



Employee Handbook

Updated: 3/3/2021

Trinity Baptist Church Employee Handbook

We are a caring family of believers communicating and applying the life-changing message of Christ's unconditional love."

Section A.

EMPLOYMENT

"Whatever you do, work at it with all your heart, as working for the Lord, not for men...It is the Lord Christ you are serving." Colossians 3:23, 24

THIS HANDBOOK IS NOT TO BE CONSIDERED A CONTRACT. ALL EMPLOYEES ARE EMPLOYED AT-WILL. THESE POLICIES CAN BE MODIFIED AT ANYTIME. THIS HANDBOOK SUPERSEDES PREVIOUS POLICIES.

STATEMENT OF POLICIES AND PROCEDURES:

Equal Employment Opportunity

It is the policy of Trinity Baptist Church (also referred to as "TBC") to provide equal employment for all qualified persons without regard to race color, sex, national origin, age, physical or mental disability. This applies to, but not limited to recruitment, advertising, hiring, training, promotion, transfer, demotion, disciplinary action, layoff, termination, rate of pay, or other forms of compensation and all other aspects of employment.

Consistent with this policy, TBC is committed to maintaining a work environment which is free of sexual or other unlawful harassment. Specifically, this includes a prohibition of any actions by employees, Supervisors or management that abuse individual dignity through ethnic, racist, or sexist slurs or jokes, or other objectionable conduct. Such conduct includes sexual harassment in the form of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct is unacceptable and will not be tolerated and could result in immediate termination.

Any employee who believes that he/she has been subjected to discrimination, harassment, or other forms of prohibited behavior should contact his/her Supervisor, the Minister of Administration, the Senior Pastor or a member of the Personnel Team. All complaints will be treated in the strictest confidence and will be promptly investigated.

Violations to this policy will result in disciplinary action up to and including termination of employment. Occasionally, situations arise that create the need to make an exception to a policy. Making an exception will be carefully considered. Before an exception is made, deliberate thought will be given to all reasonable alternatives. Exceptions must be approved in advance by the Personnel Committee.

Americans With Disabilities Act

It is TBC's policy not to discriminate against qualified individuals with a disability with regard to any aspect of employment. TBC is committed to complying with the American with Disabilities Act, as amended.

TBC recognizes some individuals with disabilities may require reasonable accommodations. If you are disabled or become disabled (meaning you have a mental or physical impairment substantially limiting one or more of the major life activities) and you require a reasonable accommodation, you must contact the Minister of Administration to begin the interactive process, which will include discussing your disability, limitations, and possible reasonable accommodations that may enable you to perform the functions of your position, make the workplace readily accessible to and usable by you, or otherwise allow you to enjoy equal benefits and privileges of employment.

Employment at Will

TBC is an at-will employer and as such under federal and Texas state law, TBC and/or employee has the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment "at will" relationship remains in effect throughout the employee's tenure with TBC.

No manager, supervisor or employee has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Personnel Team, through the Personnel Chair, has the authority to make any such agreement and then only in writing.

EMPLOYMENT CLASSIFICATIONS

Exempt (Salaried)

Exempt employees are not covered under the minimum pay and overtime provisions of the Fair Labor Standards Act (the "Act"). To be classified as an exempt employee under this Act the employee must meet several requirements these requirements relate to the type of work the employee is performing, his/her level of authority, and the amount of compensation being paid. The Act lists at least three (3) types of positions that are exempt. They are professional, executive and administrative. Furthermore, the Act outlines the actual requirements for each of these positions.

Exempt employees are usually paid on a salary basis, based on the performance of a position, rather than by the hours worked. Such employees are not paid overtime for time worked in excess of 40 hours per week. It is generally accepted that exempt employees will work in excess of 40 hours per week. In circumstances where excessive overtime is being worked, these employees may be granted compensatory time off at a later date with the approval of their immediate Supervisor and the Minister of Administration.

Each church employee's position will be evaluated to determine if the Act's exempt requirements are met before the employee is so classified. The employee's Payroll

Authorization form will so note this classification. If an employee believes that they have been improperly classified as exempt, they should file a written request to be reclassified as non-exempt with the Personnel Team. The request should include all the duties performed by the employee and specific reasons why they believe that they should be non-exempt. The Personnel Team shall review the request and all supporting information and determine whether that employee has been misclassified. The Personnel Team shall consult with a qualified attorney if they believe that the proper classification is not certain.

Non-Exempt

All employees who are making under the current threshold designated by the government are considered non-exempt employees. Non-exempt employees (salaried and/or hourly) are covered under the minimum pay and overtime provisions of the Act. These employees are paid a minimum hourly rate of at least the present minimum hourly rate under the act and for time worked in excess of 40 hours per week at a rate of one and one-half (1 ½) times their regular pay rate. Paid time off used in a workweek does not qualify as hours “worked” in the calculation of overtime pay. Examples of paid time off could be: vacation, holidays, sick days, bereavement, etc. Compensatory time off should be taken during the same work week in which the overtime was worked. All non-exempt employees must use the clock-in system.

Under the Fair Labor Standard Act (FLSA), we are required to account and pay an employee for all hours/time worked to fulfill their designated job duties as described in their job description. Employees should adhere to the work hours assigned to them by their Supervisor. Any hours worked outside of their scheduled hours should be approved in advance by their Supervisor. Unless specifically requested by your Supervisor in advance, checking and responding to company emails, text messages and phone calls during off hours is specifically prohibited. (If an employee is asked to check emails, answer text messages and/or phone calls, or any other form of work after hours, this time must be recorded and paid).

Employees do have the opportunity to volunteer in any ministry or program at Trinity Baptist that is not specifically related to their paid ministry position as outlined in their respective job description. Volunteering is not required for current or future employment at TBC, nor does volunteering guarantee ongoing employment. If you have questions regarding volunteering, please contact the Minister of Administration or Human Resources/Office Manager.

Regular Full-Time

Full-time employees will work a minimum of 30 hours per work week. This classification receives full employee benefits.

Regular Part-Time

Part-time employees will work no more than 29 hours per work week, without prior approval from their Supervisor.

Introductory Period

TBC recruits carefully and believes that it is hiring the best available employee for each position. However, it is to both TBC's and the employee's advantage to have an initial period of employment in which the employee has time to appraise TBC and the job content. In turn, TBC has a similar opportunity to appraise the new employee's job performance. Therefore, each new employee must satisfactorily complete an introductory period of ninety (90) days, measured from his or her initial date of employment. At TBC's discretion, the introductory period may be extended one or more times. Paid time off accrues during any introductory period. (See the section below regarding paid time off for regular employees).

TBC, or the employee, may terminate the employment relationship during the introductory period, with or without cause and with or without prior notice.

At the successful completion of the ninety (90) day introductory period, the employee becomes a regular employee. The successful completion of the introductory period, however, does not mean that the employee is guaranteed employment for any specific duration, nor does it change the at-will status of regular employment. Thus, even after the introductory period or periods, TBC, or the employee, may terminate the employment relationship with or without cause and with or without notice.

IMMIGRATION LAW COMPLIANCE

TBC 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 documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form, if they have not completed the I-9 form with TBC within the past three years, or their previous I-9 is no longer retained or valid.

Copies will be made of all documents that were verified on this form. These copies will be stapled to the I-9 form and maintained in a separate file apart from the employee's personnel file.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Business Office.

HIRING AND NEW EMPLOYEE ORIENTATION

A new employee will learn about their ministry area and their individual job responsibilities from their immediate Supervisor. Various office personnel will assist the new employee in learning new procedures and programs.

FRATERNIZATION POLICY

TBC will always seek to hire the best-qualified applicant for any open position. TBC will consider relatives of current employees under the same arrangement as any other applicant for an open position. Relatives of current employees will not receive any preferential employment treatment.

The following guidelines will apply to hiring relatives of current employees:

Relatives, as referred to in this section, will include spouses, parents, grandparents, children, grandchildren, brothers, sisters, first cousins, in-laws and any other members of the current employee's household, regardless of whether or not related by blood. The term relative will also include those with a similar relationship that has been established through adoption or remarriage; e.g., step-child, half-sister, etc.

- Under no circumstances will relatives be allowed to work together in the area of finances.
- The following require special consideration:
- Related employees will not be allowed to work under the direct supervision of each other unless an exception is made by the Personnel Team.
- Related employees will not be allowed to work together in the same ministry department/division unless an exception is made by the Personnel Team.
- Dating other Church employees is acceptable with just a few restrictions:

No dating between an employee who reports to another employee.

Supervisors and managers should not date anyone in the department(s) that they supervise/manage, even if a direct reporting relationship does not exist.

Any leader who dates an employee (following the above guidelines) or whose relative is considered a candidate for employment at TBC the leader must notify Minister of Administration about the relationship.

If employees decide to date but it conflicts with the policy, the employees have thirty days (30) for one to transfer to another position. After 30 days, if one of the employees has not successfully transferred, the Minister of Administration and Personnel Team will decide who will be transferred, or if necessary, terminated.

The Minister of Administration and/or Personnel Team will address conflicts of interest or management problems regarding related employees. If a conflict of interest or

management problem arises which cannot be resolved, the Personnel Team may ask the related employee to transfer to another ministry area, resign, or be terminated under the “at-will” provision.

COMPENSATION

STATEMENT OF POLICIES AND PROCEDURES:

Pay Schedule

All employees are paid semi-monthly with pay periods beginning on Sunday at 12:01 a.m. and ending the second Saturday at 12:00 midnight. The pay periods are the 15th and last day of the month. If either of these days fall on a weekend, the employee is paid the preceding Friday.

Hourly employees paychecks are a pay period behind. Salary employees paychecks are not behind. (With the exception of OT for salaried Non-Exempt employees which would be paid on the following pay period.)

Employees have the option of receiving their paycheck either through Direct Deposit and/or Debit Card.

Recording Time Worked

All non-exempt employees are required to clock-in and out through the use of the swipe clock system. This will be accomplished by either using the finger scan method in or by submitting your employee no. and password on the swipe clock located on individual computers. Your Supervisor will advise you which clock in system you are required to use. This policy requires employees to record the actual time when they begin work, when they leave for scheduled lunch period, when they return from their lunch period, when they leave work at the conclusion of the day, and when they leave for and return from any other absences.

If a change or correction is to be made on a Time Sheet the revision must be initialed by both the employee and their Supervisor.

Tardiness & Absences

Employee work schedules are being relied upon by ministry Department Heads and immediate Supervisors. Therefore, it is critical that each employee works his or her assigned schedules on a punctual and consistent basis.

If an employee is unable to report to work for any reason, they must call or text their Supervisor no later than 30 minutes before their scheduled work time. Employees should talk directly to his/her Supervisor. If their Supervisor is not available, please leave a message on their phone and/or email and contact either the Human Resources/Office

Manager or Minister of Administration. It is the employee's responsibility to keep TBC informed on a daily basis regarding his/her status during a short-term absence.

If an employee does not call in or report to work such actions may be considered as a voluntary termination.

Overtime

Overtime (OT) is for Non-Exempt employees only. Any time worked over and above the regular 40-hour work week is considered OT (A work week begins Sunday at 12:01 am and ends Saturday at 11:59 pm). No employee should work more than 40 hours per workweek unless the time over 40 hours is specifically approved by the employee's Supervisor in **advance**. The Supervisor should sign the employee's timecard and write on the timecard what event caused the OT and that the Supervisor approved said OT time. Employees will not be asked to work more than 40 hours per workweek unless there is a ministry need or function that requires additional work force. If paid OT is approved, overtime will be paid at the rate of 1.5 times the employee's hourly rate for any hours worked over 40 hours per week. Each workweek is considered separately in computing OT and all other pay.

It is not considered OT if an employee should work over 8 hours in one day until the employee has worked over 40 hours in that workweek. Employees should not expect OT if they work over 8 hours in one day. If this occur, the employee should work less hours at some other point within the same workweek so that the total hours worked do not exceed 40 hours for that week. The Supervisor must approve this in advance. Overtime worked without prior approval can result in disciplinary actions and could result in termination.

Paid hours not actually worked (e.g., vacations, jury duty, holidays, sick days, bereavement, etc) will not be counted when determining if an employee exceeds 40 hours worked in a single workweek. For example, if a full-time employee worked 40 hours during the week of Thanksgiving in addition to the 16 hours paid for the Thanksgiving holiday, the total hours paid would be 56 hours at regular time rather than 40 regular time plus time-and-a-half for the 16 hours paid Thanksgiving holiday

Compensatory Time (Non-Exempt)

TBC Supervisors may work in conjunction with employees to adjust work schedules when excessive hours are required to be worked. Compensatory time off **must** be taken during the same work week in which the overtime was worked unless approved by your Supervisor and Minister of Administration.

Payroll Deductions

TBC is required to deduct where applicable, federal, social security taxes and Medicare taxes. All voluntary deductions from an employee's paycheck (i.e. group health and life insurance premiums, salary reduced annuity, etc.) must be authorized in advance and in writing by the employee. The forms are available in the Business Office as well as online via the TBC website.

In December of each year, the Business Office will distribute to each employee a new Form W-4. All employees must complete a new W-4 annually and turn that into to the Business Office. Employees are encouraged to review their withholding allowances for federal income tax reporting purposes. These forms can become obsolete for employees because of: the birth of a new child, a pay raise, or a significant increase in itemized deductions.

Final Paycheck

In accordance with the Texas Payday Law, if an employee is laid off, discharged, fired, or otherwise involuntarily separated from employment, the final pay is due within six (6) calendar days of discharge. If the employee quits, retires, resigns, or otherwise leaves employment voluntarily, the final pay is due on the next regularly-scheduled payday following the effective date of resignation.

If an employee resigns or gives notice they will be resigning, there is no provision in the Payday Law requiring employers to continue to employ the person until the date they intended to resign or to pay them beyond time they actually work.

Garnishments

As required by law, the TBC is required to honor legal garnishments of employees' wages. TBC will notify the applicable employee of any garnishment notice received by TBC.

Section C.

STATEMENT OF POLICIES AND PROCEDURES:

Personal Appearance & Dress Code

Appearance reflects not only on the staff person as an individual, but also on TBC as well. The appearance of staff members shall be appropriate to the occasion and their duties. Attire should always be neat and attractive while on Church grounds. Business or business casual is appropriate for all workdays. Church leadership expects staff to take pride in their appearance and strive to achieve a positive image when representing TBC.

Open Door Policy

One of the foremost goals of TBC is to ensure that each employee has a way to express his/her problems, opinions or suggestions. Therefore, employees should feel free to discuss any concerns or problems with their Supervisor, the Minister of Administration or Senior Pastor.

Parking on Church Facilities

Parking spaces on Church facilities are available on a first-come, first-served basis. Employees should not park in spaces that have been appropriately designated (i.e. handicap, guest parking, drop-off areas, etc.).

Parking is at the employee's own risk. TBC will not be responsible for any forms of theft or damage to an employee's vehicle parked on or near Church facilities. Additionally, TBC will not be responsible for any personal property left in vehicles that is lost, damaged, stolen, or destroyed. Vehicles should always be locked when unattended. It is the responsibility of each employee to use prudent measures in safeguarding their vehicles while on Church facilities.

INCLEMENT WEATHER

Before Normal Working Hours

If an employee is at home when inclement weather begins, they should go to TBC website to see if a decision has been made about TBC operation. TBC will compensate full-time employees who were scheduled to come in that day if the offices are closed.

The Facilities Director and/or Facilities Support Manager will notify the Maintenance and Facilities Support Staff directly who will need to report to work for emergency situations. The Minister of Administration will contact any other support staff that might need to report.

Employees away on scheduled vacation or approved leaves of absence will not be called to report.

During Normal Working Hours

If TBC experiences a prolonged power failure, is aware of approaching bad weather or hears that the public school system is closing, the Minister of Administration will determine if Church facilities should be closed. All other TBC staff will be released by their immediate Supervisor after their responsible areas have been properly secured for the day.

If a FT employee is on the job and leadership closes the facilities, the employee will be paid for the hours they would have normally worked for that day.

LEAVING OFFICE DURING REGULAR HOURS

When an employee leaves the facilities, other than during their lunch or break period, he/she is expected to notify their Supervisor of his/her departure and the expected time of return to the facility. Any delays in returning should result in a call or text to the Supervisor. The time out of the office must be properly recorded as uncompensated leave time on hourly employee's time card or time sheet.

Break & Lunch Periods

Break and lunch schedules will be determined by the employee's Supervisor. Hourly paid employees are provided one (1) fifteen (15) minute break period for each four (4) hours

of work and a 45 minute **unpaid** lunch break. Break periods should be taken near the middle of the four (4) hour work period. If the employee chooses not to take his 15 minute breaks, they are allowed a 60 minute **unpaid** lunch break. A thirty (30) minute **unpaid** lunch period is provided for hourly employees who work more than five (5) hours in a work day; however, employees who do not work more than six (6) hours in a workday may choose to waive their right to a lunch period.

Break periods may not be accumulated to reduce working hours or to provide time off for personal business unless approved in advanced by their Supervisor. No work should be performed during the break and lunch periods.

Nursing mothers will be provided break time to express breast milk for her nursing child for one year after the child's birth. She will be able to take these breaks as needed. Private accommodations will be made available to the employee. Employee should contact the Minister of Administration and/or Human Resources/Office Manager to set up these accommodations.

STAFF MEETINGS/WORSHIP

Administrative Staff and Supervisors are required to attend Ministry Staff Team Meetings when scheduled.

The Pastoral Staff is required to attend weekly staff meetings as scheduled by the Senior Pastor.

Occasionally staff meetings will be held to provide ongoing training to TBC employees for the purpose of helping them perform their duties in light of changing federal and state laws or simply as related to professional learning and development. In addition, required meetings will be held annually to review employee benefits. These meetings are mandatory for all full-time staf. Employees will be compensated for their time.

PERSONNEL FILES AND RECORDS

It is critical that TBC maintains current and accurate information about each employee. Employees are expected to keep the Business Office informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, etc. Name changes will require documentation through Social Security.

The Human Resources/Office Manager should be notified of any changes to the employee's benefit arrangements (i.e. names of dependents and beneficiary for insurance purposes).

Personnel files will include the following types of employee information (list is not all inclusive):

- Position Description

- Offer of Employment
- IRS Forms (W-4, I-9)
- Receipt of employee handbook
- Periodic Performance Evaluations
- Memos on excellent performance
- Warnings and disciplinary actions
- ✚ Church issued equipment/supplies (keys, security codes, etc.)

Employees will be allowed to review their personnel records by making a request to the Minister of Administration. The personnel records may be reviewed in the presence of the Minister of Administration and/or Human Resources/Office Manager.

GRIEVANCES AND COMPLAINTS

Rules and Standards of Conduct

We expect all our employees to treat each other, members, vendors and guests with dignity and respect. That means that we do not use words that could be construed as harassing, degrading or offensive. If you have any questions about what is appropriate and what is not, please consult with the Minister of Administration.

The following is a partial list of violations to the Rules and Standards of Conduct. As it is impossible to identify in advance every possible infraction, this list will serve as a guide to actions which are likely to result in disciplinary action, including termination of employment. TBC also expressly reserves the right to discipline or discharge employees for conduct not specified. TBC also reserves the right to suspend an employee, with or without pay, pending its investigation of misconduct or violation of rules.

- Failing to follow the guidelines of TBC Mission Statement
- Falsifying employment applications
- Falsifying records
- Revealing confidential information of any kind
- Theft, fraud, embezzlement, or industrial espionage
- Personal or unauthorized use of Church equipment, time, material, or information
- Abuse, destruction, or waste of Church property or equipment
- Carrying concealed weapons or explosives or violating criminal laws on church premises
- Being under the influence of alcohol or illegal drugs (including controlled substances, look-a-likes, designer drugs, and trace amounts thereof) in the workplace
- Immoral or indecent conduct while acting as a church representative
- Verbal, visual, or physical conduct constituting sexual harassment
- Willful or repeated absenteeism or tardiness
- Performance that does not meet the requirements of the position

Administrative Complaints

Employees who have grievances or complaints regarding administrative policies, procedures or TBC structure should:

1. Discuss the issue(s) with their immediate Supervisor (the person who supervises their daily activities and schedules and approves their time).
2. If the employee feels the grievance or complaint is unresolved by the Supervisor, the employee should submit his/her concern(s) to the Minister of Administration who will review the matter and take the appropriate actions.

Grievances - Between Employees

Grievances or complaints between fellow employees should be addressed immediately between themselves as outlined in the “Guidelines for Job-Related Conflict Resolution - Between Employees” below. A time lapse in dealing with the situation could interfere with work assignments. If this process is unsatisfactory or unsuccessful, one or both should then discuss the problem with their Supervisor.

Guidelines for Job-Related Conflict Resolution, Between Employees

In accordance with God's Word, all TBC staff members are asked to follow these steps in resolving conflict:

I will first go to the person alone who has offended me and seek to resolve our differences and restore the relationship.

If going to the person first does not resolve the conflict, I will seek the help of my Supervisor. If the issue is with my Supervisor, I will go to the Minister of Administration.

This procedure is not appropriate when the employee's complaint is one of discrimination, harassment, or other serious or personal matter. (In that instance, the employee should follow the procedure set forth in the section below.) Rather, this procedure is to be used as a first step when an employee has work-related complaints about a fellow employee.

DISCRIMINATION AND HARASSMENT

TBC's policy prohibiting discrimination recognizes that harassment based on race, color, sex, national origin, citizenship status, age, disability or veteran status, is unlawful. TBC's objective is to provide a work environment that fosters mutual employee respect and working relationships free of discrimination and harassment. Leadership at all levels is responsible for assuring that discrimination and harassment issues are identified and resolved in a manner consistent with TBC's policy and objectives. Supervisors are responsible for ensuring that their employees are neither the cause nor the object of discrimination and harassment in the work place. If such discrimination and harassment is found, the employee must contact their Supervisor, Minister of Administration, or Senior Pastor so that appropriate corrective action can be taken

The following is a general definition of discrimination and harassment-

Discrimination and harassment is conduct relating to an individual's race, color, sex, religion, national origin, citizenship status, age, disability or veteran status, which has the purpose or effect of:

- Creating an intimidating, hostile or offensive work environment.
- Unreasonable interfering with an individual's work performance; or adversely affecting an individual's employment opportunity.

Sexual harassment has been further defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Examples of improper conduct include, but are not limited to:

- Verbal Discrimination/Harassment - such as derogatory comments demeaning jokes, slurs, etc.
- Physical Discrimination/Harassment - such as assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.
- Visual Discrimination/Harassment - such as derogatory or demeaning posters, cards, cartoons, graffiti, drawings, gestures, etc.

Complaints of discrimination/harassment of any type should be reported immediately by the employee to his/her immediate Supervisor. If his/her immediate Supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (if, for example, the Supervisor is the harassing party), the employee should immediately contact the Minister of Administration, or Senior Pastor. Employees are assured that they can raise concerns and make reports without fear of retaliation or reprisal and are encouraged to report any incident to management's attention.

After notification of the employee's complaint, a thorough and prompt investigation will be conducted by TBC. Efforts will be made to maintain the employee's privacy but since the investigation may include interviews with the employee, the party (ies) accused and any

witnesses, complete confidentiality cannot be guaranteed.

After the investigation has been completed, a recommendation by the investigating parties will be made to TBC leadership. If warranted, disciplinary action, which may include immediate termination, will be taken. The complaining employee will be given general information regarding the outcome of the investigation.

This policy also prohibits retaliation against employees bringing discrimination charges or assisting in investigating charges. Any employee bringing a complaint, or assisting in such complaint, will not be discriminated against or discharged because of the complaint unless the complaint is found to be groundless and/or brought for an improper purpose.

DRUG AND ALCOHOL POLICY

POLICY REGARDING ILLEGAL DRUGS, SUBSTANCES, STOLEN PROPERTY AND UNAUTHORIZED ITEMS

Program Objective

TBC has always had a commitment to provide a safe workplace for its employees and to reduce the risk of injury to Church's visitors and the general public. Further, TBC has worked to establish programs which promote a high standard of employee health. In keeping with those commitments, TBC continues to develop a Drug and Alcohol-Free Workplace Policy. Our goal is to establish and maintain an environment free of illegal drugs and alcohol for the benefit of all employees.

Church Premises

The term "Church Premises," as used anywhere in the Handbook includes all property, facilities, camps, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and property owned, leased, or in use by TBC, as well as any other location at which you are acting or appearing formally or informally as a Church representative.

Church Policy

It is TBC's policy that the use, possession, concealment, transportation, promotion, or sale of the following items or substances is strictly prohibited at all times while the employee is acting or appearing as a formal or informal Church representative, and on all Church premises:

- Illegal drugs, controlled substances (including trace amounts), look-alikes, designer drugs and unauthorized alcoholic beverages
- Firearms, weapons, explosives, and ammunition
- Stolen property or drug paraphernalia

- Unauthorized prescription drugs – except under the following conditions:

TBC, at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the on-the-job use of any such drug or medication accordingly. This may also include restricting the employee's work activity.

Searches and Inspections

TBC reserves the right, at all times, while any employee is on Church premises or is otherwise on duty to have Church Supervisors or authorized search and inspection specialists conduct searches and inspections of employees, or other persons and their lockers, baggage, desk, clothing, and vehicles, for the purpose of determining if such employees or other persons are in possession, use, transportation or concealment of any of the prohibited items and substances of this policy.

The employee's Supervisor has the right to conduct an on-the-spot search and inspection of employees and their personal effects as described above if said Supervisor has a reasonable suspicion that employees are in direct violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of representatives selected by TBC.

A "Search and Inspection" as defined in this policy may also require employees and other persons to submit to an unannounced urine drug screen test or blood and plasma test. These tests may be utilized under the following circumstances:

- TBC reserves the right to perform Pre-employment examinations; Part of an overall search and inspection of an employee's work area or location of employment;
- When an employee's Supervisor has a reasonable suspicion that an employee is intoxicated, using or under the influence of drugs or alcohol.
- Reasonable suspicion is a belief based on objective and other facts sufficient to lead a prudent Supervisor to suspect that the employee is using drugs or alcohol.
- When an employee or person is found in possession of suspected illicit or unauthorized drugs and/or alcohol or when any of these items are found in an area controlled or used exclusively by designated employees.
- Following a serious accident or incident in which safety precautions were violated or careless acts were performed.

Searches and inspections (including urine drug screening or blood plasma sampling) by specialists and church Supervisors may be conducted from time to time without prior announcement. Searches will be performed with concern for the personal privacy of each employee or other individual.

Church Position for Policy Violators

No employee or person search, urine drug screen, or inspection will be conducted

without written consent. An employee who refuses to submit to a search, urine drug screen, blood and plasma sampling inspection, or is found in possession, use, or transportation of any illegal substances, contraband, Church property, or any of the above mentioned drugs and unauthorized items, will be subject to disciplinary action up to and including termination of employment.

PERSONAL AND ETHICAL RESPONSIBILITIES

All employees must conduct their personal affairs in such a fashion that their individual responsibility and TBC's ministry and reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with TBC. Employees are expected to avoid acts that could violate sound business ethics or cause harm to TBC and/or fellow staff members.

Potential ethical conflicts could include, but not limited to: receiving gifts valued in excess of \$25.00 (excluding meals) from Church suppliers, misappropriation of work time on church property, biased selection of vendors or vendor contracts, disclosures of confidential church information to others or use for personal gain, etc. Compliance with these standards is the responsibility of every employee, church member employees or non-church member employees.

CONFIDENTIALITY OF CHURCH INFORMATION

During the course of the employee's employment with TBC, they may have access on a regular basis to information of a highly sensitive and confidential nature. This information will be contained in church records, correspondence with church members and others, inter-office memoranda, and other similar documents.

Employees of TBC serve in a position of trust. They have an obligation to TBC and to those persons to whom TBC ministers to, assure that the confidentiality of this information is strictly maintained and protected.

Unauthorized use or disclosure of this information, even if inadvertent, compromises both the employee and TBC and seriously erodes the confidence of others without which TBC simply could not effectively minister.

The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with TBC. Disclosure of confidential information could result in termination.

COPYRIGHT INFRINGEMENTS

TBC Leadership will not tolerate any forms of copyright infringements. Church owned copy machines; computers, tape duplicators, cellular phones, tablets, sound recording devices or any other forms of duplicating or reproducing equipment should not be used to copy or reproduce any forms of copyright materials for ministry or personal use. This policy is strictly monitored. Violation of this policy can result in immediate termination.

ISSUANCE OF CHURCH PROPERTY AND EQUIPMENT

An employee should never copy church keys. Copying of Church keys will result in immediate termination.

Any Church owned property and/or equipment (i.e. keys, credit cards, laptop computers, cellular phones, radios, uniforms, etc.) which has been personally issued to an employee to perform their job remains the property of TBC. It is the employee's responsibility to use these for Church related business only. These items must be returned to Minister of Administration at the time of the employee's termination.

USE OF CHURCH COMPUTERS

The purpose of these guidelines is to maintain the integrity of TBC's computer network. Understanding of, and abiding by these guidelines, is essential to ensure that the system can be used without impeaching its integrity.

Designated Use

Church computers, tablets and cellular phones are to be used for TBC business and associated ministries only.

Personal Software

The use of personal software will not be allowed. If there is a software package an employee desires to have available on the network, the employee should notify the Minister of Administration. An evaluation to determine appropriateness, cost and other considerations will be made, and if approved, it will be purchased from church funds and installed by the Network Administrator.

Home Computer Use

Computer software purchased by TBC is owned by TBC and cannot be copied or installed on employee's or lay leader's home computers. TBC documents, spreadsheets, or data cannot be loaded on any other computer not owned by TBC without prior approval. All TBC computer data and information belongs to TBC and should not be copied or given to any person or loaded onto any other computer.

Audits

All computers owned by TBC will be subject to random periodic inspection for compliance with these guidelines. Failure to comply with these guidelines could result in immediate termination.

Donated Computer Equipment and Equipment not Purchased by TBC

Equipment not procured by the Business Office will not be maintained or serviced by TBC. Every effort is made to maintain system compatibility and standardization to ensure adequate spare parts are in stock and personnel are knowledgeable in maintenance and

repair of such equipment. As with any donation, approval from the Minister of Administration is required before the item is accepted.

Security

It is a priority of TBC to achieve the highest levels of confidentiality as possible in TBC's computer network. In order to maintain proper security controls, cooperation will be necessary in the following areas:

User IDs and Passwords

User IDs and passwords will be issued and controlled by the Network Administrator. These passwords are used to identify authorized users on TBC's system. Therefore, each employee password must be maintained confidential, and can only be reset by the employee and the Network Administrator. The employee should not share his or her password or allow anyone else to use it. A password should consist of a word and/or numbers known to the employee but not easily guessed by others.

Use of System

The computer system is to be used only by those with assigned accounts. Access will be limited to selected church members who actually have a ministry related computer use. If special computer access is needed, the ministry Department Head should contact the Network Administrator.

If a ministry is having a hardware, software or system problem, they should communicate this to the Network Administrator.

Stand-Alone Computers, Laptops and Tablets

The guidelines above also relate to stand-alone laptop computers and tablets. There will be no unauthorized use of, or software allowed to be loaded onto a church owned computer. If a computer is connected to a church network, the employee is permitted to download only to the stand-alone or laptop's hard drive. Under no circumstances should a download take place to TBC network computer system.

It is the employee's responsibility to seek guidance through the Business Office for any questions concerning computer usage.

E-MAIL USAGE

Every communication the employees and lay leaders of TBC have with the public or with other employees should be of the highest possible quality. Therefore, employees and lay leaders are expected to pay close attention to any electronic mail (e-mail) message sent internally or externally. E-mail messages sent externally should receive the same attention to detail as do hard copies.

Employees are to use Church e-mail, voice mail and computer network systems only for

Church business, not for personal reasons. Personal reasons include, but are not limited to, non-job-related communications, research and solicitation. No emails are considered private, even if the email account is not owned by TBC and accessed using Church computers.

Inappropriate use of Church's property or telephone, electronic or computer network system will result in disciplinary action, up to and including immediate termination without notice.

SOCIAL NETWORKING

In general, TBC views social networking sites (e.g., Facebook, Instagram, Twitter, Snapchat, etc.), personal Web sites, and Weblogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of TBC on such Internet venues, some readers of such Web sites or blogs may view the employee as a representative or spokesperson of TBC. In light of this possibility, TBC requires, as a condition of employment that employees observe the following guidelines when referring to TBC, its programs or activities church members, and/or other employees, in a blog or on a Web site.

1. Employees must be respectful in all communications and blogs related to or referencing TBC, members and/or other employees.
2. Employees must not use obscenities, profanity, or vulgar language.
3. Employees must not use blogs or personal Web sites to disparage TBC, church members, or other employees of TBC.
4. Employees must not use blogs or personal Web sites to harass, bully, or intimidate other employees, or church members. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another employee or church member.
5. Employees must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by church policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.
6. The use of our copyrighted name or logo is not allowed without written permission.

Any employee found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including termination of employment.

Cell Phone Policy

It is TBC's policy to conduct its business in a manner that protects the safety of employees, others involved in its operations, members and the general public. Safely operating a motor vehicle requires a driver's total attention. Based on studies, the use of cellular telephones (hand-held or hands-free) or other communications devices while driving detracts from this attention. Accordingly, the following requirements apply to employees and volunteers while driving for the purpose of conducting church business.

The employee/volunteer should not use a cell phone or any electronic handheld device while operating a church owned or rented vehicle or while carrying out employment/volunteer duties in a privately owned or rented vehicle. If cell phone or electronic handheld device use is necessary, the employee should pull off the road, if possible.

If the employee is unable to pull off the road while using a cell phone or electronic handheld device, the following uses are allowed, unless prohibited by federal, state, or local law:

- Cell phone hands-free device use, including Bluetooth
- Cell phone use as a GPS, if voice prompted/hands-free
- GPS or other electronic device, if voice prompted/hands-free

The following cell phone or electronic handheld device use is not allowed under any circumstances, while operating a church owned or rented vehicle or while carrying out employment/volunteer duties in a privately owned or rented vehicle:

- Handheld cell phone use
- Texting
- Email use
- Internet use
- Cell phone use as a GPS that is not hands-free
- GPS or any other electronic handheld device use

PERSONAL CELLULAR PHONE USE

Employees who are not reimbursed by TBC for their cellular phone or who do not have church owned cellular phone are not required to answer or use their phones in any manner for church business. This includes texting, social media, email and related activities.

Personal cellular phone use is allowed while at work as long as it does not hinder the employee from performing their tasks as required by the job description and related duties.

CASHING OF PERSONAL CHECKS

To avoid the appearance of a possible conflict-of-interest, Church funds shall not be used to cash personal checks of employees.

PERSONAL USE OF CHURCH STATIONERY

TBC stationery is to be used for authorized Church use only. Anything written on Church stationery should comply with TBC's policies reflecting its values and integrity.

EXPENSE REIMBURSEMENTS

Employees will be reimbursed for ministry related expense reimbursements as so outlined

in TBC's Employee Accountable Expense Reimbursements and Advance policy. This policy, and the process for filing expenses, is maintained by the Business Office and will be distributed to employees as needed. This policy also addresses the employee's use of church issued credit cards.

Section D.

BENEFITS

STATEMENT OF POLICIES AND PROCEDURES:

Although the benefits described in this Section are currently available, the benefits may be adjusted (including being decreased) at management's discretion and without prior notice.

VACATION

Exempt Employees

Regular full-time Exempt Employees vacation is determined by the length of service in the ministry and not based upon just the length of full-time service at TBC. (As years of service in ministry are much like serving in a major Church, moves from one ministry location to another should not negatively impact considered "tenure" for vacation. For example, if a person has served in the ministry for six years at various locations, he or she should be entitled to three weeks' vacation [see below].) These staff will earn vacation as follows:

On January 1 following date of employment through 4 Years - 2 Weeks

If total ministry service is 5 Years through 14 Years - 3 Weeks

If total ministry service is 15 Years through 24 Years - 4 Weeks

If total ministry service is 25 Years or more - 5 Weeks

The determination of the number of the years to be credited toward length of accumulated service in the ministry prior to being employed by TBC shall be made at the time of ministerial call or employment.

Choice of vacation dates must be cleared through the employee's immediate Supervisor and then turned in to the Minister of Administration for approval at least 10 working days in advance.

Ministerial employees' responsibilities include regular attendance of Sunday morning worship services. This day is essential to fulfilling the role as a minister at TBC. Therefore, it is the policy of TBC that all ministers are limited to six (6) Sundays away from TBC for all purposes per calendar year. Generally, care should be exercised that sufficient ministerial staff is in place to conduct the business of TBC or a department.

"Not a Contract"

Non-Exempt Employees

Regular full-time non-exempt employees will accrue vacation based on their anniversary date and their length of continuous service with TBC, as follows:

- On January 1 following the date of continuous full-time employment through 4 Years - 2 Weeks
- After 5 Years of full-time employment through 14 Years - 3 Weeks
- After 15 Years of full-time employment through 24 Years - 4 Weeks
- After 25 Years of full-time employment- 5 Weeks
- For new employees, the 90-day probationary period will count as continued service in performing the above calculations.

All Employees

Vacation days begin in January. You can carry over 5 vacation days a year.

Choice of vacation dates should be cleared through the employee's immediate Supervisor and then turned in to the Minister of Administration's office for eligibility verification at least 10 working days in advance.

The dates requested by the employee will be honored when possible. Requests should be made on a Absence Request Form or through the online tracking system. It is understood that cooperation and agreement will be necessary to consider work need and the desires of other employees. Vacation requests will be approved on a first-come, first-served basis, and only if the time off will not interfere with the normal ministry operations of TBC. The Minister of Administration will resolve scheduling conflicts.

When holidays occur during vacation time, the holiday will not count as vacation.

Upon termination the employee will be paid for any unused earned vacation.

Compensation will not be given for any unused vacation time remaining at the end of the calendar year.

HOLIDAYS

The following are recognized as paid holidays:

New Year's Day	Independence Day
Martin Luther King	Labor Day
Good Friday	Thanksgiving (2 days)
Fiesta Friday	Christmas Eve through New Years
Memorial Day	

Employees away from work on an unpaid leave of absence, other than leaves due to work-related injuries, will not be compensated for holidays occurring during their leave of absence.

In the event any of these holidays occur on Saturday or Sunday, alternate days will be determined by the Senior Pastor and Minister of Administration.

TBC offices and buildings are closed on these days.

In the event a non-exempt full-time employee is required to work on a scheduled holiday, they will be paid time and a half for the hours worked. An alternate day off will be approved by the immediate Supervisor and Minister of Administration and must be taken within 14 days and marked on their timeclock as Holiday.

Adjustments in the holiday schedule shall be determined by the Personnel Team upon recommendation of the Senior Pastor and the Minister of Administration.

LEAVE OF ABSENCE OTHER THAN FMLA

TBC makes leaves of absence available to employees on the following basis:

Requests for a leave of absence must be approved by the employee's Supervisor and the Minister of Administration based on the facts and circumstances surrounding each individual request. All regular and full-time employees are eligible for a leave of absence.

A leave of absence up to three months may be granted for short-term disability without loss of seniority. You will not receive pay during a leave of absence unless you are using personal leave benefits or vacation pay.

A leave of absence may be granted for a compelling personal reason that does not qualify under the provisions of the state and/or federal Family Care and Medical Leave Act.

If you are being paid (sick time or vacation), TBC will continue to pay its portion of the benefits cost for employee and dependent coverage. If you are not being paid, you will be responsible for the full cost of benefits if you wish to continue benefits coverage. You should contact your immediate Supervisor and the Minister of Administration as soon as you know you are going to miss more than 10 days of work.

Employees who have completed at least 6 months of continuous service may request for an unpaid personal leave of absence, without pay, for any length of time up to a maximum of 90 days. This request must state the reason for the leave, as well as the beginning and ending dates.

Requests for a personal leave must be approved by the employee's Supervisor and at the discretion of the Minister of Administration, based on the facts and circumstances surrounding each individual request.

Employees who return to work at the end of a personal leave will be returned to their former employment classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available. It should be clearly understood, however, that no absolute guarantees can be made to an employee who takes a personal leave of absence that he or she will be assured of employment upon

returning from that leave.

Leave of Absence – Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth and care of the newborn child of an employee;
- for placement with the employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours of work.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

Requests for family care and medical leave will normally be granted by the Minister of Administration based on the facts and circumstances surrounding each individual request. Requests for family care and medical leave to care for a child, parent, or spouse with a serious illness/health condition, or an employee with a serious illness/health condition, must be accompanied by a health provider's written statement that certifies the need for the leave and an estimate of the length of time the employee will be unable to work due to the serious illness/health condition.

Employees on family care and medical leave may be required, or may elect, to use accrued vacation and/or sick pay benefits.

Although TBC is not able to guarantee reinstatement in all cases, employees on family care and medical leave who return to work immediately following the end of an approved leave will normally be returned to the same position they held immediately prior to their

leave or, if that position has been eliminated, a comparable position if one is available.

In some cases, employees may take intermittent leave or may work a reduced number of hours instead of taking 12 consecutive weeks of leave. Unless intermittent leave or working a reduced number of hours is medically necessary, TBC must approve this arrangement, through the Supervisor's, Pastor's and Minister of Administration's recommendation to the Personnel Committee. In cases of medical necessity, TBC and employee will work together to agree on an acceptable arrangement, subject to the approval of the health care provider. When employees take leave on an intermittent or reduced schedule, TBC may require the employee to transfer temporarily to another position that better accommodates this schedule, as long as the other position has the same pay and benefits.

Employees with a serious illness/health condition must present a health provider's written release of wellness, verifying that they are able to perform their duties safely and that they pose no health risk to others before they will be allowed to return to work.

Paid Parental Leave

In the spirit of Trinity Baptist Church's vision of being a Caring Family of Believers, it is the Church's honor to provide paid Parental leave following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid Parental Leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA), as applicable.

Eligibility:

- Employees must work for the company at least 30 hours per week for the past 12 consecutive months immediately preceding the date the leave would begin.
- Is Currently Pregnant
- Has given birth to a child or is the spouse of someone who has given birth to a child.
- Has adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouses' child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental (Maternity & Paternity) Leave:

- **Maternity Leave** will consist of 6 weeks of paid leave for pregnancy-related medical conditions, childbirth, as well as adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6 week total amount of paid Maternity leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of paid Maternity leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

- **Paternity Leave** will consist of 2 weeks of paid leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the three-week total amount of paid Paternity leave granted for that event. In addition, in no case will an employee receive more than 2 weeks of paid Paternity leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid Parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid Parental leave will be paid on regularly scheduled pay dates.
- Approved paid Parental leave may be taken at any time during the pregnancy or twelve-month period immediately following the birth, adoption or placement of a child with the employee. Paid Parental leave may not be used or extended beyond this twelve month time frame following the birth/adoption of the baby.
- Employees must take paid Parental leave in one continuous period of leave and must use all paid Parental leave during the twelve month time frame indicated above. Any unused paid Parental leave will be forfeited at the end of the twelve month time frame following the birth/adoption of the baby.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid Parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid Parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. (For couples working with the same employer, FMLA combines your time together .) All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid Parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick or vacation. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid Parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid Parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid Parental leave entitlement.

Requests for Paid Parental Leave

- The employee will provide her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

Bereavement Leave

In the case of a member of the immediate family, as defined for bereavement leave (employee's spouse, children, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents, spouse's siblings, or other relatives that reside in the employee's household), the regular full-time employee may be paid for the absence from scheduled work for a period not to exceed three (3) consecutive work days if the funeral is local or five (5) consecutive work days if the funeral is out of state.

In the case of a death of a relative other than the immediate family, the employee may be paid up to three (3) additional workdays per year.

This benefit does not apply if the death occurs while the employee is on vacation, holidays, leave of absence or absence for any other reason. Employees who require more days away from work than is allowed under this leave may request earned vacation time, sick time or a personal leave of absence, subject to the approval of his/her Supervisor and Minister of Administration

The employee's Supervisor should be notified immediately of the need for bereavement leave. The Supervisor should contact the Business Office and furnish any needed information for payroll purposes.

Bereavement leaves, as defined in this policy, will not accrue or accumulate, nor be paid if unused at year-end or upon termination of employment. Hourly pay for this form of leave will be computed at the employee's regular rate to a maximum of eight hours for one day. This leave pay shall not be credited as time worked for the purpose of computing overtime.

Any exceptions to Bereavement Leaves must be approved by the Minister of Administration.

Jury Duty

TBC believes it is the duty and responsibility of employees to answer a jury duty notice and serve if selected.

Full-time employees who are called to serve on jury duty will be paid their regular wages. Hourly and part-time employees will be paid for the hours they normally work if on jury duty during the hours they would normally work.

Upon completion of jury duty, a jury duty attendance form provided by the Court should be submitted to the Business Office. Employees who are excused from jury duty for the day, or are excused early, should report back to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal ministry operations, the Minister of Administration may request that the employee seek court approval that such required service be rescheduled for a later date that would be more convenient for TBC.

Military Leave

Employees who are required, as members of the National Guard or a reserve unit, to attend a training period not exceeding two weeks will be granted the necessary time off. The employee will be paid the difference in the amount received from the government for this training (less travel allowance) and their regular wages for that period. These employees must present a statement from the commanding officer as to the length of training and the amount of compensation (less travel allowance) received for the period of training.

Employees returning from active military service are entitled to reinstatement rights in accordance with federal and state law.

Voting Leave

An employee will be allowed up to one (1) hour of time off to vote if the polls are not open for two (2) consecutive hours of the employee's non-working time. Employees for whom one (1) hour may be insufficient are encouraged to consider voting absentee prior to Election Day.

Workers' Compensation Time Off

If the Family and Medical Leave Act applies, the worker's compensation leave will run concurrently as family care and medical leave.

Provisions for All Leaves of Absence

Except for sickness or emergencies, employees are expected to inform their Supervisor and TBC of any planned absence away from work. The employee should complete an Absence Report Form request and forward it to their Supervisor for approval. Employees are expected to give as much advance notice as possible, especially for extended absences, to allow their Supervisor and TBC to coordinate and reassign work responsibilities. When allowed, Supervisors may request employees to reschedule their planned time off if it causes conflicts with ministry activities, employee shortages, etc.

A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a health provider's written statement that certifies the need for the extension.

Failure to return to work on the first work day following the expiration of an approved leave of absence may be considered a voluntary termination.

Employees must make arrangements with TBC to pre-pay their share of group insurance premiums before taking a personal leave of absence.

- TBC will continue to contribute to group health insurance premiums, as if the employee were actively at work, for up to 12 (twelve) workweeks of an approved family care and medical leave of absence.
- TBC will continue to contribute to other group insurance premiums, as if the employee were actively at work, for one month of an approved family care and medical leave of absence.
- Employees may be required to pay the entire premium for other continued group insurance coverage during the portion of an approved family care and medical leave of absence in excess of one month.
- Employees must make arrangements with TBC to pre-pay their share of group insurance premiums before taking a leave of absence. Employees who fail to return to work at the end of an approved leave of absence may be required to reimburse TBC for group insurance premiums paid by TBC while the employee was on leave.

Employees on leave of absence may be subject to lay off on the same basis as employees who are actively at work.

Employees on leave of absence must communicate with their Supervisor at least once each month regarding their status and anticipated date to return to work.

Employees who falsify the reason for their leave will be terminated.

SICK LEAVE DAYS

Employees who have completed at least 90 days of continuous service will be eligible to participate in TBC's sick leave program. The plan operates as follows: (1) the employee accrues 1 day per month sick pay; (2) sick pay can be accumulated if unused up to a maximum of 30 consecutive days; (3) sick pay may not be advanced.

Sick leave may be granted for personal illness or injury or illness or injury of a member of the immediate family (immediate family is defined as the employee's spouse, children, mother or father).

In the event of extended illness, accumulated sick pay will be used first. Then, if the employee wishes, any unused vacation may be used. As appropriate, a doctor's certification may be requested for any absences lasting three or more consecutive days.

Sick pay will continue to accrue only as long as the employee is actively employed. As an example, if the employee is on an unpaid leave of absence, sick pay will not accrue.

Employees will not be paid for unused sick leave benefits upon termination of employment.

All non-exempt or hourly employees are required to note their sick leave on their time record for Supervisor approval. All employees are to furnish Absence Reports or record their time in the online tracking system. If the Absence Report is furnished, the Supervisor

must turn these Absence Reports into the Business Office. These procedures must be done in order to be paid for leave. The Business Office will maintain individual personnel records regarding the status of the employee's absences. Employees should check with the Minister of Administration to determine if sick time is counted as "concurrent time" with family care and medical leave entitlements.

RETIREMENT PLAN – ANNUITY PARTICIPATION

Eligibility:

TBC Annuity Plan is designed to cover all full-time employees, subject to the waiting period designated for certain group classifications as shown below:

Group	Eligible
A. Exempt Employees	Immediately
B. All Other Employees	January 1, after completion of 1 year of employment

All new or present non-exempt employees when qualified will be eligible to participate in the program on the next January 1st after the completion of one year of service.

The voluntary employee contribution may be any amount up to the maximum allowable amount under I.R.S. regulations. Employee contributions to the plan will be tax-sheltered and TBC will match contributions dollar for dollar up to 2.5% of employee's compensation (TBC may consider 5% based on employee's prior church service) All employees are encouraged but not required to participate when qualified.

On January 1 following the employee's third full year of participation in the retirement plan, TBC will match contributions dollar for dollar to the plan maximum of 5% of the employee's compensation. All employees are encouraged but not required to participate when qualified.

TBC, through its Personnel Committee and budget process, may change the rates in the steps above for TBC's participation in the retirement plan.

Any employee may voluntarily increase their percentage in keeping within IRS and Annuity Board provisions. The employee will need to execute a new "Salary Reduction Agreement" to effect the change. IRS requirements are that only one change can be made each year.

RETIREMENT

Retirement Age: The normal retirement age is to be the first month after attainment of age 65. For the purposes of this plan the employee may retire at age 60 or thereafter at his/her own election. Employees are allowed to work beyond the age of 65.

WORKERS' COMPENSATION INSURANCE

Every employee of TBC is automatically covered by Workers' Compensation Insurance at the time of employment.

All employees are required to immediately report any type of work-related injury or illness to their Supervisor, as soon as it occurs, regardless of how minor the injury or sickness may be. Proper first aid and/or medical attention should be sought immediately. Supervisors are required to immediately complete an Accident Investigation Report for all work-related injuries.

The Human Resources/Office Manager should be notified immediately when any work-related injury or illness occurs.

FEDERAL AND STATE UNEMPLOYMENT PROGRAMS

Being a tax-exempt 501(c)3 TBC has elected not to voluntarily participate in state or federal unemployment programs. Therefore, church employees **are not** eligible to draw unemployment benefits from these programs should their employment here be terminated.

CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS

Where it can be demonstrated that TBC will benefit from an employee's participation in a continuing education program or professional development program, time away may be granted and the related expenses may be paid or reimbursed from church funds. Requests for time away and payment of expenses related to continuing education programs and professional development must be approved in advance by the Senior Pastor or Minister of Administration.

Annually, during the employee's evaluation and budget preparation time, plans should be prepared and submitted to their Supervisor. Requests will be reviewed and ultimately approved by the Executive and/or Senior Pastor.

SPOUSE ATTENDING CONFERENCE WITH EMPLOYEE

When an employee attends a church approved and church paid conference and the spouse also attends, all travel, entertainment, and direct conference expenses relating to the spouse shall be paid by the employee. If TBC elects to pay any of the spouse's expenses, such payments will be treated as taxable income to the employee as required by IRS regulations. If the spouse is attending a church conference as an elected delegate of TBC, then the spouse's expenses will be ministry related and not taxable to the employee.

Reporting of Time Away

Employees may request time off online through the attendance module and/or through the Absence Request Form. Time will need to be approved in advance by the Supervisor either through the online program or signed off on the Absence Request Form and returned to the HR/Office Manager for recording.

MINISTER'S HOUSING ALLOWANCE

All ministers desiring to receive housing allowance exclusion must submit a Computation of Minister's Housing Allowance form prior to the December Personnel Team Meeting to the Minister of Administration or Human Resources/Office Manager. The burden of proof for the actual use of the minister's housing allowance rests with the minister and is not the responsibility of TBC. This form is reviewed and approved annually by the Chairman-Personnel Team.

Section E.

PERFORMANCE STANDARDS

Statement of Policies and Procedures:

It is TBC's policy to conduct performance reviews with employees on a regular scheduled basis as a means of fostering employee development and motivating employees to reach their full potential.

GENERAL INFORMATION

It is not possible to provide an exhaustive list of every performance standard. However, employees are responsible for understanding and complying with the standards as stipulated in the Employee Handbook.

Work Performance

Employees may be disciplined, up to and including immediate termination without notice, for poor work performance as determined by their Supervisors, Senior Pastor, TBC Administrator or the Personnel Team. Examples of poor work performance is as follows, but is not limited to:

- ❶ below average work in quality or quantity
- ❷ poor attitude, including rudeness, lack of cooperation, acts of dissention within staff
- ❸ excessive absenteeism, tardiness, or abuse of break and lunch privileges
- ❹ failure to follow Supervisory instructions or abide by church policies and procedures.

Misconduct and/or Unacceptable Behavior

Employees may also be disciplined, up to and including immediate termination without notice, for misconduct and/or unacceptable behavior. Examples of misconduct include but are not limited to:

1. acts of insubordination
2. abuse, misuse, theft, or the unauthorized possession or removal of Church property or the personal property of others
3. falsifying or making a material omission on Church records, reports, or other documents, including payroll, time sheet personnel, and employment records
4. divulging confidential Church information
5. disorderly conduct on Church property, including fighting or attempted bodily injury or the use of profane, abusive or threatening language toward others
6. violation of any law adversely affecting TBC or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment

Disciplinary Action

Because of the many possibilities that might exist in any set of circumstances, it is not practical to set out the appropriate action for dealing with every employment problem. The range of actions could be from just mentioning the problem to the employee up to and including immediate termination without notice. TBC reserves the right to enter into any phase of discipline, at any time, depending on the nature and frequency of offenses.

When disciplinary action is needed it will always be done in a spirit of restoration. When an employee has been informally counseled without results, the following progressive actions may be performed; however, certain cases may warrant only one or some of the following steps prior to termination, while others might warrant all steps.

Step One: Oral Warning

In a private counseling session, the Supervisor will remind the employee of the need to

meet acceptable standards of performance and conduct and seek to obtain the employee's agreement to perform properly in the future.

Supervisors will contemporaneously document the oral warning in writing to reflect what was said to the employee.

Step Two: Formal Reprimand/Notice

In this meeting, the Supervisor will explain (and, if applicable, reiterate) the unacceptable standards of performance and/or conduct and stress the importance of improvement or correction. This reprimand will be documented in advance, noting:

- ✚ Why performance is inadequate
- ✚ What level of performance is expected
- ✚ A deadline for improved performance
- ✚ The consequences of failure to improve performance

The employee and Supervisor must sign this warning. A copy of the warning will be given to the employee and the original forwarded to the Minister of Administration for inclusion in the employee's personnel file.

Step Three: Final Written Warning

If previous counseling has not corrected the situation or should a problem of sufficient seriousness arise that a final warning is considered appropriate as a first step, a final written warning will be issued, noting:

- ✚ A complete, specific and an in-depth review of the problem.
- ✚ An action plan to address the issues raised and a reasonable time period to accomplish the plan.

The employee's Supervisor, ministry Department Head and the Minister of Administration will provide this notice and it will be signed by the employee and his/her Supervisor.

If corrections are not made to the satisfaction of the Supervisor, the employee will be terminated.

Step Four: Termination

PERFORMANCE EVALUATIONS

Employees will receive a written performance evaluation after approximately 90 days of service and once a year thereafter. The purpose of the evaluation is to let you know how well you are doing.

You will have the opportunity to discuss your performance evaluation with your immediate Supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help TBC to make important decisions about job placement, training and

development, and pay adjustments.

A satisfactory performance evaluation does not guarantee a salary increase nor alter, modify or amend the at-will-employment relationship between you and TBC.

TERMINATIONS

Voluntary Termination

A voluntary termination is a termination that is initiated by the employee.

Ministerial and Exempt Staff

A resignation letter should be submitted to the Minister of Administration with a copy also provided to the ministry Department Head and the Chairperson of the Personnel Team. These leadership level positions are expected to provide at least thirty days written notice.

An Exit Review should be conducted by the Minister of Administration.

Support Staff

These staff employees should give at least a two-week written notice to their immediate Supervisor before leaving their job.

An Exit Interview should be conducted by the Minister of Administration or Human Resources/Office Manager.

Involuntary Termination

An involuntary termination is a termination that is initiated by church leadership for reasons other than changing ministry conditions. Ministry and Professional Staff members may be dismissed upon joint recommendation of the Senior Pastor, Personnel Team, and Trustees. Support Staff may be dismissed upon recommendation of the employee's immediate Supervisor, ministry department head or the Minister of Administration.

ACKNOWLEDGEMENT OF RECEIPT OF CHURCH EMPLOYEE HANDBOOK

I hereby acknowledge receipt of the Employee Handbook ("Handbook") of TBC. I understand and agree, as specified in the Handbook, that the Handbook is not a contract of employment and that my compliance with it will not guarantee continued employment. I further understand and agree, as specified in the Handbook, that my employment with TBC may be terminated at any time, with or without cause and with or without notice by TBC or by me, and regardless of the date of payment of any compensation to me or the characterization of my compensation as payable per week, month, year, or other period. **I understand that no one at TBC except the Personnel Team, acting through the Minister of Administration, has authority to make any arrangement with me contrary to the foregoing, and that the Personnel Team, acting through the Minister of Administration, can only do so in a written agreement, signed by the Minister of Administration (or the Chairman of the Personnel Team.)** I also understand that no

course of dealing or conduct by TBC as to me or any other employee of TBC (whether announced to, or known by me or not) shall constitute a contract of employment or for any compensation or other benefits.

I understand and agree, as set forth in TBC Handbook, that any dispute or controversy arising out of my employment with TBC shall first be submitted to TBC's internal review process as described in the Handbook.

Nothing contained herein shall prevent either party from filing any action in a court of competent jurisdiction for the limited purposes of outlining and supervising the enforcement of the mandatory arbitration process and of issuing any injunctive or similar preliminary relief as may be deemed appropriate by such court in advance of the issuance of any arbitration award.

I HAVE READ AND UNDERSTOOD THIS ACKNOWLEDGMENT AND AGREEMENT ON A LINE-BY-LINE BASIS. IF THERE ARE ASPECTS THAT I DID NOT UNDERSTAND, I HAVE CONSULTED WITH MY OWN ATTORNEY BEFORE SIGNING. I UNDERSTAND THAT, AMONG OTHER THINGS, THE OPERATION OF THE BINDING ARBITRATION PROVISIONS WILL HAVE THE PRACTICAL EFFECT OF WAIVING MY RIGHT TO TRIAL BY JURY IN ANY DISPUTE THAT I MAY HAVE INVOLVING TBC.

Date: _____

Employee Signature

Employee Name (Please Print)

EMPLOYEE CONSENT FORM: DRUG POLICY

To increase the likelihood that TBC will have a safe working environment for its employees, TBC as established a policy regarding the prohibition of illegal drugs, alcohol, stolen property, firearms, weapons, ammunition, explosives and any other hazardous substances or articles from any premises or vehicles owned, leased, operated, or otherwise in use by TBC.

It is understood that the policy may be implemented by such reasonable means as may from time to time be determined appropriate, including searches and inspections of the person, vehicles, and personal effects and urine drug screening or blood and plasma sampling of any person according to the guidelines explained in the policy.

Employees who either decline to be searched, refuse to submit to a urine drug screen or blood test (as required in the policy), or who otherwise are found in violation of the policy will be subject to disciplinary action up to and including discharge from employment.

ACKNOWLEDGMENT

I have read and understood the policy on a line-by-line basis. I agree to submit to all of its requirements (including urine drug screening or blood and plasma tests). I understand that compliance with the policy is a condition of my employment with TBC. I also understand the disciplinary action that will be taken if I am found in violation of the policy.

Employee Signature _____

Employee Name (Print) _____

Date _____