

**Vine Street Baptist Church**  
Personnel Policies and Procedures Handbook

Welcome to Vine Street Baptist Church! We consider our employees to be a gift from God and look forward to working with them as a member of our ministry team. Please take a few moments to review the vision and mission statements of the church.

## **ABOUT THE HANDBOOK**

This Personnel Policies and Procedures Handbook applies to all employees and is intended to provide guidelines and summary information about Vine Street Baptist Church's (the Church) personnel policies, procedures, benefits and rules of conduct. This handbook supersedes and revokes all prior handbooks and may not be amended or supplemented without the express approval of the Church or its' designee. In addition, this handbook does not constitute an employment contract.

It is your obligation to be familiar with its contents and comply with all its provisions as well as applicable federal, state, and local regulations concerning personnel employment practices. This handbook does not anticipate every circumstance or question about the policy. As a result, the Church reserves the right to modify, supplement, rescind or revise any policy, benefit or provision, with or without notice, as deemed necessary or appropriate. This handbook dated \_\_\_\_\_ is subject to interpretation by the Church with interpretation shall be binding. If you have any questions or want further clarification of these policies and procedures, please contact your supervisor or Church Administrator.

## **SECTION 1: EMPLOYMENT**

### *EQUAL EMPLOYMENT OPPORTUNITY*

The Church is committed to equal employment opportunity for all qualified persons, without regard to race; color; national origin; sex; age; disability; marital status; or other protected class to the extent required by law as applicable to the Church. As a religious institution, the Church reserves the right to prefer applicants on the basis of religion as permitted by federal, state and local law. The Church may also impose conduct requirements as necessary and appropriate for a Christian organization.

The Church is committed to providing reasonable accommodations to qualified employees and applicants, as required by the Americans with Disabilities Act and other applicable laws and regulations. The employee should notify his or her immediate supervisor if the employee requires reasonable accommodations to perform the essential functions of his or her job due to a disability.

The Church expects all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the Church's equal opportunity objectives. If an employee observes a violation of this policy, it should be reported immediately to their supervisor, or their supervisor's supervisor. The Church may immediately investigate any complaint and take appropriate preventative and/or corrective action. Violation of this policy may result in disciplinary action, up to and including possible termination.

All employees of the Church are employed at will (except those with written contracts to the contrary), and the Church expressly reserves the right to terminate any employee at will, with or without cause, in its sole discretion. Likewise, at will employees may also terminate their employment relationship with the Church at any time, with or without cause.

No offer of employment and no statement or representation in this handbook or in any other publication, or made by any Church employee should be construed as a promise or guarantee of permanent employment. Furthermore, no provision in this or any other employment policy statement changes the terms of this at will policy. In addition, no Church Administrator or representative has the authority to change this at will employment relationship except in writing signed by the employee, approved by the Church body and signed by the Trustees of the Church.

### *IMMIGRATION REFORM AND CONTROL ACT OF 1986*

The Church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As a condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

### *EMPLOYMENT OF MINORS*

State and federal regulations restrict the types of jobs that may be performed and the number of hours per day or week a minor is allowed to work while school is in or out of session. Rules and regulations of employment of minors shall be followed.

## *EMPLOYMENT POSTED INFORMATION*

All required state and federal law information is posted in the Church office information center. You are responsible for checking on a regular basis and for reading all posted materials.

## *EMPLOYMENT OF RELATIVES*

Relatives of employees should generally receive the same consideration as other applicants for a job opening and should not be accorded preferential or discriminatory treatment in employment matters. However, related employees may not be permitted to work in the same department under the direct supervision of each other because of employee morale, security, or other legitimate ministry reasons. In addition, the Church may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

## *JOB DESCRIPTIONS*

Employees are generally given a job description before they start to work. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your job description carefully and discuss it with your supervisor if you have any questions. The Church reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

## *CRIMINAL BACKGROUND CHECKS*

Background checks are conducted to promote a safe work environment and to protect the Church's most important assets: the people we serve and the people with whom we serve. They assist hiring authorities in making prudent employment decisions based upon more comprehensive job-related information. Prior to employment, or serving the church, all candidates (employees and volunteers) must provide authorization to conduct a background check. An offer of employment is contingent upon the following:

- The candidate's signing of the background check consent form. The Church reserves the right to modify and revise the consent form as needed.
- A determination by the Church that the candidate's criminal history does not preclude him/her from employment or volunteering with Vine Street Baptist Church.

In addition, if the Church knows or has reason to believe that an employee or volunteer has a criminal conviction that was not previously disclosed, that individual will also be requested to consent to further background checks as described above, or the Church may terminate the employee or volunteer. Vine Street Baptist specifically reserves any and all rights to conduct criminal background checks regarding applicants, employees, or volunteers without the consent of such individuals, as permitted by law.

## **SECTION 2: COMPENSATION**

### *GENERAL POLICY*

At the time of employment, the church personnel committee will determine benefits and establish any other terms of employment. This agreement will be placed in writing and signed by the employee and the chair of the Personnel Committee. The employment agreement form will be kept in the employee's file.

The chair of the Personnel Committee will assign a job description prior to the consideration of employment. Employees may be hired based upon the requirements of the position and not the personal merits of the individual.

### *EMPLOYEE CLASSIFICATIONS*

The Church classifies employees for employment purposes in a number of different ways. All employees are classified as either full or part time, temporary, exempt or non-exempt, hourly or salaried. Employment classifications and overtime eligibility are determined by job responsibilities and federal and state laws such as Fair Labor Standards Act ("FLSA") and the State of Oregon (via Senate Bill 1532). Employee will be informed of their employment classification by the Church Administrator or their designee at time of employment and if the job status changes. A temporary change in job duties or work hours will not affect the employee's classification.

**FULL-TIME EMPLOYEES:** Full-time is classified as employees who are regularly scheduled to work a minimum of (40) hours each week on a regular basis.

**PART-TIME EMPLOYEES:** Part-time is classified as employees who are regularly scheduled under (40) hours each week on a regular basis. Part-time employees who are regularly scheduled for twenty (20) or more hours each week are considered eligible to accrue vacation, holiday and sick time benefits.

**TEMPORARY EMPLOYEES:** Those employees hired for and/or scheduled to work less than 180 days in a fiscal year. Temporary employees are not eligible to receive benefits (holidays, insurance, sick days, etc.) unless mandated by law.

**EXEMPT EMPLOYEES:** Exempt employees, whom the law defines as "administrative, executive, or professional employees," need not be paid overtime. Generally, these are employees who are paid a monthly salary and who spend most of the workday performing duties that require the use of discretion and independent judgment.

**NON-EXEMPT EMPLOYEES:** Non-exempt employees (typically paid hourly) are eligible to receive overtime pay, if applicable, in accordance with the provision of state and federal law. Employee is subject to Oregon Minimum Wage laws and therefore due overtime for each hour worked in excess of (40) hours per week. Wages may not be less than minimum wage. Non-exempt employees are entitled under FLSA to time and one-half their "regular rate" of pay.

**SALARIED EMPLOYEE:** Salaried employees are those paid a salary for regular or specified number of hours per week. Salary will not be affected should the hours worked fluctuate, either more or less than the hours specified.

**HOURLY EMPLOYEE:** Hourly employees are paid based on a rate per hour worked. Covered employees shall be paid for all hours worked in a workweek. In general, 'hours

worked' includes all time an employee must be on duty, required to be on the employer's premises, or required at any other prescribed place of work. Hourly employees may not volunteer to work in the same area in which they are employed.

### *PAY PERIODS*

Employees shall be paid bimonthly on dates determined by the Personnel Committee. If the payday falls on Saturday or Sunday, then payment shall occur on Friday. When the payday falls on authorized holidays, payment may occur on the nearest regular work workday as determined by the Church Administrator.

The work week for the Church begins at 12:00am on Sunday and ends at 11:59pm Saturday (7 consecutive 24 hour periods).

Employees should review their paychecks for accuracy. If there is a mistake, or an item is not understood, please report it to the Church Accounting Office. In the event a paycheck is lost or stolen, please advise the Church Accounting Office immediately.

### *PAYROLL DEDUCTIONS*

Various payroll deductions are made each pay period to comply with state and federal law, such as federal income tax, Medicare, and Social Security taxes. Employees must authorize any other deductions in writing. The Church complies with applicable state and federal laws regarding garnishment and assignment. Employee paycheck stubs will itemize amounts that have been withheld.

Employees will be provided with Wage and Tax Statement (W-2) by January 31 of the year following each year of employment as required by federal and state laws. If there are any questions about the W-2 form, please forward those to the Church Accounting Office.

Employees may change the number of withholding elections at any time by completing a new W-4 form and submitting it to the Church Accounting Office.

### *TIME SHEETS*

All non-exempt and hourly employees must complete a time sheet which accurately reflects the hours they have worked plus use of any paid time off (if benefit eligible) for the pay period. Time sheets are to be signed by the employee's supervisor prior to submission to the accounting office. All employees must submit use of paid time off through use of the Church leave procedure.

Altering, falsifying, or tampering with time sheets may result in disciplinary action, up to and including termination of employment.

### *OVERTIME*

Overtime is to be avoided under normal circumstances. From time to time, non-exempt employees may be asked to work beyond their normally scheduled hours or on a regularly scheduled day off. Hours worked by non-exempt employees in excess of forty (40) in a single work week are considered overtime. Overtime is paid at the rate of one and one-half (1.5) times their regular rate of pay, in accordance with state and federal law. All overtime hours must be pre-approved by the employee's supervisor. The Church may provide compensatory time off as a substitute for overtime pay. Vacation, holiday and employees who work overtime that has not

been authorized in advance by their supervisor may be subject to disciplinary action, up to and including possible termination.

### *COMPENSATORY TIME*

**EXEMPT EMPLOYEES:** Due to the nature of our ministry and our involvement with lay staff, it is common for exempt staff that are not eligible for overtime pay to work more than their regularly weekly work hours. Compensatory time is awarded to staff not eligible for overtime pay to give them time to refresh themselves. Compensatory time is not an attempt to provide eligible employees time off on an hour-per-hour basis. It is generally understood that these “seasons of intense ministry” are exceptions to the normal working schedule at the Church, rather than the rule.

**NON-EXMPT EMPLOYEES:** The Church Administrator is responsible for determining whether compensatory time is appropriate, and if, so the amount of time that will be given and when it will be taken.

### *PASTOR’S HOUSING ALLOWANCE*

Any licensed or ordained pastors, whether they own or rent their homes, may exclude from their income for federal income tax reporting purposes the portion of their ministerial income designated by the church as a “housing” allowance. This may be done only if the Stewardship Committee authorizes a housing allowance. This is reviewed once a year (usually in December) for the following year. It is the responsibility of the pastor to fully understand the IRS guidelines concerning housing allowances.

### *GARNISHMENT OF WAGES*

The Church will comply with all legally authorized orders to garnish wages for the requested amount and time. Employees may not be discharged for garnishment of wages.

### *TRANSFERS AND PROMOTION*

When an employee moves from one position within the staff structure to another through transfer or promotion, the employee’s compensation may be adjusted commensurate with the position at the sole discretion of the Church Administration.

## **SECTION 3: WORK PRACTICES, CONDUCT, AND GUIDELINES**

### *WORK PRACTICES AND PERFORMANCE STANDARDS*

Employment is with mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. As a standard ethical practice, employees are expected to provide a minimum of a two-week notice if they plan to vacate their position. It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. The employee is responsible for understanding and following these practices and standards. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

### *JOB PERFORMANCE*

If it becomes evident that an employee is not serving in a Christian manner, it may be necessary to discipline, up to and including possible termination, for poor job performance, as determined by the Church. Some examples of poor job performance are as follows:

- Below average work quality and quantity.
- Poor attitude, including rudeness, or lack of cooperation.
- Excessive absenteeism, tardiness, or abuse of privileges.
- Failure to follow instructions or the Church's policies and procedures.

### *MISCONDUCT*

Employees may also be disciplined, up to and including possible termination, for conduct unbecoming of a Christian, such as:

- Insubordination.
- Violating God's laws that affect how others see you biblically, spiritually, and ethically.
- Abuse, misuse, theft, or the unauthorized possession or removal of the Church property, ministry funds, or the personal property of others.
- Purposeful falsifying or making a material omission on the Church records, reports, or documents, such as payroll, personnel, and employment records.
- Divulging confidential Church information to unauthorized persons.
- Disorderly conduct on the Church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon.
- Violation of any law adversely affecting the Church or conviction in a court of any crime that may cause the employee to be regarded as unsuitable for continued employment.
- Violation of the Church policy on alcohol, drugs, controlled substances or harassment.

### *POLICY AGAINST HARASSMENT*

The Church is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the Church maintains a strict policy prohibiting unlawful harassment of any kind. It is important to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. Harassment of any kind to employees by supervisors, coworkers, or vendors is prohibited. Violation of this policy may result in disciplinary action, up to and including termination.

If an employee believes they have been, or are being, harassed in any way, the facts of the incident or incidents should be reported to the immediate Supervisor or Church Administrator immediately, without fear of reprisal. If the harassment involves your Supervisor notify the

Senior Pastor or Church Administrator. If harassment involves the Senior Pastor or Church Administrator you may contact the Personnel Committee Chairperson.

#### *DRUG AND ALCOHOL-FREE WORKPLACE*

The use, sale, transfer, possession, or being “under the influence” of alcohol, illegal drugs, or controlled substances when on duty, on Church property, or in Church vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of the Church in its sole discretion is prohibited. “Under the influence” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, co-workers, the public, or church property as determined by that employee’s supervisor.

All employees may be subject to drug testing at any time. Employees using prescription drugs must notify their supervisor if the medication may affect their behavior or performance. Violation of this policy may result in disciplinary action, up to and including termination.

#### *CONFLICT OF INTEREST*

All employees of the Church shall avoid all real or apparent conflicts of interest and any activity that might have an adverse effect on the Church. A conflict of interest may arise when a person or their immediate relative(s) have a competing personal interest (financial or otherwise, direct or indirect) or engage in any activity that prevents the proper discharge of their official Church duties, any real or apparent conflict of interest shall be disclosed to the Senior Pastor (or if he is the one with the conflict, then the Personnel Committee Chairman) for his written approval before consummating any transaction. The Senior Pastor shall determine whether a material conflict exists and what action should be taken to mitigate or remove the conflict.

Full-time, exempt, employees are prohibited from engaging in outside employment without the prior written approval of the Senior Pastor or Personnel Committee. In addition, all employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, the Church in its sole discretion.

#### *PERSONAL DEMEANOR*

All personnel at the Church, whether volunteer, part-time, or full-time, must recognize the leadership example required of them. While no specific dress code is required, individuals should dress cleanly and appropriately for the task they are accomplishing. Beyond the external aspects of the individual’s demeanor, employees should be positive in attitude and Christian in service. Employees encounter members and non-members in daily activities. Employees of the Church are expected to set the example of Christian ministry and lifestyle.

## *PUBLIC RELATIONS*

The Senior Pastor or his designee will be the spokesperson for the Church in all matters of publicity or official comment. No employee will originate or release any news which is concerned with the policies, doctrines, procedures, convictions, finances, or activities of the Church for use in newspapers, social media, radio, television or any other medium of communication. All such inquiries will be referred to the Church Administration. Any publicity release must come from the Church Administration and under signature.

## *ATTENDANCE AND PUNCTUALITY*

It is important that employees work their assigned schedules consistently. However, the Church understands that because of illness or emergency the employee may be unable to work. Employees who are unable to report for work for any reason must contact their supervisor by phone prior to the beginning of their regular work day. It is the employee's responsibility to keep their supervisor informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

In general, all employees with set schedules are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. If an employee finds that he/she will be late for more than ten (10) minutes, the employee should notify their supervisor as soon as possible. An employee's failure to arrive consistently at his/her regularly scheduled starting time and leave at his/her regularly scheduled quitting time is considered cause for corrective action. Excessive absences or tardiness are factors considered in evaluating overall job performance.

When staff members expect to be absent, they are expected to contact their supervisor by phone prior to the beginning of their regular work day, each day they are absent. Each absence from work must be explained to their supervisor. For this reason, any staff member who has been absent from work for three (3) consecutive days and have not contacted their supervisor will be considered as having voluntarily resigned from the Church staff.

## *BREAK AND MEAL PERIODS*

A one-hour unpaid lunch break is provided for all employees. Scheduling of the lunch break is the responsibility of the employee's direct supervisor.

Employees shall be allowed a thirty (30) minute meal period during any five (5) hour or more work shift. Meal periods shall be on the employee's time unless the employee is required by the employer to remain on duty on the premises or at a prescribed work site in the interest of the employer.

No employee shall be required to work more than (5) consecutive hours without a meal period. Employees working three (3) or more hours longer than a normal work day shall be allowed at least one thirty (30) minute meal period prior to or during the overtime period.

Employees shall be allowed a rest period of not less than ten (10) minutes, on the employer's time, for each four (4) hours of working time. Rest periods may be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three (3) hours without a rest period. Where the nature of the work allows employees to take intermittent rest periods equivalent to ten (10) minutes for each four (4) hours worked, scheduled rest periods are not required.

### *AUTHORIZED ACCESS AT VINE STREET BAPTIST CHURCH*

The Senior Pastor and Church Administrator, or two members of the Personnel Committee, reserves the right to monitor or access employee offices, work stations, filing cabinets, desks, computers, computer files, voice mail, e-mail and any other Church property at its discretion, with or without advance notice or consent.

### *WEATHER EMERGENCY / CLOSURE*

Inclement weather conditions may occur that require closing the Church office. In the event of a weather emergency, the Senior Pastor in consultation with the Church Administrator will make the decision to close the Church office. All ministry activities will be canceled for that day as well. Employees will be notified via telephone, or other electronic means (i.e., email, radio station, church website announcement) when the emergency closures have been authorized.

### *BUILDING KEYS*

Building keys may be distributed to employees or volunteers based on their job assignments and responsibilities in order to better oversee the use and protection of the building. The Church Administrator will issue keys to new employees and/or existing employees based on said needs. All keys must be returned to the Church Administrator upon termination of employment or end of activity responsibilities.

Lost keys must be reported to the Church Administrator immediately, even while the employee is attempting to locate them. The objective is to maintain security and avoid unauthorized access to the church. If the keys are lost or not returned when requested, there may be a re-keying charge of up to thirty (30) dollars per door.

### *CHURCH CALENDARING*

Employees, other than Senior Pastor and Church Administrator, will not authorize any on- or off-site church activities or on-site non-church activities to be calendared. All events shall be approved, and calendared, by Church Administration and follow Church Property Usage Policy.

### *BUSINESS EXPENSE REPORTING*

Employees will be reimbursed for all pre-approved ministry-related expenses, in accordance with the Church Budget. Employees are expected to submit these reports within sixty (60) days of incurring the expense to ensure proper accounting and prompt reimbursement.

### *USE OF PERSONAL AUTOMOBILE*

Employees who use their own automobiles for travel on authorized church business may be reimbursed for mileage at the rate established by the current IRS guidelines. Employees must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

### *USE OF CHURCH VEHICLE*

Utilization of Church vehicles must be requested through a Calendar Worksheet and submitted to the Church Administrator. Drivers must be preapproved by the designated church insurance company.

### *USE OF CHURCH TELEPHONES*

From time to time it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than five (5) minutes in length and should be made, whenever possible, during the scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

### *PERSONAL USE OF SUPPLIES*

Personal use of supplies, or office machines, may be allowed by reimbursement to the Church Office.

### *PERSONNEL RECORDS*

It is important that the Church always have current information about the employee. The Church Administrator should be notified of any change in name, address, phone number, marital status, etc. Authorizing documentation may be requested if employee changes their name and/or social security number. At reasonable times and on reasonable notice, an employee will be allowed to review their personnel file with prior approval of the Church Administrator.

### *SIGNING OF CONTRACTS*

The Church Trustees shall sign on behalf of the church all legal documents as per the Church Constitution. The Church Trustee's may designate Church Administrator and/or Senior Pastor as signer at their discretion.

## SECTION 4: BENEFITS

### RETIREMENT PLANS

The Church may offer retirement contribution for employees as recommended by the Personnel Committee. Guidestone Financial Resources manages this retirement program. Further details are available through the Church Administrator.

All benefits related to absences from work with a continuation of employee benefits will be granted after the third month of employment. Accruals will be accumulated from date of hire, and employees will be eligible to use these benefits after the ninety (90) day probationary period, or per employment contract.

When emergency closure occurs all employees will be paid for those days that the church office is officially closed and for which they were previously scheduled to work. If an employee chooses not to come to work due to poor work conditions, or who arrive late, may be charged annual leave if the Senior Pastor and/or Church Administrator has determined that the Church will conduct business despite the poor weather conditions.

Vacation and sick time leave accruals are based upon employment status hours, length of service or contractual agreements.

### VACATIONS

Employees who have worked more than ninety (90) calendar days and work twenty (20) hours or more per week earn vacation, based on the length of continuous service with the Church. Length of service will determine the maximum balance of vacation hours an employee may accrue. Employees are encouraged to use all vacation during the twelve (12) months period. Employees who accumulate the maximum benefit allowed will not earn additional vacation until their accumulated total has been reduced below the maximum. A day of vacation is interpreted to mean a working day.

Leave begins to accrue on hire date. Leave becomes available for use after the ninety (90) day period has been met.

Employees working less than twenty (20) hours per week do not receive vacation leave.

Length of Service	20	25	30	35	40	Calculation:
0-5 years	40	50	60	70	80	1 hr/26 wk
6-10 years	60	75	90	105	120	1 hr/17 wk
11+ years	80	100	120	140	160	1 hr/13 wk

### Maximum Vacation Leave Balance

Accrual Rate Calculation: Divide monthly hours worked by 2 <sup>nd</sup> number to obtain vacation accrual for that month.
--

Employees are required to submit a completed "Leave Request Form" to their immediate supervisor for approval. Leave will be approved at the discretion of the supervisor to ensure adequate coverage for responsibilities. Senior Pastor will make arrangements with staff and Chairman of Personnel Committee prior to taking leave.

Exceptions may be made by the Search Committee & Personnel Committee at time of employment based on experience or other factors are recommended for Ministry Staff.

## SICK PAY AND TIME OFF

Employees who have worked more than ninety (90) calendar days and work twenty (20) hours or more per week should earn sick leave monthly, based on their length of continuous service with the Church. Length of service will determine the maximum balance of sick hours and employee may accrue.

On work days, sick leave may be used for the following purposes:

- Personal health-related needs
- Immediate family health-related needs
- Extended family health-related needs with prior approval from the immediate supervisor

VSBC defines “immediate family” as parents, children, siblings, spouse, and dependents. We define “extended family” as immediate family plus grandparents, grandchildren, spouse’s parents, and the spouse of an extended family member.

Leave begins to accrue on hire date. Leave becomes available for use after the ninety (90) day period has been met.

After all sick leave benefits have been used, then continued absences may be charged against any accumulated annual vacation. Sick leave that has accumulated during the employee’s tenure is forfeited without pay upon termination, whether by the employee or the Church. Unused sick pay benefits may not be used for personal time off or as an additional vacation. Employees who receive sick pay benefits may be asked to provide medical verification.

Sick Leave Accrual:

Hours Worked per Week	Hours Earned per Month
20	4
25	5
30	6
35	7
40	8

### Calculating Odd Hour Earned Status:

Take weekly hours and divide by five (5)  
 Example: Employee works 34 hours per week, would earn 6.8 sick hours per month (34/5)

Sick Leave Maximum Benefits

### Hours per week worked (Status Hours)

Length of Service	20	25	30	35	40	Annual Sick
3mo-2yrs	84	105	126	147	168	21 Days
2-5 years	224	280	336	392	448	56 Days
6+ years	336	420	504	588	672	84 Days

Maximum Sick Leave Balance

### Calculation Odd Hours for Maximum Sick Status

Take weekly hours and divide by five (5), then multiply by annual sick allowance days.  
 Example: Employee works 34 hours per week would have a maximum of 142.80 for the length of service 3 mo – 2 Yrs.  $34/21=142.80$ .

## *GENERAL PROVISIONS FOR ALL LEAVE OF ABSENCE*

All leaves of absence other than emergencies must be approved in advance, in writing, by the Senior Pastor or Church Administrator.

A request for an extension of a leave of absence must be in writing prior to the expiration date of the original leave, and where appropriate, accompanied by a physicians' written statement that certifies the need for an extension for medical reasons.

Employees on leave of absence will be subject to layoff on the same basis as employees who are actively at work and must communicate with the Church at least one time per month regarding their status and anticipated return to work date.

Employees who return to work from a pregnancy, medical or worker compensation leave of absence may be required to provide a physician's written statement regarding their fitness for duty.

Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination. Furthermore, failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

### *PERSONAL LEAVE*

Personal leave is defined as a leave of absence for a compelling personal reason that is not medically related. Requests for personal leave may be granted at the discretion of the Senior Pastor or Church Administrator, based on the facts and circumstances surrounding each individual request.

Employees who have completed at least one year of continuous service at the church may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of six (6) weeks. Written requests must be submitted to the Personnel Committee and state the reason for the leave, as well as the beginning and ending dates.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, they may be considered for a comparable position if one is available. Any applicable state and federal rules and regulations in relation to the leave of absence will be followed.

### *PREGNANCY DISABILITY LEAVE*

Defined as a leave of absence for a disability related to an employee's pregnancy, childbirth, adoption, or related medical condition. Requests for pregnancy leave may be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Employees may submit a written request for a pregnancy leave of absence for the length of any pregnancy-related disability within the guidelines of the FMLA eligibility and coverage specifications

Although the Church is not able to guarantee reinstatement in their previous position in all cases, employees on pregnancy leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform

their duties may normally be returned to the same job they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

### *FAMILY AND MEDICAL LEAVE ACT*

The Church shall grant up to twelve (12) weeks of family and medical leave during a “rolling” twelve (12) month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA) of 1993. FMLA is an unpaid leave of absence. However, an employee must first use accrued sick hours before FMLA time will be granted. An employee may choose to also substitute accrued vacation for all or part of any unpaid FMLA.

#### ELIGIBILITY

Eligible employees must be employed by the Church at least twelve (12) months (but this period need not be consecutive) and must have worked at least 1,250 hours of service during the twelve (12) month period immediately before the date when the leave would begin.

#### TYPE OF LEAVE COVERED

- The birth of a child and in order to care for that child<sup>1</sup>
  - The placement of a child for adoption or foster care<sup>1</sup>
  - To care for a spouse, child, or parent (not in-laws) with a serious health condition<sup>2</sup>
  - The serious health condition of the employee<sup>2</sup>
  - Caring for military dependents that are injured or become sick in the line of duty
- <sup>1</sup> = Must conclude within twelve (12) months after the birth or placement  
<sup>2</sup> =A serious health condition means a condition that involves inpatient care or continuing treatment by a health care provider. When a leave is for a serious health condition, an employee will be required to provide medical certification from the employee's or family member's health care provider.

Employees requesting leave for their own or an eligible family member's serious health condition will be required to provide sufficient medical certification. Medical certification must be provided thirty (30) days in advance of the request for leave when possible. The Church may require, at its discretion, periodic re-certifications.

Questions of interpretation of this policy will be resolved by reference to the FMLA and regulations issued by the United States Department of Labor. Employee's rights under this policy shall in no case be less than those afforded by FMLA.

#### *HOLIDAYS*

All employees of the Church with an employee status of at least twenty (20) weekly hours or more shall receive paid holidays on the following specified days:

- New Year's Day
- President's Day
- Veteran's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day + Day After
- Christmas Day

- One personal day may be taken at the employee's discretion with prior supervisor approval.

For part-time employees: to be eligible for holiday pay the holiday must fall on a regularly scheduled workday.

Holiday pay will be based on regularly scheduled work hours.

For the full-time employee: should the holiday fall on a weekend the Friday or Monday prior to or after shall be taken.

#### *ABSENCES FOR CHURCH RELATED BUSINESS*

Pastoral Staff attendance of conferences, conventions, seminars, workshops, training sessions and other related activities are considered part of employment.

Pastoral Staff involvement in outside ministry opportunities, for example preaching revivals, are allowed to two weeks absence which may include two Sundays.

Above absences shall be approved by the Personnel Committee with at least two weeks' notice.

All other employees attending weekday training sessions conducted by the denomination, state, association or other recognized instructional agencies may be authorized by the Senior Pastor or his designee as the needs of the Church dictate. Requests for such absences must include dates, times, costs, and specific training or ministry objective at least one week in advance.

#### *CIVIC DUTY*

Absences due to legal responsibility (such as Jury Duty) may be granted up to two (2) weeks with pay. If an employee's obligation does not require the full workday, then the employee is expected to report to the church for the remainder of the day. Personnel who are called for civic responsibilities in excess of (2) weeks should be retained on active, employment status: however, base salary shall be suspended until the individual returns. Additionally paid absence must be approved in advance by the Church Administration in its sole discretions.

#### *WORKERS COMPENSATION INSURANCE*

The Church carries Workers' Compensation Insurance through Oregon SAIF. This program covers certain accidental injuries or occupational illnesses that are caused by, arise out of, or occur in the course of employment at the Church including medical expenses and time-lost benefits as provided by the statute. Specific benefits are prescribed by law depending on the circumstances of each case. Coverage begins on the first day of employment.

Employees who sustain work-related injuries or illnesses should inform their supervisor or the Church Administrator immediately. This will protect the employee's ability to qualify for coverage and expedite assistance.

#### *UNEMPLOYMENT COMPENSATION*

Religious organizations including schools, churches, and religious orders that qualify as subject employers under Employment Department law must pay state unemployment tax on compensation paid to lay employees and clergy. As a nonprofit organization, religious organizations may elect to reimburse the fund instead of paying taxes if they qualify under section 501(c)(3) of the Internal Revenue Code.



## APPENDIX A

### COMPUTER USE POLICY

#### Policy Statement

The use of Vine Street Baptist Church's (the Church) automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for Church business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in an expense to the Church.

Use that is defined as "excessive" interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Church automation systems are Church resources and are provided as business communication tools. Electronic communication should not be used to solicit or sell products, distract coworkers, or disrupt the workplace. Use of Church computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

- Sending chain letters;
- Engaging in private or personal business activities;
- Misrepresenting oneself or the Church;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Church networks or systems;
- Infringing in any way on the copyrights or trademark rights of others;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on church systems and applications;
- Used for conduct or support of an outside business or commercial use;
- Used for supporting, promoting, or soliciting for an outside group.

#### 1. Automated Systems/Electronic Mail

Using Church automation systems to create, view, transmit or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the Church anti-harassment policies and is subject to disciplinary action. The Church electronic mail system must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of church resources for illegal activity can lead to disciplinary action, up to and including termination and criminal prosecution.

Unless specifically granted in this policy, any non-business use of the Church's automation systems is expressly forbidden.

If an employee violates these policies, they could be subject to disciplinary action up to and including termination.

## 2. Ownership and Access of Electronic Mail and Computer Files

The Church owns the rights to all data and files in any computer, network, or other information system used in the Church. The Church reserves the right to monitor computer and e-mail usage, both as it occurs and in the form of account histories and their content. The Church has the right to inspect any and all files stored in any areas of the network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws. The Church will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and e-mail activities. The Church also reserves the right to monitor electronic mail messages and their content. Employees must be aware that the electronic mail messages sent and received using Church equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Church officials at all times. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Church official.

The Church has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

## 3. Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Church rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Church policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

## 4. Message Tone for Electronic Mail

Users are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of the Church and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening, or retaliatory.

It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms, and slang be avoided when using electronic mail. These types of messages are difficult to read and may be misinterpreted.

## 5. Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

### *POLICY STATEMENT FOR INTERNET/INTRANET BROWSER(S)*

This policy applies to all users of the Internet but does not supersede any state or federal laws or Church policies regarding confidentiality, information dissemination, or standards of conduct. The use of Church automation systems is for business purposes only. Brief and occasional personal use is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in an expense to the Church.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Examples of inappropriate use are defined in "Inappropriate Use of the Internet/Intranet". Senior Pastor and/or Church Administrator determine the appropriateness of the use and whether such use is excessive.

The Internet is to be used to further the Church's mission, to provide effective service of the highest quality to the Church's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development.

The various modes of Internet/Intranet access are Church resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software. Employees are individually liable for any and all damages incurred as a result of violating Church security policy, copyright, and licensing agreements.

All Church policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to intellectual property, confidentiality, Church information dissemination, standards of conduct, misuse of Church resources, anti-harassment, and information and data security.

Violation of these policies and/or state and federal laws can lead to disciplinary action, up to and including termination and possible criminal prosecution.

#### 1. Inappropriate Use of the Internet/Intranet

Use of Church computer, network, or internet resources to access view, transmit, archive, or distribute racist, sexist, threatening, or otherwise objectionable or illegal materials is strictly prohibited. "Material" is defined as any visual, textual, or auditory item, file, page, graphic, or other entity. Such material violates the Church's anti-harassment policies and is subject to Church disciplinary action.

No employee may use the Church's Internet/Intranet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Church's networks or system or those of any other individual or entity.

The Church's Internet/Intranet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province,

or other local jurisdiction in any way. Use of Church resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

## 2. Blogging

Blogging by employees, whether using Church property or systems or personal computer systems, is also subject to the terms and restrictions set forth in the policy. Limited and occasional use of the Church's systems to engage in blogging is acceptable, provided that it be done in a professional and responsible manner, does not otherwise violate Vine Street Baptist Church policy, is not detrimental to the Church's best interests, and does not interfere with an employee's regular work duties. Blogging from the Church's systems is also subject to monitoring. Employees desiring to start their own blogging site must first have their concept approved by the Senior Pastor.

## 3. Internet/Intranet Security

The Church owns the rights to all data and files in any information system used in the Church. Internet use is not confidential and no rights to privacy exist. The Church reserves the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. The Church has the right to inspect any and all files stored in private areas of the network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws. The Church will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities.

Existing rules, policies, and procedures governing the sharing of work-related or other confidential information also apply to the sharing of information via the Internet/Intranet.

### *POLICY STATEMENT FOR LAPTOPS*

Users are expected to take precautions to ensure the laptops are not stolen, lost or damaged. If laptops are lost, stolen, or otherwise damaged such that they cannot be restored to normal working order, the employee may be responsible for the prorated cost of the laptop (first year, 100%; second year, 75%; third year, 50%; fourth year, 25%). In case of theft or loss, the user must file a report with the Church Administrator. Users are encouraged to check their home insurance policies regarding coverage. The Church will evaluate the circumstances of the theft or loss to determine if the required reimbursement should be waived.

Laptops that are provided for church related work, no personal software may be installed unless approved by the Church Administrator.

Laptops are purchased to be used for church related work and may be used for limited personal use.

## EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the Vine Street Baptist Church Personnel Policies and Procedures Handbook. I understand that it provides general guidelines and summary information about the Vine Street Baptist Church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that the Vine Street Baptist Church reserves the right to modify, supplement, rescind, or revise any provision, benefit or policy from time to time, with or without notice, as it deems necessary or appropriate in its sole discretion.

I also acknowledge that both Vine Street Baptist Church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This Employment relationship will remain in effect unless it is specifically modified by an express written agreement signed by me and the Personnel Committee Chairman of Vine Street Baptist Church.

I further acknowledge that this at-will relationship may not be modified by any oral or implied agreement.

---

Employee's Name (Printed)

---

Employee's Signature

---

Date