees while they are employed or upon termination of employment. Employees who do not use any sick leave benefits within a calendar year will be granted 2 additional vacation days in the subsequent year (prorated for partial years of employment).

Sick Leave Payment example:

Jack is a BBC employee who has accumulated 18 days of unused sick leave in prior years and is eligible for another 10 days of sick leave in the current year. What pay treatment can Jack expect from BBC if he becomes disabled?

Accumulated Sick Leave	Current Year Sick Leave	Long Term Disability
First 18 work days of illness at full pay	Next 10 work days of illness at full pay	The long term disability policy provided by BBC for eligible employees begins coverage at 90 days.

Notes:

1. These payments are independent of additional payment eligibility from private insurance coverage the employee may have purchased or provided at no cost to employees who are participants in the Church Annuity Plan (403b) of Guidestone Financial Resources.
2. Employees must have a physician's statement indicating the reason for absences due to illness or injury that extend beyond three consecutive days.

### 3.07 Time Off to Vote

BBC encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule.

If an employee does not have three consecutive non-working hours during which he or she can vote, the employee will be granted up to three hours of paid time off to vote. Requests for such time off must be made to the employee's supervisor no later than noon on the day prior to the election. BBC reserves the right to specify the hours during which an employee may be absent to vote.

### 3.08 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member are to notify their supervisor immediately.

Up to 5 days of paid bereavement leave will be provided immediately upon hire or after a defined time of employment to eligible employees in the following classification(s):

- Regular full-time employees
- Part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation such as incentives or bonuses.

Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. In the case of the death of a relative other than immediate family, the employee may be paid for up to two days with the approval of the immediate supervisor.

BBC defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren; other relative that resides in the employee's household.

Paid time off to attend funerals for friends and church members may be granted at the discretion of the supervisor with approval of the Executive Pastor.

### **3.09 Jury Duty**

BBC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification will be granted time off with pay when summoned for jury duty.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Part-time employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either BBC or the employee may request that the employee be excused from jury duty if, in BBC's judgment, the employee's absence would create serious operational difficulties.

### **3.10 Witness Duty**

BBC encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by BBC, they will receive paid time off for the entire period of witness duty.

The subpoena is to be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

If an employee is paid as a professional or expert witness, the employee will be required to take a vacation day for each day absent from work.



### **3.11 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under BBC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and having a dependent child who no longer meets eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at BBC's group rates. BBC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under BBC's health insurance plan. The notice contains important information about the employee's rights and obligations.

Employees discharged for gross misconduct may not be eligible for continuation benefits.

Employees and dependents are responsible for notifying human resources in the corporate office immediately following any qualifying event and upon any change in address of the employee and/or dependents.

The covered individual has sixty (60) days to elect coverage from the date of notification. If the covered individual chooses to continue coverage and pays all premiums, benefits will be continued for 18 months. A covered employee, spouse, or dependent who is disabled (according to the Social Security Administration) at the time of the qualifying event may be eligible to continue coverage for up to 29 months. An employee's covered spouse or dependent may be able to continue coverage up to 36 months in the event the covered employee dies, becomes entitled to Medicare, divorces or legally separates from the spouse, or the dependent child ceases to qualify as a dependent under the organization's insurance plan provisions. A covered employee that leaves in order to perform military service may be able to continue coverage for him or herself and any covered dependents for up to 24 months while in the military.

In the event of a second qualifying event occurring during the period of coverage for an original event, the period of coverage will be extended to 36 months from the date of the original qualifying event.

### **3.12 Educational Assistance**

BBC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within BBC.

BBC may provide educational assistance to all eligible employees immediately upon assignment to an eligible employment classification. Educational Assistance may include payment of tuition, travel costs, and other education-related expenses incurred by the employee. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

- Regular full-time employees

Minister's Continuing Education – After employment of five years, and every fifth year thereafter, members of the ministerial staff may be granted up to four weeks study - **paid study** leave (sabbatical) by the church. Approval of the supervisor and Executive Pastor, is required. All educational leaves (sabbaticals included) must be scheduled and planned in order to have budgeted resources available.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. BBC has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees are to contact the HR Coordinator for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, BBC does not guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

### **3.13 Mission Journey Participation**

To facilitate an Acts 1:8 culture, it is imperative that we provide incentives for our ministers and staff to be engaged in mission experiences with our members. This policy will take effect immediately, impacting trips scheduled January 1, 2007 and beyond. Mission trips involving BBC employees will be scheduled under the following guidelines: Note: The following policy is subject to review, amendment and approval by the Missions Ministry based on budgetary considerations.

#### **FOR BBC MINISTERS ON STAFF AT LEAST ONE YEAR:**

- 10 days per year allowed for participation and/or leadership on BBC sponsored Mission Journeys per supervisor approval. Additional time may be granted to those ministers whose primary job description entails mission travel. Participation in non-BBC sponsored Missions Journeys will be considered on a case-by-case basis by the Missions Minister and Executive Pastors.
- The Missions Budget will pay 100% of the published cost of the trip for BBC ministers who are the designated leaders of a BBC Missions Office sponsored Mission Journey.
- The Missions Budget will pay 50% of the published cost of the trip for BBC ministers who are participants and not the leader of a BBC Missions Office sponsored Mission Journey. Ministers in this category will either be personally responsible for the balance of the trip cost or will have the cost covered by his/her own ministry budget, pending supervisor approval.
- Ministers are required to secure approval from their supervisors at least 3 (three) months prior to the mission journey. Supervisors will coordinate all staff absences for mission trips with the Executive Pastor to insure that normal work flow is not unduly interrupted.

#### **FOR BBC SUPPORT STAFF EMPLOYED AT LEAST ONE YEAR:**

- 7 days per year allowed for participation and/or leadership on BBC approved Mission Journeys per supervisor approval. Participation in non-BBC sponsored Missions Journeys will be considered on a case-by-case basis by Missions Minister and Executive Pastors.
- For hourly employees, hours credited as work away on a Mission Journey will not exceed their normal weekly hours unless prior approval has been granted by their Department Head and Missions Minister.
- The Missions Budget will pay 100% of the published cost of the trip for BBC Administrative Staff members who are the designated leaders of a BBC Missions Office sponsored Mission Journey.
- The Missions Budget will pay 50% of the published cost of the trip for BBC Administrative Staff members who are participants of a BBC sponsored Mission Journey. The individual staff member will be personally responsible for the balance of the trip cost or may request budget assistance from his/her area.
- Administrative Staff are required to secure approval from their supervisors at least 3 (three) months prior to the Mission Journey. Supervisors will coordinate all staff absences for mission trips with the Executive Pastor to insure that normal work flow is not unduly interrupted.

#### BUDGETING PROCESS:

- BBC Ministers and Support Staff are encouraged to communicate to the Missions Minister during the annual budget planning process their desire to participate in a Mission Journey in the coming year. Thereafter, ministry budgets and/or the individual will cover Minister and Administrative Staff trip costs. The Missions Budget will cover only one international journey per year per BBC employee unless prior arrangements are made.

### **3.14 Health Insurance**

BBC's health insurance plan provides employees and their dependents access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between BBC and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Employees are expected to read the plan descriptions carefully to understand rights and responsibilities. Should a conflict exist between the official benefit plan documents and this employee handbook or the plan descriptions, the official plan documents will control in all cases.

BBC reserves the right, at its sole and absolute discretion, to rescind or amend benefits, to change insurance carriers, or to require a change in employee contributions toward premium costs, deductibles, or co-payments. BBC may make such changes at any time, for any reason; financial necessity is not required. Employees will be notified of any such changes promptly. While it is our intention is to continue offering the company-sponsored benefit programs, we cannot guarantee that such benefits will always be available.

BBC recognizes that, in our changing workforce, there are employees who are covered by medical insurance from other sources than that offered through BBC. BBC cannot and will not be responsible for any medical claims unless the individual participates in the BBC offered medical insurance plans. Employees who choose not to participate in the BBC offered medical insurance options must indicate so with their signature on a waiver form.

Contact the HR Coordinator for more information about health insurance benefits.

### **3.15 Life Insurance**

Life insurance offers you and your family important financial protection. BBC provides twice your annual salary in term life insurance as a benefit. We also provide access to a wide range of additional life insurance coverage for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between BBC and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the HR Coordinator for more information about life insurance benefits.

### **3.16 Short-Term Disability**

BBC provides access to a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- Regular full-time employees

Eligible employees may participate in the STD plan subject to all terms and conditions of the agreement between BBC and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as an illness that prevents an employee from working.

Details of the STD benefits plan including benefit amounts, when they are payable, and

limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to employees who choose this coverage. Contact the HR Coordinator for more information about STD benefits.

### **3.17 Long-Term Disability**

BBC provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- Regular full-time employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between BBC and the insurance carrier. Regular full-time employees are eligible for LTD from their first day of employment.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the HR Coordinator for more information about LTD benefits.

### **3.18 403(b) Savings Plan**

BBC has established a 403(b) savings plan to provide employees an opportunity to enhance their financial security for retirement. Eligible employees may enroll in the plan at any time subject to the terms and conditions of the plan.

The 403(b) savings plan allows you to defer a portion of your earnings (pre-tax) within statutory limits and have the employer deposit the deferred earnings with a trustee who will invest the funds for you as you direct. Under the Plan you will have the ability to tailor your own retirement package to meet your individual needs.

For regular full time administrative employees BBC contributes 5% of base salary to the Convention Annuity Plan. All church contributions made to these retirement income accounts are vested under a schedule available through the HR Coordinator.

For regular full time ministerial staff members, BBC contributes an amount equal to 10% of base salary to the minister's 403(b) plan. Ministers may contribute additional amounts out of their own salary to their 403(b) plan up to statutory limitations.

Because your contribution to a 403(b) plan is automatically deducted from your pay before federal and state income tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 403(b) distributions.

Complete details of the 403(b) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the HR Coordinator for more information about the 403(b) plan.

### **3.19 Flexible Spending Accounts**

All employees have the opportunity to participate in a qualified Section 125 Health Care Flexible Spending Account (FSA) or Dependent Care FSA. Participating employees may choose to have pretax deductions from pay deposited into a flexible spending account from which they may pay for eligible health care expenses for themselves or their dependents or eligible child care expenses. Because the rules for these types of plans may be fairly complex and may involve forfeiture of unused deductions, see the HR Coordinator for specific details.

### **4.01 Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require BBC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees are to accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They are to also record the beginning and ending time of any split shift or departure from work for personal reasons. Nonexempt employees are to clock in no more than 5 minutes prior to their scheduled start time and no more than 5 minutes after their scheduled stop time unless they have expressed prior authorization from the supervisor. All overtime must be approved in writing in advance of being worked by the employee's departmental supervisor. Overtime that will be in excess of four hours per pay period must be approved in advance of being worked by the Executive Pastor.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

### **4.02 Paydays**

Both salaried and hourly-paid employees are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the current payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will be paid on the adjacent weekday to the payday. In the event the adjacent weekday is a holiday, employees will be paid the weekday prior to the payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance

written authorization to BBC. Employees will receive an itemized statement of wages when BBC makes direct deposits.

## 4.03 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.

BBC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to BBC, or return of BBC-owned property. Suggestions, complaints, and questions can also be voiced.

The employment relationship with Brentwood Baptist Church is of an “at will” nature, which means that an employee may resign employment with BBC at any time. This “at will” status also means that BBC may discharge an employee at any time, with or without cause, for any reason, or for no reason, with or without notice. It is further understood that this “at will” employment relationship may not be changed by any document, including this handbook or any statement in this handbook, or by any conduct or other statement unless and until such change is specifically acknowledged in writing by the SRT (by the Trustees, in the case of the Senior Pastor). Without such acknowledgement the employment status will remain “at will” for the duration of employment.

- Resignation – At least two weeks written notice to the church before leaving a job is requested. Written notice is to include the reason for leaving, as well as the name and address of the new employer, if applicable. In the case of an employee's retirement, more notice would be helpful. Resignation of ministers will be reported to the SRT and presented to the Trustees. Resignation of the Senior Pastor or the Executive Pastor is to be reported to the Trustees and presented by them to the church.

When an employee quits without notice, he/she will be paid through the last day of service and will not be eligible for any termination benefits. The Executive Pastor or Business Administrator will notify the SRT of circumstances involved when an employee quits without notice.

- Discharge – An individual's employment may be terminated with or without cause in order to maintain effective operations within the church. If an individual's employment is being terminated, the reason for termination will be communicated to the employee. The discharged employee has up to three working days to make known his/her desire to appeal to the Executive Pastor who will refer the matter to the Chair of the Staff Resources Team for possible further action.

Termination Benefits:

- A retiree is an employee age 62 or older whose intent at the time of resignation is to withdraw from the work force.
- Retirees, who have served full time at least five years, but not more than ten, will be given one month's salary upon retirement. Persons serving ten to fifteen years will receive two months' salary upon retirement. Persons serving fifteen years or more will receive three months' salary upon retirement. Retirees will be paid any days of vacation earned but not taken.
- Resigning employees will be paid for vacation due, provided two weeks' notice is given of intent to resign.
- Employees dismissed for due cause will not be eligible for any termination benefits.
- The SRT must approve any severance packages beyond these guidelines.

#### **4.04 Promotion and Transfer**

It is the church's intent to give qualified employees preference over others when filling job openings within the church. However, because of the experience, skills, and educational requirements of many jobs, promotions from within are not always possible.

Many factors will be considered in making promotion and transfer decisions including an employee's past performance, experience, and skills and abilities.

#### **4.05 Pay Advances**

BBC does not provide pay advances on unearned wages to employees.

#### **4.06 Administrative Pay Corrections**

BBC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee is to promptly bring the discrepancy to the attention of the Controller so that corrections can be made as quickly as possible.

#### **4.07 Pay Deductions**

The law requires that BBC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. BBC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." BBC matches the amount of Social Security taxes paid by each employee. Self-employed Ministers of BBC may elect to have certain federal tax obligations



deducted from their compensation.

BBC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that BBC does not allow deductions that violate the FLSA.

Deductions from exempt employees' salaries are prohibited, except as allowed by applicable law. The permitted exceptions are:

1. Employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued benefits under the organization's paid time off, vacation, sickness or disability policy. Their pay will not be reduced if they are absent for less than a full day because of sickness or disability.
2. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day. If an employee is absent for less than a full day for personal reasons, his or her pay will not be reduced.
3. Employees may be suspended without pay for other types of workplace misconduct, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended.
4. Employees who perform no work at all during a work week due to reasons other than lack of work or business shutdown will not be paid for that week, unless they have accrued benefits under the organization's paid time off, vacation, sickness or disability policies. Such deductions, however, are subject to (and may be limited by) the organization's policies with respect to jury duty leave and military leave.
5. Employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time actually worked.
6. The full salary of an exempt employee is not paid for weeks in which the employee takes unpaid leave under FMLA.

If you believe that an improper deduction has been made to your salary, you are to immediately report this information to your direct supervisor, or to the Controller. Such reports will be treated as confidentially as possible.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

If an employee has questions concerning deductions that were made from his/her pay check or how they were calculated, the Controller or the HR Coordinator can assist in having those

questions answered.

## **4.08 Salary Administration**

### **4.08 (a) SRT**

The SRT is responsible for the initiation and administration of a church-approved salary and benefit plan for church employees. SRT will consult with the Executive Pastor and the Business Administrator to maintain an appropriate and equitable salary administration plan.

The SRT is specifically responsible for:

- Establishing a salary and grade level for all positions (except the Senior Pastor and Executive Pastor). The salary and benefits for any new position shall be established within the parameters of the existing pay grade/schedule table before any candidate is contacted for the position.
  - Ministerial staff – The SRT shall recommend to the Trustees the salary.
  - Other Salaried positions – The SRT shall determine a salary for each position in consultation with the Executive Pastor, Business Administrator and other supervisors when appropriate.
  - Hourly-paid positions – An hourly wage for each position will be determined by the Executive Pastor, Business Administrator, and appropriate supervisor and approved by the SRT.
- Reviewing recommendations for merit increases for all positions (other than the Senior Pastor and Executive Pastor). Upon approval, SRT will give written authorization to the business office for implementation. Requests for personnel resources for each budget year are subject to SRT approval.
- Trustees are responsible for the review and evaluation of the performance of the Senior Pastor and Executive Pastor and for initiating any merit increases for them.

### **4.08 (b) Performance Evaluation and Salary Increases**

Employees will receive a written performance evaluation after six months of service to be administered by the end of the seventh month, and annually thereafter (to be administered by the end of December). However, employees hired within three (3) months of the Common Merit Review Date of November 1 are not eligible for a merit-based increase. Their merit increase will be prorated on the next Common Merit Review Date. Conversely, an employee hired four (4) to six (6) months before the Common Merit Review Date of November 1 will receive a prorated merit increase on the Common Merit Review Date.

The purpose of the performance evaluation is to let each employee know how well he/she is doing and to serve as important input to the BBC Merit Pay plan. Written performance evaluations may include commendation for good work against position objectives as well as specific recommendations for improvement.

Each employee will have the opportunity to discuss the performance evaluation with his/her supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not necessarily guarantee a salary increase.

Any merit increase will be based upon job performance and achievement of written goals where applicable, established and agreed upon by the employee and his/her supervisor for each year. Any merit increases are subject to church budget approval and are to be effective beginning with the pay period starting January 1 for salaried and hourly paid employees. Merit increases for salaried employees, or portions of applicable merit increases, may be payable as a lump sum at the direction of the SRT.

#### 4.08 (c) Changes in Salary Grade

In the event an employee is changed to a higher salary graded job, the employee will be considered for a pay increase. Any increase in pay will be given at the time of the change and will apply both in cases where the incumbent's job is upgraded or they are promoted to a different position.

In the event an employee is changed to a lower salary graded job, the effect on base pay will be determined by the circumstances surrounding the change. If an incumbent is in a job for which the salary grade has been reduced due to a change in job evaluation, the employee will retain their current rate of pay until the conclusion of the current calendar year. At the time of the next merit pay cycle, the relationship of the employee's pay and the reference rate for their new salary grade will be taken into account as they affect merit pay decisions.

### **4.09 Ministerial Housing Allowance**

BBC does not provide church-owned housing to its ministers. However, ministers who are ordained or commissioned are entitled under IRS guidelines to receive a housing allowance.

The housing allowance is to be jointly determined on an annual basis by the minister, the Executive Pastor and the SRT. The annual housing allowance is to include the fair rental value amount of the annual mortgage or rental payments, home insurance, furnishings, maintenance and repairs, utilities and telephone, taxes, and all other expenses associated with keeping a home consistent with the standard of living typical for those in the same salary range and will not exceed 60% of the minister's total gross salary.

In order for both BBC and its minister to be protected and to be within the legal IRS requirements, housing allowance provisions must be approved in writing by the SRT by December 31. The housing allowance cannot be adopted retroactively.

The housing allowance is excluded from ministers' gross salaries. The designated allowancee is subtracted from compensation before the church computes its salary data for IRS Form W-2.

## **5.01 Safety**

Providing a safe and healthful work environment for employees, members, and visitors depends on the alertness and personal commitment of all.

BBC may provide information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Facilities Manager or their supervisor. Employees who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees are to immediately notify the appropriate supervisor and the HR Coordinator and complete a Report of Injury form (located on the M: drive in the Forms folder). Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

## **5.02 Workplace Violence**

Threats, threatening behavior, or any acts of violence against employees, or other individuals on the premises will not be tolerated and will lead to disciplinary action, up to and including immediate termination, and/or criminal prosecution.

Any person who engages in violent behavior, such as making substantial threats, or intentionally hitting, kicking, or striking a person or property on BBC premises will be removed by management from the premises as quickly as safety permits, and is to remain off BBC premises pending the outcome of an investigation.

Possession of a non-church authorized firearm or weapon while on the premises will be handled with appropriate disciplinary action up to and including termination of employment.

All employees will fully cooperate with BBC management and with law enforcement agencies to eliminate workplace violence risks.

Employees are responsible for immediately notifying their supervisor, department head, or the Human Resources Manager of any threats, threatening behavior or acts of violence which they have witnessed, received or have been told that another person has witnessed or received. Even without an actual threat, employees are to also report any behavior they have witnessed which they regard as threatening or violent when that behavior is employment or job-related or might be carried out on BBC premises. The supervisor or department head who receives the report is responsible for informing the Human Resources Manager so proper documentation of the incident can be gathered.

All individuals who apply for or obtain a protective or restraining order which lists BBC locations as being protected areas must provide to the Human Resources Manager a copy of any temporary

protective or restraining order which is granted, and a copy of any protective restraining order which is made permanent. We understand the sensitivity of such information and will follow confidentiality procedures which recognize and respect the privacy of the reporting employee(s).

### **5.03 Work Schedules**

The normal work schedule for all salaried employees is 7.5 hours a day, 5 days a week. The normal work schedule for all hourly employees is established by the supervisor. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

All non-exempt salaried employees are required to maintain accurate records of time worked. Prior to being issued a bi-weekly paycheck, non-exempt salaried employees must have given their authorized time record to the Controller for the weeks included in that pay period. Records of time worked shall include:

- The time when the employee reports to work at the beginning of the day
- The time when the employee goes for a scheduled meal period
- The time when the employee returns to work after a scheduled meal period
- The time when the employee leaves work at the end of the day

Hourly paid employees must use the time clock to record these time records.

An employee may not work overtime unless it has been approved in writing in advance by the employee's supervisor. Overtime that will be in excess of four hours per pay period must be approved in advance of being worked by the Executive Pastor. If a change or correction is made on the time record, it must be initialed by both the employee and the employee's supervisor.

Violations of this policy may result in disciplinary action, up to and including possible termination.

### **5.04 Use of Phone and Mail Systems**

Personal use of the telephone for long-distance and toll calls is discouraged. Employees are required to reimburse BBC for any charges resulting from personal use of the telephone.

The use of BBC-paid postage for personal correspondence is also discouraged and reimbursement for any personal use is required.

### **5.05 Smoking**

In keeping with BBC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, members, and visitors.

## **5.06 Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these assignments will be provided. All overtime work must receive the supervisor's prior authorization in writing. Overtime that will be in excess of four hours per pay period must be approved in advance of being worked by the Executive Pastor.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour regulations. Overtime pay is based on actual hours worked above 40 hours per week. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action.

## **5.07 Use of Vehicles**

Vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using church or rental property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Facilities Manager if any vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Facilities Manager or Business Administrator can answer any questions about an employee's responsibility for maintenance and care of vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Moving and parking violations incurred while driving on Company business will be the driver's sole responsibility.

## **5.08 Emergency Closings**

Employees are expected to be on duty during normal working hours. In those instances where severe weather hinders normal operation of the church office, employee safety is a priority and employees are to make individual decisions regarding the safety of their commute. During severe weather conditions, the following guidelines will be used:

- Unless the office is closed on decision of the Executive Pastor or his delegated representative, each employee is expected to get to work in a timely but safe manner. If the decision is made to close the office, employees will not be required to use vacation

time or unpaid time off.

- Any decision on closing of the office or delay of the office's opening will be made as soon as practical by the Executive Pastor or his delegated representative and that information placed on the church Weather Information Line. To confirm the opening or closing of church offices, employees are expected to check the church's voice mail.

No employee is to subject him or herself to unnecessary danger in order to get to work. An employee who chooses not to try to come to work on a day when the office is open may take a vacation day.

- Any decision about closing the office early because of weather will be made by the Executive Pastor or his delegated representative.

## **5.09 Business Travel Expenses**

BBC will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the employee's immediate supervisor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses which are directly related to the accomplishment of business travel objectives will be reimbursed by BBC under our accountable reimbursement policy. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips not exceeding 20% of the total cost of a meal or 15% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by BBC may not be used for personal use except on an incidental basis without prior approval.

With prior approval of the Executive Pastor, employees may be accompanied by a family member, or friend, on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees are to submit completed travel expense reports within 30 days. Reports are to be accompanied by receipts for all individual expenses incurred with a BBC-issued credit card and for any other expenses of 25 dollars or more. For complete details, see the BBC Credit Card policy.

Employees are to contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **5.10 Visitors in the Offices**

To provide for the safety and security of employees and the facilities at BBC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors are to enter BBC at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on BBC's premises, employees are to immediately notify their supervisor or, if necessary, direct the individual to the reception area.

## **5.11 Computer and E-mail Usage**

Computers, computer files, the e-mail system, and software furnished to employees are BBC property intended for business use. Employees are to not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

BBC strives to maintain a workplace free of harassment. Therefore, BBC prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.



BBC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, BBC does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. BBC prohibits the illegal duplication of software and its related documentation.

No right of BBC employee privacy exists with respect to information placed on the electronic media systems by that employee. All electronic media systems, including but not limited to desktop PCs, laptop PCs, networks, electronic mail, telephone and fax records, printed documents, Internet activity, computer disks and data storage devices in BBC offices are subject to review by the organization. BBC has the right to review, audit, interrupt, access and disclose information and messages created, received, or sent over the electronic media systems of the organization.

Employees are to notify their immediate supervisor, the Network Administrator or the business office upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Refer to the BBC Personal Computer and Network Security Policy for additional information.

## **5.12 Internet Usage**

BBC provides access to global electronic information resources on the Internet to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via the BBC computer communications systems is considered to be part of the official records of BBC and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees are to always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of BBC. As such, BBC reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through BBC online connections and stored in BBC computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it is not to be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users must take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by BBC in violation of law or BBC policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material or proprietary information outside the organization
- Violating copyright law
- Failing to observe licensing agreements
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Jeopardizing the security of the organization's electronic communications systems
- Engaging in any other illegal activities

## **5.13 Telecommuting**

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that BBC may offer to some employees when it would benefit both the organization and the employee.

Employees who believe telecommuting can enhance their ability to get the job done are to submit a written request to their supervisors proposing how it will benefit BBC and themselves. The request is to explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of

time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

During working hours, the employee's at-home work space will be considered an extension of BBC's work space. Therefore, workers' compensation benefits may be available for job-related accidents that occur in the employee's at-home work space during working hours. All job-related accidents will be investigated immediately.

BBC assumes no responsibility for injuries occurring in the employee's at-home work space outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home work space and to practice the same safety habits as those followed on BBC's premises.

In the case of an injury while working at home, the employee will immediately report the injury to the HR Coordinator to get instructions for obtaining medical treatment.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, BBC has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

## **6.01 Family and Medical Leave**

Family and medical leave may be taken for the birth or adoption of a child; placement of a foster child; the care of the serious health condition of a seriously ill parent, spouse, or child; or the care of the employee's own serious health condition. The FMLA also applies to those employees who need to take leave:

- To care for a family member who is a current member of the Armed Forces or a veteran who is undergoing medical treatment, recuperation or therapy for a serious illness or injury sustained in the line of duty. For purposes of this leave, a veteran is defined as an individual who was a member of the Armed Forces within the past five (5) years.
- For a qualifying exigency which arises from a covered family member's covered active duty or call to covered active duty in the Armed Forces, National Guard or Reserves, if the deployment is to a foreign country.

The FMLA only applies to BBC worksites/locations employing 50 or more employees within a 75-mile radius of that site.

### Request Procedures

As soon as an employee knows that he or she will need time off for a family or medical leave of absence, he/she is to follow the procedures outlined below:

- If you have a health condition or injury and need time off from work, you are to notify your supervisor as soon as possible. Whenever possible, a 30-day notice is required. In the event of any emergency, the request is to be submitted to the supervisor as soon as practicable (ordinarily meaning at least verbal notice within 1 – 2 business days following the commencement of the injury, illness, or disability). If the employee cannot contact the supervisor personally, the employee is to have someone contact the supervisor on his/her behalf. The organization will decide whether or not the absence or request for leave qualifies under FMLA and will notify the employee within five business days of this decision.
- Once you make your supervisor aware of the need to be absent from work due to a health condition of your own or that of a family member, appropriate forms (Request Form and Physician Certification) will be provided to you for completion. A health care provider's certification is required in cases of serious health conditions, whether the employee's or that of the employee's spouse, child or parent. The Physician Certification Form must be completed by your doctor and returned to the organization within 15 days. BBC also reserves the right to require - at its own cost - a second, or even third, medical opinion. It is to be noted, we may delay the start of your leave until certification is submitted. If certification is not provided, leave may be denied.
- Requests for military caregiver leave are similar to that of a request for leave for regular FML. Notice must be provided to the organization as soon as is reasonable and practical. Whenever possible, a 30-day notice is required. A Certification of Serious Injury or Illness of a Covered Servicemember is required for military caregiver leave and must be completed and returned to BBC within 15 calendar days. It is to be noted, we may delay the start of your leave until certification is submitted. If certification is not provided, leave may be denied.
- Employees requesting time off for qualifying exigency leave are required to provide as much notice as practicable. A Certification of Qualifying Exigency Leave form will need to be completed and returned to Human Resources within 15 calendar days. Failure to return the certification or insufficient information on the form may result in delaying the start of your leave or your request for FMLA may be denied.

Furthermore, BBC may designate your absence as FMLA, if you are eligible (see eligibility requirements below), even though you did not specifically request FMLA.

#### Eligibility

Employees who have been employed by BBC for one year (12 months) and who have worked a minimum of 1,250 hours during the previous 12-month period are entitled to take leave under the Family and Medical Leave Act (FMLA).

Under the family leave portion of the policy, a seriously ill family member is defined as a parent, child, or spouse who has a serious health condition that warrants the participation of the employee during the period of medical treatment.

Under military leave guidelines, the same eligibility rules apply (12 months of service and 1,250 hours completed). An eligible employee is also defined as the spouse, child, parent or next of kin of the Servicemember.

### Length of Leave

For medical FMLA, employees may take up to 12 weeks of unpaid leave during a 12-month period. Specifically, the 12-month period is based on a calendar year.

Employees who are requesting leave to care for a Servicemember are entitled to up to twenty-six (26) workweeks of leave during a single 12-month period on a per-injury, per-servicemember basis. This means that an eligible employee may take 26 workweeks of leave to care for one covered servicemember in a single 12-month period and then take another 26 workweeks of leave, in a different single 12-month period, to care for another covered servicemember or to care for the same covered servicemember with a subsequent injury or illness. Even if a servicemember's condition is permanent, employees are entitled to the 26 weeks of leave during one 12-month period only; however, he or she may still be eligible for twelve (12) weeks of "regular" FMLA leave in subsequent years. Qualifying exigency leave allows an employee up to twelve (12) workweeks of leave during any 12-month period. Servicemember leave runs concurrent with other leave entitlements provided under federal, state and local law.

Should both the employee and his or her spouse be employed by BBC, they may receive only a total of 12 weeks of leave for the birth, adoption, or placement of a child, to care for a sick parent or for qualifying exigency leave. For purposes of military caregiver leave they may receive a combined total of 26 weeks for a single 12-month period.

For leaves that are foreseeable or are for planned medical treatment, the organization may require the employee to transfer temporarily to an available alternative position (which has equivalent pay and benefits) for which the employee is qualified and that better accommodates recurring leave periods than the employee's regular position.

Intermittent leave is available when medically necessary. Leave because of a serious health condition, may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours the employee works per workweek or workday) if medically necessary. Employees are expected to coordinate intermittent leave with their primary supervisor to minimize disruption to the organization's business.

Qualifying exigency leave and military caregiver leave may also be taken intermittently or on a reduced schedule basis, however, the leave must still be used within 12 months of when the leave begins.

### Compensation and Benefits during FML

Employees are not entitled to compensation during a family and medical leave; however, BBC requires employees to exhaust any accrued sick/vacation leave as part of FMLA time off. All types of leave (including vacation, sick leave, worker's compensation, maternity and FMLA) shall run concurrently.

During an approved family or medical leave, the employee's health benefits will be provided as though he or she had continued to work. Arrangements must be made for timely monthly payment for the employee's portion of the health insurance and other applicable premiums. An employee has a minimum 30-day grace period in which to make premium payments.

If payment is not made timely, an employee's group health insurance coverage may be cancelled, provided we notify the employee in writing at least 15 days before the date his/her health insurance will lapse.

To the full extent allowed under the FMLA and state law, BBC reserves the right to recover health insurance premiums paid by the organization from employees who fail to return to work at the end of the FMLA qualifying leave.

Benefits that operate on an accrual basis will not be accrued during unpaid family and medical leave. The employee will be considered to have continuing service for the eligibility and vesting purposes of BBC's 403(b) plan.

#### Return from Leave and Job Restoration

Upon requesting a leave of absence, employees are responsible for communicating the expected date of return to the supervisor. If the employee is unable to return on the planned date, he or she must inform the supervisor at least 15 days prior to the original expected date of return. Failure to return to work on schedule will be considered a voluntary resignation/termination of employment, effective at the end of the employee's regularly scheduled shift on the second day the employee fails to report to work. All procedures for reporting back to work after the leave of absence must be followed to protect the employee's status. Prior to returning to work after a family or medical leave of absence because of the employee's own serious health condition, a physician's certification must be submitted stating that the employee is able to return to work.

At the end of family and medical leave, the employee generally will be restored to the same position or to an equivalent position, with equivalent pay, benefits, and other employment terms and conditions. However, employees are subject to the business circumstances or conditions (such as layoffs) that would have applied had he or she been working. Certain highly paid key employees (those employees who are among the highest paid 10% of those employed by the organization within 75 miles of the facility at which the employee works) may not be reinstated to the same or equivalent position, due to business necessity.

BBC will comply with any applicable state or federal law that allows more leave than the Family and Medical Leave Act.

## **6.02 Maternity Leave**

BBC provides six weeks paid maternity leave to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth. This leave is part of the Family Medical Leave referenced in section 6.01 above. Paternity leave provisions are also explained in section 6.01. All types of leave (including vacation, sick leave, worker's compensation, maternity and FMLA) shall run concurrently.

Employees in the following employment classifications are eligible to request maternity leave as described in this policy:

- Regular full-time employees

Eligible employees may request maternity leave only after having completed one full year of

service. Eligible employees are to make requests for maternity leave to their supervisors at least 30 days in advance of their foreseeable maternity leave and as soon as possible for unforeseeable leave.

With the supervisor's approval, an employee may take any available vacation leave as part of approved maternity leave exceeding six weeks.

A health care provider's statement must be submitted verifying the maternity leave and its beginning and expected ending dates. Any changes in this information are to be promptly reported to BBC. Employees returning from maternity leave must submit a health care provider's verification of their fitness to return to work.

If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

Subject to the terms, conditions, and limitations of the applicable plans, BBC will continue to provide health insurance benefits for the full period of the approved paid maternity leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved paid maternity leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide BBC with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, BBC will assume that the employee has resigned.

### **6.03 Personal Leave**

BBC provides paid time off to full time employees for personal needs (physician, dental or related needs) with prior supervisor approval. This can be used in a minimum of half day increments up to the equivalent of three full days per year. In addition, all permanent full time employees may take one paid day off per year for personal matters with prior supervisor approval. Unused personal time off is forfeited at the end of the year and does not accrue so employees will not be paid for unused personal time off upon termination of employment.

BBC provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- Regular full-time employees
- Part-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, they are to request a leave from their supervisor.

Personal leave may be granted for a period of no more than 30 calendar days every one year. With the supervisor's approval, an employee may take (but is not required) any available vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by BBC until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by BBC according to the applicable plans.

Vacation, sick leave, and holiday benefits, will not continue to accrue during the unpaid personal leave period.

An employee may not obtain a leave of absence to seek new employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified BBC cannot guarantee, however, reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved unpaid personal leave period, BBC will assume the employee has resigned.

## **6.04 Educational Leave**

BBC provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue course work that is applicable to their job duties with BBC. Employees in the following employment classification(s) are eligible to request educational leave as described in this policy:

- Regular full-time employees

Eligible employees who have completed one full year of service may request educational leave for a period of up to 3 months every 5 years. Requests will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, BBC will continue to provide health insurance benefits for the full period of the approved educational leave.

Vacation, sick leave, and holiday benefits not will continue to accrue during the approved educational leave.

An employee may not obtain an education leave of absence to seek new employment.

When an educational leave ends, every reasonable effort will be made to return the employee to



the same position, if it is available, or to a similar available position for which the employee is qualified. However, BBC cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved leave period, BBC will assume that the employee has resigned.

## **6.05 Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and those on active state duty in accordance with Tennessee Military Leave. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Brentwood Baptist Church will administer military leave and returns from leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon completion of your military service, you are entitled to be restored to your former job with no loss of service time, or to a position offering the same pay with no loss of service time. You will also be entitled to the seniority and other rights and benefits determined by seniority you had on the date when military leave began, plus the additional seniority and rights and benefits you would have attained if you had not taken the military leave.

Additionally, under USERRA, while on a military leave of absence, you may elect to obtain continued insurance coverage at your own expense for a maximum of 24 months. Upon reemployment from military leave, you will be exempt from insurance waiting periods or limitations on coverage for yourself and all covered family members. Employees reemployed from military leave will be treated as if they have been continuously employed for vesting and benefit accrual purposes.

To qualify for reemployment protections under USERRA, you must:

1. Be discharged or terminate your uniform service under honorable conditions.
2. Meet requirements for providing advance notice of your leave.
3. Be on leave for no more than five (5) years.
4. Apply for reemployment within the time frame provided under USERRA.

Contact the HR Coordinator for more information or questions about military leave.

## **6.06 Attendance at Conventions**

For all Ministerial levels, the church will pay expenses for up to 10 days of annual conference and convention attendance. Schedules are to be approved by the Executive Pastor and budgeted in that area of ministry. The Staff Resource Team will approve the Executive Pastor's schedule. The Trustees will approve the Senior Pastor's schedule.

## **7.01 Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, BBC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business "secrets" or confidential information (violation of confidentiality policy)
- Disorderly conduct on church property including fighting or attempted bodily injury or the use of profane, abusive, or threatening language toward others or possession of a weapon
- Unsatisfactory performance or conduct
- Any misuse of BBC resources and assets.

Additionally, conduct outside the workplace including but not limited to violation of the law and/or actions that may involve material risk to BBC operations and/or potential damage to the organization's reputation/good standing in the community may give rise to discipline, up to and including termination of employment. Therefore, it is your responsibility to inform BBC immediately of convictions of any criminal offenses. Failure to notify the organization may subject the employee to disciplinary action, up to and including termination of employment.

The employees of Brentwood Baptist Church shall only officiate, host and/or solemnize marriages between one biological man and one biological woman, and shall not foster any activity contrary to God's ordained definition of marriage.

Interpretations, clarifications, or concerns should be taken to the Executive Pastor who works in conjunction with the Staff Resource Team.

Employment with BBC is at the mutual consent of BBC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **7.02 Drug and Alcohol Use**

It is BBC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on BBC premises and while conducting business-related activities off BBC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. An employee who is taking prescription drugs or other medication which may affect his or her work safety or the safety of others must notify his or her supervisor of the impairment before beginning work. Failure to report such impairment may subject the employee to disciplinary action, up to and including termination.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the HR Coordinator to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through BBC's health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all BBC policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause BBC any undue hardship.

We reserve the right to require drug/alcohol screens as a condition of continued employment if reasonable suspicion exists that an employee's work performance or safety is impaired by the use of drugs or alcohol. Specifically, authorized BBC representatives or agents may: 1) require employees to submit to testing for intoxicants as a condition of continued employment, and/or 2) conduct searches of personal effects, vehicles, lockers, desks and rooms for intoxicants and related paraphernalia as a condition of continued employment. Items discovered through such search may be turned over to law enforcement authorities.

Reasonable suspicion for believing an employee is under the influence or impaired by the use of an intoxicant includes, but is not limited to: abnormal conduct, appearance, behavior, speech or odor; detection of a prohibited substance in the area where an employee has been working; an unexplained decline in work performance or attendance; or a workplace accident or safety violation.

Employees who test positive for drugs or alcohol may be subject to disciplinary action, up to and including termination.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace are to raise their concerns with their supervisor or the HR Coordinator without fear of reprisal.

## 7.03 Sexual and Other Unlawful Harassment

BBC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If an employee experiences, or witnesses, sexual or other unlawful harassment in the workplace, it is to be reported immediately to a supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee is to immediately contact the HR Coordinator, the Business Administrator, Executive Pastor or any other member of the ministerial staff. Any employee can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the confidentiality of the reporting employee and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the HR Coordinator or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Because of the seriousness and the sensitive nature of this type of discrimination, false accusations will also result in disciplinary action.

## **7.04 Attendance and Punctuality**

To maintain a safe and productive work environment, BBC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on BBC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they are to notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure to call in and report an absence may result in disciplinary action. Two consecutive days of unreported absence will be considered a voluntary resignation (unless substantiated reason is provided and approved).

Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

## **7.05 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image BBC presents to the community.

During business hours or when representing BBC, all employees are expected to present a clean, neat, and tasteful appearance. Employees are to dress and groom themselves according to the requirements of their positions and accepted social standards. Immodest clothing is considered inappropriate attire and is to not be worn. Management reserves the right to make determinations as to the appropriateness of employee appearance and will do so in a non-discriminatory manner.

An employee's supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job performed. Employees are to consult their supervisor if they have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

## **7.06 Return of Property**

Employees are responsible for all BBC property, materials, or written information issued to them or in their possession or control. All BBC property must be returned by employees on or before their last day of work.

## **7.07 Solicitation**

In an effort to ensure a productive and harmonious work environment, persons not employed by BBC may not solicit or distribute literature in the workplace at any time for any purpose.

BBC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

The posting of written solicitations on church bulletin boards is restricted. These bulletin boards display important information, and employees are to consult them frequently.

## **7.08 Communication with the Media**

The Senior Pastor and the Communications Minister are designated as BBC's primary spokespersons to the media. Others within BBC may, from time to time, be designated by the spokespersons to respond to specific inquiries as necessary or appropriate. Employees who are not authorized spokespersons are instructed to refer all calls from the media to the Communications Minister.

## **7.09 Progressive Discipline**

The purpose of this policy is to state BBC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

BBC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with BBC is based on mutual consent and both the employee and BBC have the right to terminate employment at will, with or without cause or advance notice, BBC may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

BBC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules Policy (paragraph 7.01) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and BBC.

## **8.01 Intellectual Property Rights (IPR) Policy Intent**

The goal of this policy is to create a framework within which BBC staff members may maximize their creative efforts while recognizing the inherent value of the resources provided by BBC to its employees to achieve those creative efforts, to encourage creative efforts of the staff to help them reach their full potential, to encourage staff in professional development, to help other churches that do not have the resources to develop materials independently, and to use every medium available to connect people with Jesus Christ. BBC will fulfill our vision as a teaching church and expand the reach of our ministries by developing professional materials and up to date media distribution outlets to connect people to Jesus Christ.

## **8.02 IPR Doctrine**

Our Intellectual Property (IP) policy covers three types of IP that could be created by an employee of Brentwood Baptist. An employee's IP is classified into one of three categories by interpreting the IP examples in the Operations Manual, through decision of the Executive Pastors' Office, and as necessary, through the Church's Staff Resource Team and Trustees. It is the responsibility of a new or prospective employee to read the supporting documents for this policy in the Operations Manual.

The three categories and their definitions are:

1. Employee Created Work, Assigned to Church - *IP created and initiated by the employee, but transferred ownership to Brentwood Baptist in a pre-determined agreement due to substantive usage of Brentwood Baptist resources. This work is not in, or implied in, the job description. Brentwood Baptist may decide to assign limited rights in the copyright to the employee for creation.*
2. Work-for-Hire, Creation Owned by Church - *This is the day-to-day work creation that is outlined, implied in job description, or covered by scope of job. At point of creation and into perpetuity, the church owns the creation exclusively.*
3. Employee Creation, Not Owned by Church - *Creation by the employee outside of their outlined, implied job description, or covered by scope of their job. This is the employee's IP and may be used as they desire. Limited church resources may be used in creation of the IP if pre-approved by the appropriate Executive Pastors' office. This also includes IP created by the employee prior to their employment with Brentwood Baptist.*

## **8.03 IPR Clarifications, Challenges and Exceptions**

The process for clarification or challenge of IP policy begins with the employee and his or her department head bringing the matter to the appropriate Executive Pastors' office. The Executive Pastors' office will then provide the decision and may utilize the Staff Resource Team and Trustees for consultation and approval. The Trustees in consultation with the SRT may make exceptions to the IP policy and its rulings.

## **8.04 IPR Proceeds and Designations**

Proceeds from staff works that produce revenue to BBC will be used to further the ministry defined in 8.01 above. The staff member responsible for the works that produced the revenue may submit a request to the Finance Ministry Team to designate the revenue for a specific ministry of the church. Such designation, however, is at the discretion of the Finance Ministry Team and subject to approval by the Trustees.

## **8.05 IPR Compensation**

Staff members who produce works in the “Employee Created Work, Assigned to Church” that are subsequently distributed to broader markets may be recognized via bonuses and/or salary increases compensation by the SRT in addition to, and in a manner consistent with, annual compensation reviews conducted by the SRT.

## **8.06 Approvals for Assignments of IPR to Church and/or Employee**

If an employee desires to create IP, but also desires to use church resources, he or she is eligible for approval for IP work if assignment is made to Brentwood Baptist. The employee is to work with his or her supervisor and department head for initial approval. It is then brought to the Executive Pastor’s office, who will work in consultation with the SRT and/or Trustees for assignment approval.

Brentwood Baptist may wish to assign limited rights in the copyright to employee for their work that is owned by BBC. This request can begin with the employee, supervisor, department head or Executive Pastors’ office. All assignments will be a matter of record. Supporting legal documentation will be placed in the employee’s personnel file, and copies will be made available to the employee.

## **8.07 IPR Promotion**

BBC has the right but not the obligation to promote, market, or use materials created by a staff member during the term of or subsequent to their employment, the determination as to whether to use, market or promote such materials and the method or manner thereof being within the sole discretion of the Trustees or their representatives.

## **8.08 IPR Purchase of Rights by Staff Member**

In the event that a staff member wishes to purchase the rights to a work he or she has produced in the categories of “Employee Created Work, Assigned to Church” or “Work-for-Hire, Creation Owned by Church”, the Trustees may agree to sell or transfer rights in any such work to the staff member upon request and, if deemed appropriate, may obtain legal and tax counsel to determine the appropriate value for the rights prior to finalizing terms with the staff member.



## **8.09 IPR Name, Likeness and Biographical Release**

BBC has the right to use any staff member's name, any pseudonym which the staff member may use, likeness, portrait, picture, and biographical information in connection with the promotion of BBC and any of its programs and in connection with the publication, sale, distribution, and/or marketing of works or other products associated with, or created by such staff member for, or at the direction of, BBC. Photographs or images of the staff member may be altered, combined with other photographs or art work, combined with any printed, visual, or audio material, enhanced with computer or other technology, and used in any medium and multi-media formats now known or hereafter invented for the purposes set out in the document. This right will continue in effect beyond the staff member's employment with BBC.

## **8.10 IPR Disputes**

In the unlikely event that any controversy is to arise out of or relating to this agreement, the parties agree to first attempt to resolve such claim or dispute through biblically-based mediation. The staff member or BBC may initiate the mediation process by sending a written notice (the "mediation notice") to the other party. Mediation will proceed according to procedures agreed by the parties following receipt of the mediation notice. If mediation is unsuccessful, then the matter must be resolved by binding arbitration by an arbitrator or arbitrators who is or are a professed Christian or Christians mutually agreed to by the parties, or selected in accordance with the procedures set out in the rules of the American Arbitration Association, and the claim or dispute will be resolved in accordance with the rules of that organization. Either party may initiate arbitration by written notice (arbitration notice) to the other party. The parties will keep such claim or dispute and mediation/arbitration proceedings confidential, except as necessary to effectuate the process. The parties agree that mediation and arbitration are their sole remedies in connection with any claim or dispute arising under or with respect to this agreement, that they may not sue or otherwise bring an action against the other except to compel compliance with these mediation/arbitration provisions and that they hereby waive their rights to sue or to other remedies. The parties will abide by, perform, accept, and fulfill the final award or finding concerning such questions without recourse to any other court or tribunal, except to the extent necessary to enforce said final award or finding. The other party will respond promptly and cooperate in the mediation process and, if necessary, the arbitration process. Each party agrees to provide such information and/or documents as the mediator or arbitrator may request. Either party may elect to be advised by an attorney during the process and such attorney may participate in the process but no attorney may take the place of a party in the process or participate in lieu of participation by the party. The parties will equally bear the cost of such mediation/arbitration unless they agree to another division of the mediation/arbitration costs before or in the course of the process.

## **8.11 IPR Independent Contractors**

Independent contractors must be retained under written contract approved by the Trustees or their representatives. The contract shall contain an acknowledgement of the work-made-for-hire status of the work to be created.

## 8.12 Social Media

This section is subject to other stated guidelines in the Operations Manual and/or Policy Manual, including *Employee Conduct and Work Rules*, *Computer and Email Usage*, and *Internet Usage*.

Key platforms covered include, but are not limited to blogs, micro blogs (e.g. Twitter), online comments, social networks, video sharing websites, photo sharing websites, and podcasts. The term “blogger” as used in this document refers to social media influencers.

### PERSONAL USE

Personal use for reasons that do not benefit Brentwood Baptist (or its ministries and ministry partners) while at work is discouraged. Occasional and responsible use can occur, unless it impacts work negatively, disrupts business in the workplace, and/or is objected to by supervision. Your role on staff is visible to both members and non-members.

The privacy and publicity rights of all individuals is to be protected. Do not publish sensitive personal identifying information (such as Social Security number, credit or debit card numbers, driver’s license, or protected health information) or a likeness of an individual without their prior consent. sA staff member is to not give the impression they are speaking on behalf of Brentwood Baptist unless authorized to do so. Content is to always be professional, appropriate, respectful comments, and be in compliance with *Employment Conduct* section of this manual.

### PERSONAL USE TO BENEFIT CHURCH

A staff member may use personal online accounts to connect to others, promote Brentwood Baptist, and give and receive best practices related to work and ministry. Directed by supervision, the amount of time spent online for these purposes is to not interfere with your responsibilities, and stated goals. Content written on personal accounts, time, and equipment is to be carefully submitted, reviewed, and vetted, especially when connected to other Brentwood Baptist accounts. Content is to be in compliance with the polices in this manual.

### BRENTWOOD BAPTIST MAINTAINED ONLINE FORUMS

Online accounts may be developed by Brentwood Baptist Communications Department and maintained under the Brentwood Baptist name (a ministry, a Brentwood Baptist congregation or a minister) if approved in advance by the Communications Minister. All Brentwood Baptist online forums will be monitored. As needed, content will be directed by Communications Minister in consultation with the appropriate Department Supervisor and Executive Pastor as needed. Online content is to meet the standards of all Brentwood Baptist communications.

*Failure to comply with this policy may result in disciplinary action up to and including termination.*

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## Confidentiality Policy and Agreement

It shall be the policy of Brentwood Baptist Church to maintain confidentiality in all matters related to the functions of its ministries and related organizations. Church members and others who seek our assistance expect privacy in matters related to them. This policy shall be applicable to employees, temporary employees and volunteers who may work closely with staff and have access to information of a confidential nature.

This confidentiality does not prohibit the sharing of information between entities for which Brentwood Baptist Church has authority or oversight by means of the services it renders. For example, Brentwood Baptist Church performs the accounting function for the Brentwood Baptist Foundation that is a separate legal entity and has a fiduciary responsibility to provide detailed information that may not otherwise be disclosed.

Privacy and confidentiality covers various forms of communications, both written and oral. This means all phone calls, discussions, meetings, reports, and documents encountered in the execution of my normal job duties will be held in strictest confidence. This includes the content of all written and verbal communications as well as the fact that these communications took place. I also understand that I may be become part of team meetings where privileged information may be shared or discussed. I will evaluate such information and its application to issues for appropriateness prior to any discussion.

By signing this agreement, I acknowledge that I shall exercise sound judgment and discretion and maintain confidentiality in all matters. Furthermore, I understand that failure to adhere to the policies outlined in this document may result in immediate termination of employment from Brentwood Baptist Church.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I have read and understand this policy. By my signature as a volunteer at BBC I am affirming my commitment to the standards and behaviors described in the performance of my job duties and agree to abide by the policy.

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date





## EMPLOYEE ACKNOWLEDGEMENT FORM

The Personnel Policy Manual describes important information about BBC, and I understand that I is to consult the HR Coordinator or my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with BBC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or BBC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Executive Pastor, in conjunction with the SRT, of Brentwood Baptist Church has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

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EMPLOYEE'S SIGNATURE:

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DATE:

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