

Personnel Policy Manual

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Personnel Policy Manual

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1) INTRODUCTION TO THIS MANUAL

- A. These written policies of South Point Baptist Church Incorporated (CHURCH) are designed to increase understanding of personnel policies and to ensure uniformity in implementation.
- B. The CHURCH may revise policies as approved by the congregation, always exhibiting love and concern for the impact on current employees.
- C. Each staff member will be given a copy of this policy manual and will be asked to sign and return a written statement acknowledging they have read and understand the policies.

2) SUPERVISORY RELATIONSHIPS

- A. The pastor will do a self evaluation to be reviewed by deacons.
- B. The Pastor, or his designee, will supervise the staff.

3) OPEN DOOR POLICY

- A. The CHURCH encourages all employees to talk with the Pastor or his designee regarding ideas that could improve the working environment or effectiveness of our ministries.

4) DEFINITION OF POSITION STATUS

- A. Regular Full-time Employees - Employees in regular full-time positions may be exempt or non-exempt as defined by current wage law and are scheduled to work 30 or more hours per week. Employees in this classification may be eligible for sick leave or vacation after actively working for a minimum of 24 weeks.
- B. Regular Part-time Positions - Employees in part-time positions may be exempt or non-exempt as defined by current wage law and are scheduled to work fewer than 30 hours per week. This status also requires that an employee be hired and actively working for a minimum of 24 weeks. Employees in this classification are eligible for sick leave or vacation prorated based on hours worked.
- C. Temporary Full-time Positions - Employees in temporary full-time positions may be exempt or non-exempt as defined by current wage law and are scheduled to work 30 or more hours per week for a period not expected to exceed six months. Employees in this classification are not eligible for sick leave or vacation.
- D. Temporary Part-time Positions - Employees in temporary part-time positions may be exempt or non-exempt as defined by current wage law and are scheduled to work fewer than 30 hours a week for a period not expected to exceed six months. Employees in this classification are not eligible for sick leave or vacation.

5) EMPLOYMENT

- A. For applicants to be considered for employment they must meet the same scriptural requirements as outlined in the Church's Bylaws, section 1.1.C Non-Biblical Sexual Practice/Lifestyle.
- B. Each employee is considered to be an "at-will" employee. Employment may be terminated at any time at the discretion of either the Church, pursuant to the By-Laws, or the employee.
- C. Ministerial positions will be filled by the church pursuant to the terms set forth in By-Laws.
- D. Upon hire, each employee will sign a job description as outlined by the church describing roles and responsibilities clearly establishing work expectations.
- E. Two members of an immediate family will not be employed by the CHURCH. Immediate family being mother, father, siblings, their children, their spouses or spouses parents.
- F. Individuals under the age of 18 years will not be considered for regular employment, but may be employed on a temporary part-time basis.

6) PERSONNEL FILES AND RECORDS

- A. The CHURCH will maintain personnel records of all employees in complete confidence and will be used only as required.

7) EMPLOYEE'S WORK OBLIGATIONS

- A. Employees of the CHURCH have the responsibility to perform their jobs in a professional, Christ-like manner and to maintain conformance to the policies in this manual.
- B. Employees will dress in professional attire.
- C. Employees are required to report to work on time and on a regular basis.
- D. Employees will strive to live up to the "Give Jesus Your Best" work ethic as stated in Colossians 3:23-24.

8) WORK ENVIRONMENT

- A. The staff will maintain a pleasant, professional, and Christ-like work environment.
- B. Sexual harassment is strictly prohibited in any form.
- C. Abuse in the form of verbal, physical, intimidation, coercion and suggestive or derogatory remarks is strictly prohibited.
- D. The CHURCH is a drug-free workplace. Employees may be subject to drug screening. Any employee violating this policy is subject to discipline, up to and including termination.

E. The CHURCH and grounds are a tobacco free facility.

9) JOB DESCRIPTIONS

- A. The Personnel Committee shall maintain up-to-date job descriptions of each position in the CHURCH.
- B. Employees will be given a copy of their job description when hired, at their annual review and after any changes are made to their specific job description.

10) PAY RATES

- A. The CHURCH will pay its employees equitable wages and salaries that reflect the job requirements, responsibilities, and performance of each employee.

11) WAGE AND SALARY INCREASES

- A. The Personnel Committee may periodically review pay rates and grant special salary increases in order to correct inequities.
- B. The Personnel Committee, working with the Pastor and Budget and Finance Committee, will recommend all salary increases in summary, to the congregation for approval, as a part of the budgeting process. Salary information is available to any member of the CHURCH by requesting such information from the business administrator.
- C. The Personnel Committee will perform salary administration for the pastor.

12) PERFORMANCE EVALUATION

- A. Performance evaluations will be utilized for job performance, improvement, counseling efforts, and determining training needs.
- B. Newly hired employees will be evaluated upon successful completion of a probationary period, 90 calendar days. Subsequently, all employees will receive a formal evaluation at least every 12 months. Evaluations and salary compensation adjustments will be completed and discussed with each staff member by April 1st of each year for inclusion in the annual budget process.
- C. Performance evaluations will be given to each employee by their immediate supervisor. The supervisor will explain and discuss the evaluation, and allow employee feedback. The intent of the review is to be constructive. It should consist of an open and honest assessment of the employee's performance. The employee is encouraged to participate actively in this process. Questions and honest dialogue is encouraged.
- D. There will be two copies of the performance evaluation. Both the supervisor and the employee are expected to sign both copies of the performance evaluation at the conclusion of the meeting to acknowledge their participation in the process. The supervisor will keep

one copy to be put in personnel file, and the employee the other. All performance evaluations will be available for the personnel committee for review.

Note to employee: Signing an evaluation form, does not indicate agreement with the content or conclusion, it simply means that the employee acknowledges that they have been given a performance evaluation by their supervisor.

- E. If an Employee disagrees with the evaluation, they can note their disagreement on the evaluation form. The employee can request a meeting with the Pastor or his designee. Should such a meeting be requested, the Pastor will meet separately with both the associate and the supervisor, and at the Pastor's discretion, can have a subsequent joint meeting to include both employee and the supervisor.
- F. Employees who are still dissatisfied with their evaluations may put their objections in writing and submit them to the Personnel Committee.
- G. The Personnel Committee will work with the Pastor, supervisor and employee to resolve issues the employee, supervisor and Pastor cannot resolve.
- H. All performance evaluation documents, along with any objections to the evaluations, if any, will be retained in the employee's personnel file. These documents will be treated as confidential.

13) WORKWEEK DEFINED

- A. The workweek is defined as the seven consecutive days starting Sunday and ending on Saturday.
- B. The normal workweek consists of five days of seven hours duration each, for a total of 35 hours.
- C. Normal office hours are from 9:00 AM to 5:00 PM, Monday through Friday with one hour for lunch.
- D. Hourly paid employees will not work hours in excess of their regularly scheduled hours unless authorized by the Pastor, his designee, or the Personnel Committee.

14) OVERTIME

- A. The CHURCH compensates employees for overtime in accordance with federal and state regulations.
- B. Exempt employees as defined by current wage law are not subject to overtime pay.
- C. Non-Exempt Employees as defined by current wage law will be compensated for all authorized hours worked in excess of 40 hours in a workweek at the rate of 1 1/2 times their rate of pay.

15) ELIGIBILITY OF BENEFITS

- A. All regular full-time employees and part-time employees of the CHURCH are entitled to employee fringe benefit plans that are provided; in accordance with the plan provisions (403b retirement plan, insurance, social security, etc) and other state and federal guidelines applicable to the compensation of ordained and licensed ministers.
- B. The exact date of eligibility for any particular benefit will be as directed in the benefit plan, such as insurance, annuity, social security, etc.
- C. Employees may be required, at times, to share in the cost of premiums necessary to provide extended family benefits. When and if this becomes necessary, the CHURCH will arrange authorized payroll deductions.

16) SICK LEAVE

- A. All regular full-time employees will be allowed eight days paid sick leave as of January 1 of each year. New employees hired during the year will be eligible for a prorated portion of the sick leave.
- B. Paid sick days are to be used for illness or injury. They are not to be used as additional vacation time or to extend a holiday weekend. Paid sick leave may be used for dependent care.
- C. Employees shall notify the Pastor or his designee, as early as is practical, that they will be unable to work a scheduled workday.
- D. Unused sick days will not be carried over to the next calendar year, and employees will not be paid for unused sick days.
- E. The Pastor or his designee will be responsible for maintaining accurate records of employee use of sick leave days.

17) MATERNITY LEAVE

- A. The CHURCH allows six weeks of unpaid maternity leave for expectant employees.
- B. Maternity Leave in excess of the six weeks must be requested in writing and approved by the Pastor and Personnel Committee as a Leave of Absence.

18) LEAVE OF ABSENCE

- A. An unpaid Leave of Absence may be granted to regular full-time employees for compelling reasons acceptable to the Pastor and Personnel Committee.
- B. If it becomes necessary to fill a position vacated by an approved leave of absence, a temporary full-time or temporary part-time employee may fill the position.

- C. An employee must exhaust all earned vacation and accrued sick leave prior to taking any leave without pay.
- D. Exceptions may be made at the discretion of the Pastor and the Personnel Committee.

19) CIVIL LEAVE

- A. The CHURCH encourages employees to accept and fulfill their civic duty to serve on jury duty.
- B. An employee summoned to serve on jury duty will be paid his normal straight-time pay.
- C. An employee may be paid for a maximum of 15 days per year.
- D. A regular full-time employee called into active military duty shall be restored to his original or comparable position upon release from active military duty.
- E. The CHURCH will provide compensation for the difference between existing CHURCH compensation and military compensation.

20) BEREAVEMENT LEAVE

- A. When a death occurs in an employee's immediate family, the employee will be compensated for the time actually lost from his regularly scheduled work on the day of the death and the days following it, up to and including the day of the funeral, not to exceed three working days.
- B. Immediate family members for the purpose of this policy will include the employee's or spouse's, mother, father, children, brother, sister, stepmother, stepfather, stepson, stepdaughter, grandmother, grandfather, grandson or granddaughter.
- C. Only normally scheduled workdays will be paid.
- D. An employee will be provided paid time off to serve as minister, pallbearer, organist, pianist, or vocalist for a funeral service.

21) MEDICAL LEAVE

- A. The CHURCH provides a Medical Leave of Absence for an employee who finds it necessary to leave their job for health reasons.
- B. Requests for a Medical Leave of Absence should be in writing and accompanied by a physician's written statement.
- C. A Medical Leave of Absence shall not exceed one year. If after one year the physician will not release the employee for work, he may be terminated at the discretion of the CHURCH.

- D. A physician's complete release will be required before the employee will be allowed to return to work. If there are limitations or restrictions suggested in the release, the employee may or may not be returned to work, depending on the circumstances.

22) HOLIDAYS

- A. The CHURCH recognizes nine holidays and a discretionary day, and provides pay for all regular full-time and regular part-time employees.
 - 1. New Year's Day
 - 2. Good Friday
 - 3. Memorial Day
 - 4. Independence Day
 - 5. Labor Day
 - 6. Thanksgiving
 - 7. Friday after Thanksgiving
 - 8. Christmas Eve
 - 9. Christmas
 - 10. Discretionary (1 Day)
- B. Whenever a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday, whichever is closer, will be recognized as the paid holiday.
- C. Part-time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their regularly scheduled number of hours.

23) VACATIONS

- A. The CHURCH grants annual vacation pay to regular full-time and regular part-time employees in accordance with the guidelines below.
- B. The established vacation year is the calendar year. Vacations are earned based on the employee's length of continuous service.
- C. During the first two years of employment, full-time employees will earn vacation days on a prorated basis during the calendar year. Vacation will accrue at the rate of one day per month with a maximum of ten days per year. For regular part-time employees, vacation will accrue on a prorated basis; a 50 percent employee will earn 1/2 day per month.
- D. Upon completion of five years of continuous employment, regular full-time employees will be provided five additional days of vacation for a total of 15 days. After ten years of continuous employment, five additional days of vacation will be provided for a total of 20 days. For regular part-time employees, the additional vacation earned after five and ten years will be prorated.
- E. The maximum vacation pay available to any employee, including negotiated salary packages for ministerial staff, is four weeks.
- F. Vacation days will be rewarded on January 1 of each year following the second year of employment. If employment is terminated within the first two years, any vacation pay received in excess of that employee's prorated amount will be repaid to the CHURCH.

- G. Vacation may not be accrued and carried over into the next year. Unused vacation at the end of the year will be lost.
- H. Employees should provide advanced notice to the Pastor, his designee, of vacation plans to minimize disruptions to daily operations of the CHURCH.

24) CHRISTMAS BONUSES

- A. The CHURCH may provide Christmas bonuses to employees in late November of each year.
- B. The Personnel Committee shall establish the bonus amounts provided to individual employees.

25) INCLEMENT WEATHER

- A. The pastor and chairman of deacons will make decisions during inclement weather to curtail or cancel normal operations to ensure the safety of employees.
- B. If weather or traveling conditions delay or prevent an employee from reporting to work, he must notify the Pastor, or his designee, as soon as possible.
- C. Unless the CHURCH is officially closed, employees who are unable to report for work will be expected to use a day of vacation to receive pay for the day. If the employee has no vacation, the day will be unpaid.

26) EMPLOYEE EXPENSES

- A. The CHURCH will reimburse employees for all personal expenses incurred on behalf of the CHURCH.
- B. Reimbursed expenses will be provided after completing the proper reimbursement form and submitted to the Pastor, or his designee, for approval.
- C. Employees shall use church vehicles, when possible.
- D. If necessary, employees may use their own personal cars for CHURCH business and will receive a mileage reimbursement, per IRS standard.
- E. Employees are not permitted to use CHURCH vehicles for non-business purposes.
- F. Any employee of the CHURCH who is involved in a traffic accident shall notify the Pastor, or his designee, as soon as possible.

27) PROGRESSIVE DISCIPLINE SYSTEM

- A. Where deficient performance, infractions of work rules and employee misconduct arise, with these situations will be dealt with in a reasonable, objective, and consistent manner.

- B. Violations of CHURCH policies, misconduct, unacceptable behavior, or continued poor performance will be subject to progressive discipline. Continued abuse will result in increasing severity of discipline, if necessary, to correct the problem. However, some types of misconduct are so intolerable as determined by the personnel committee that they may result in termination at the first occurrence.
- C. The Pastor and Personnel Committee will choose the level of discipline to administer, depending upon the severity of the offense committed by the employee.
- D. Before imposition of any discipline, employees will be given an opportunity to relate their version of the incident and provide any explanation or justification they consider relevant.
- E. This Progressive Discipline System, depending on the severity of the infraction, is designed not to punish employees, but rather to allow them to change their behavior to coincide with the best interests of the CHURCH.
 - i. Level 1: Counseling Session – The employee’s immediate supervisor will normally counsel employees regarding inappropriate job-related behavior or attitude, and will suggest ways in which the employee can rectify these situations. The supervisor will document this discussion for his own records. Failure to improve to an acceptable level, within a time frame determined by the supervisor, will result in use of one or more of the following steps in this procedure.
 - ii. Level 2: Oral Warning/Reprimand - This serves to notify the employee that their conduct is unacceptable, and that further infractions will lead to more severe action. A record of the reprimand will be noted in the employee's personnel file. A member of the personnel committee of the same gender as the employee will be present.
 - iii. Level 3: Written Warning/Reprimand - This action will describe formally in writing the unacceptable performance or conduct and specify the improvement needed. A copy of this warning will be given to the employee and a copy will be retained in the employee's personnel file. A member of the personnel committee of the same gender as the employee will be present.
- F. All documents and records involving written warnings or reprimands will be treated as confidential.
- G. Employees who fail to improve their conduct or performance after receiving a Written Warning may be discharged at the discretion of the Pastor and Personnel Committee.

28) COMPLAINT PROCEDURE

- A. The following procedure has been established for employees who have informal complaints or formal disputes. Every reasonable effort will be expended to reach a final solution acceptable to everyone involved in a loving and caring manner. Any employee who feels that they have been a victim of an unfair decision or action is encouraged to utilize this system.

- B. The employee will present a complaint or dispute orally to the Pastor and in writing. The Pastor will make every attempt to resolve the employee's problem or issue as soon as possible, but no later than three working days after the problem has been brought to his attention.
- C. The employee dissatisfied with the solution by their immediate supervisor will present a complaint or dispute orally to the Pastor and in writing. The Pastor will make every attempt to resolve the employee's problem or issue as soon as possible, but no later than three working days after the problem has been brought to his attention.
- D. An employee who is dissatisfied with the solution proposed by the Pastor may present the complaint or dispute, in writing, to the Personnel Committee as soon as is practical to schedule a meeting.
- E. A signed statement must outline the problem, the reasons why the Pastor's response was unacceptable, and suggestions for resolving the problem fairly.
- F. The Personnel Committee shall work with the employee and the Pastor to develop a mutually acceptable solution in a Christ-like manner and a desire for reconciliation.

29) TERMINATION OF EMPLOYMENT

- A. An employee may voluntarily terminate his employment with the CHURCH by submitting a resignation, in writing, to the Pastor, his designee or to the Personnel Committee.
- B. Resignations are automatically accepted by the CHURCH.
- C. Resignations will be accepted at the next church conference without discussion or actionable items.
- D. Resigning employees are expected to give at least two week's notice plus accrued vacation. The Personnel Committee and Pastor may waive the termination notice period and pay the terminating employee for accrued vacation and establish the last working day.
- E. Final paychecks for terminating employees will be prepared and issued on the next regularly scheduled payday.
- F. The Pastor, his designee, or Personnel Committee Chairperson shall determine how the employee would like for the CHURCH to handle his final paycheck.

30) HR TRACKING FORM

- A. The Human Resources (HR) Tracking Form is used by exempt and non-exempt employees to document exceptions to scheduled working hours. The purpose is to log and capture time utilized for vacation, sick, and other exceptions where the employee is not present at work.
- B. Code definitions and their uses

- i. S - Sick time away due to personal illness
- ii. V - Vacation planned time away for vacation earned by the employee and pre-approved by the supervisor
- iii. H - Holiday all employees are expected to take approved holidays
- iv. O - Other anything not covered above, requires documentation and approval by supervisor
- v. Signature The employee's signature on this form indicates, to the best of their knowledge, that they have worked all scheduled hours/days with the exception of those indicated on the form.

31) JOB POSTING

All non-management, non-ministerial, permanent jobs will be posted in accordance with the Job Posting Policy as found in the Policy and Procedures manual.

32) COMPUTER POLICY

The Computer Policy is being included as a section in the Personnel Policy Manual due to the fact that the use of computers is integral to all jobs and therefore all employees must be aware of and abide with the requirements as set forth herein.

A. Computer Availability

The church makes computers available to certain of its employees and others for the furtherance of its ministry. The church wants its computer equipment to be used in a way that is not inconsistent with the ministry of the church and that will not create a risk of legal liability to the church or the users. Therefore, the church has created this policy regarding church computer equipment and requires compliance with it by each user.

All employees or contractors are required to read this policy carefully and to sign the Computer-Use Policy Agreement at the time of their employment or working engagement by the church. The signature acknowledges that they have read and understand the policy and will comply with it. The policy may be revised by the church at any time and upon each user's receipt of the revisions or the policy as revised, he or she assumes the responsibility to carefully note the revisions and to comply with the policy as revised.

B. Ownership and Access

The information created on, stored in, sent from, or received by the computer equipment owned or used in the church's ministry belongs to the church and the church reserves the right to review, audit, intercept, access, monitor, sample, and disclose all such information. The church intends to exercise that right when it considers it useful to further its ministry or for other church purposes. Any information it obtains may be disclosed to any person, either within or outside of the church without the permission of the

employee. Thus, the confidentiality of any information should not be expected or assumed. Even when information is deleted, it is still possible to retrieve and read it. Further, the use of passwords for security does not guarantee confidentiality. No user shall create or use any password that has not been approved by the Senior Pastor, or his designee, and any users who give anyone their passwords or permit any person to use the computer equipment assigned to them are responsible for that person's use of the computer equipment. The business administrator and senior pastor will have administrator privileges on all computers. Individual computer passwords will be kept confidential and on file with the business administrator and senior pastor.

C. Confidentiality

Notwithstanding the church's right to retrieve and use all information, all information should be treated as confidential by all users and accessed only by individuals authorized to do so. Users are not authorized to retrieve or read any information stored by another user without prior approval by that user or the church. Users should not use a password, access a file, or retrieve any stored information, unless authorized to do so. Users should not attempt to gain access to another user's computer files without the latter's permission.

D. Personal Use

All computer equipment provided by the church exists for the sole purpose of helping the church to better accomplish its ministry objectives and is to be used for that purpose. The church is aware that there are times when users would like to use computer equipment for personal purposes and, provided that such use is minimal and in compliance with all other provisions of this policy, such personal use will be permitted. Like personal use of the church telephones, however, use of computer equipment for personal purposes must be minimal and, except in unusual circumstances, should be during breaks, after hours, or otherwise on the user's own time and at no cost to the church. Users must be aware that the authorization of minimal personal use of church computer equipment does not change the church's right to access, review, intercept, audit, monitor, sample and disclose all information created, sent or received on, or stored in, all computer equipment, as provided above, and does not give rise to any expectation of privacy.

E. Prohibitions

The computer equipment available to users is to be used for the purpose of enhancing the ministry of the church and should not be used in any way which would detract from that ministry or create the risk of any legal liability to the user or the church. Specifically, computer equipment may NOT be used to create, store, transmit, receive or otherwise communicate or access:

- a) Pornography or images, text or other information that contains pornographic or other sexually explicit materials (which terms, because of the nature of the church and its ministry, will be broadly construed), which prohibition shall include, but shall not be limited to, the creation, transmission, receipt, retrieval, viewing, or storage, of e-mail containing such materials, and

- accessing, retrieving, downloading, uploading, copying or viewing of such text, images or other information from the internet, World Wide Web, or any on-line service;
- b) Information that creates an atmosphere that is sexually or racially abusive;
 - c) Information that is libelous, defamatory or abusive;
 - d) Any message or other information that would violate any applicable federal or state laws, church rules or regulations, or any church policy; any message or other information that is unlawful or for an unlawful purpose;
 - e) Any copyrighted materials or other information, or any trade secrets or other proprietary information or similar materials, in violation of law;
 - f) Any e-mail or other information which the user knows or should know contains, or is likely to contain, a computer virus (e.g., a self-executing program) which corrupts the integrity of data or causes the loss of information to the recipient;
 - g) Any message or other information which constitutes or is used for the purpose of spreading chain mail or other frivolous communications.

In general, users should be aware that, despite the simplicity of creating and communicating information by e-mail, e-mail is no less significant than letters, memoranda and other communications and that they should use the same care in creating and sending e-mail communications that they use in creating and sending such other communications on behalf of the church.

F. Personal Software

The use of personal software on church computer equipment is permitted only with the written approval of the Senior Pastor, his designee, or delegated supervisor. Loading personal software is the number one means of introducing viruses into a computer network. Valid software licenses are required for all software loaded onto the church-computer network.

G. Home-Computer Use

Computer software purchased by the church is owned by the church and cannot be copied or installed on employee's and volunteer's home computers. Church documents, spreadsheets, or data cannot be loaded on any other computer not owned by the church without prior approval (committees and persons elected by or appointed by the church are considered approved as well as those approved by the Senior Pastor, or his designee for the appropriate data or documents as required by the committee/position.)

H. Violations

Each user who violates this policy or uses computer equipment for improper purposes shall be subject to the limitation or termination of his or her right to use the computer equipment. Any employee who violates this policy or uses computer equipment for improper purposes shall be subject to discipline, up to and including discharge. Members of the church who violate the policy may also be subject to other church discipline. Any



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user who discovers a violation of this policy is required to notify the Senior Pastor, or his designee .

33) ACKNOWLEDGEMENT PAGE

Acknowledgment of Receipt

I have been given access to a digital copy of the South Point Baptist Church PERSONNEL POLICY MANUAL. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the MANUAL. I understand that except for the employment at-will status, any and all policies or practices can be changed at any time by the church. South Point Baptist Church reserves the right to change my hours, wages and working conditions at any time. I understand and agree that, other than the Senior Pastor or his designee, no supervisor or representative of South Point Baptist Church has authority to enter into any agreement, expressed or implied, for employment for any specific period of time or to make any agreement for employment other than at-will, and then only in writing. I understand and agree to the policies and procedures contained in this MANUAL.

Employee Name (print) _____

Signature _____ Date _____

Acknowledgement of Employment-at-Will

I understand that I am free to resign at any time with or without cause and with or without prior notice. South Point Baptist Church reserves the right to terminate my employment at any time, with or without cause and without prior notice. Nothing in the PERSONNEL POLICY MANUAL constitutes an agreement or contract of any kind. I understand that no supervisor or representative of South Point Baptist Church is authorized to make any assurances inconsistent with the provisions of this paragraph and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and approved by a resolution of the church or the body to whom in its bylaws it has designated such authority.

Signature _____ Date _____

Computer-Use Policy Agreement

Before signing, please read carefully the Computer-Use policy in the PERSONNEL POLICY MANUAL. Your signature will signify you have read that policy, understand and agree to be bound by it. I have read, understand and agree to be bound by and comply with, the church policy regarding the use of church computer equipment as set forth in the PERSONNEL POLICY MANUAL.

Signature _____ Date _____

403b Retirement Program

I been given access to a digital copy of the 403b Retirement Plan offered by the employer and agree to return the enrollment form to the HR/Finance department acknowledging either my election to participate or decision to decline at this time. When available, I understand that I may begin 403b participation at any time and will contact the HR/Finance department when ready.

Signature _____ Date _____

Revision Notes

Approved	By	Version	Comments
6/22/2015	Personnel Committee	1.40	Major updates to most areas of the document to represent present operating procedures and process. Example changes include 30 hours or more define full-time employment. For all changes see "MarkUp Before 1.40.pdf".
2/25/2015	Administrator	1.36	Update signature page for electronic distribution/acceptance
11/17/2013	Administrator	1.31	Sick Leave 16 A conflicted with 16 D. Second sentence of 16 A removed to resolve conflict.
08/25/2013	Personnel	1.30	Lifestyle, Formatting, Table of Contents, Pastor Designee, 403b updates and acknowledgement signature
06/02/2013	Called Conference	1.20	Updates include: performance evaluations, computer use policy, acknowledgement page, other minor changes
06/02/2013		1.20	Minor formatting including new logo
08/26/2011		1.11	Addition of Section 30 - HR Tracking Form
03/13/2011	Church Conference	1.10	Removed Section 5, Paragraph D – Hiring of church members
01/16/2005	Church Conference	0.00	Major revisions