

Human Resources Manual

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Table of Contents

Preface	4
General Comments	5
SECTION A: Employment	6
1.0 Working Classification Status Review	6
2.0 Equal Employment Opportunity	6
3.0 Employment at Will	6
4.0 Staff Structure	6
5.0 Employment Classifications	7
6.0 Employee Status for Federal Income Tax Purposes	8
7.0 Immigration Law Compliance	9
8.0 Employment of Minors	9
9.0 Employment of Relatives	9
10.0 Special Medical Conditions	9
11.0 Church Attendance for Employees	10
12.0 Employee Statement of Acknowledgement	10
SECTION B: Compensation	11
1.0 Pay Periods	11
2.0 Advance of Pay	11
3.0 Time Sheets	11
4.0 Overtime	11
5.0 Payroll Deductions	12
6.0 Garnishments	12
7.0 Staff Gifts	12
8.0 Honorariums Paid to Staff	13
9.0 Shifting Income to a Family Member	13
10.0 Work Made for Hire	13
11.0 Final Paycheck	13
12.0 Confidentiality of Salary and Wages	13
SECTION C: Workplace Guidelines	14
1.0 General	14
2.0 Personal Appearance and Dress Code	14
3.0 Open Door Arrangement	15
4.0 Parking on Facilities	15
5.0 Tardiness and Absence	15
6.0 Inclement Weather	16

Human Resources Manual (cont.)

7.0	Leaving the Office During Regular Hours	16
8.0	Break and Lunch Periods.....	17
9.0	Staff Meetings	17
10.0	Personnel Files and Records	17
11.0	Grievances and Complaints.....	17
12.0	Sexual and Other Forms of Harassment	18
13.0	Alcohol, Drugs, and Controlled Substances	19
14.0	Sale of Personal Merchandise.....	20
15.0	Employee Family Members.....	20
16.0	Outside Employment and Activities.....	20
17.0	Personal and Ethical Responsibilities.....	20
18.0	Financial Integrity.....	20
19.0	Counseling Sessions	21
20.0	Confidentiality of Ministry Information	21
21.0	Copyright Infringement.....	22
22.0	Access to and Removal of Church Property.....	22
23.0	Issuance of Church Property and Equipment	22
24.0	Use of Telephones.....	23
25.0	Use of Ministry Computers	23
26.0	E-Mail Usage	24
27.0	Use of Fax Machines, Copiers, and Security Cameras	25
28.0	Rented Vehicle Insurance	25
29.0	Personally-Owned Property	25
30.0	Personal Use of Ministry Stationery	26
31.0	Food and Drink.....	26
32.0	Expense Reimbursements.....	26
33.0	Miscellaneous Responsibilities of Employees.....	26
34.0	Policy and Procedure Revisions	27
35.0	Child Abuse Reporting.....	27
36.0	Social Media.....	27
SECTION D: Benefits		29
1.0	Statement of Policies and Procedures:	29
2.0	Vacation	29
3.0	Personal and Sick Days.....	31
4.0	Holidays.....	31
5.0	Leaves of Absence.....	32
6.0	Provisions to All Leaves of Absence	34
7.0	Social Security	35
8.0	Workers' Compensation Insurance.....	35
9.0	Medical and Dental Insurance Coverage	35
10.0	Federal and State Unemployment Programs.....	36
11.0	BBC/A Tuition	36
12.0	Continuing Education and Professional Memberships	36
13.0	Relocation Upon Time of Call and/or Employment	36
14.0	Ministerial Staff Activities	36
15.0	Reporting of Time Away from the Office	37
16.0	Work from Home	37
17.0	Days Off Donation Policy.....	37

Human Resources Manual (cont.)

SECTION E: Performance Standards	38
1.0 Work Performance	38
2.0 Misconduct and/or Unacceptable Behavior	38
3.0 Disciplinary Action Process (Due Process)	39
4.0 Termination (Dismissal) Notice	40
5.0 Termination (Dismissal) Procedures for All Employees	40

Preface

This manual has been prepared as a guide to serve all employees at Berean Baptist Church and Academy (BBC/A). Its purpose is to aid in the effective and efficient functioning of the ministry staff and ministry teams; to assist ministry leadership in sound decision making; assist the decision-making process to ensure consistency; to optimize the fulfillment of the ministry purpose and goals; and to have in written form necessary ministry guidelines in one place for easy and quick reference. Furthermore, the guidelines found in this manual are to protect the leaders, not to restrict ministry or impede the working of the Holy Spirit. They will be used as a management tool and not a wall of rigidity that could put a damper on BBC/A's mission.

The leadership of BBC/A believes that the ministry must exercise the stewardship of authority. Good structure and documentation are fundamental elements of the stewardship of authority, since they force leaders to be accountable for their actions and decisions. This manual will create such levels of accountability.

The Executive Pastor shall have general responsibility for the preparation, revision, and distribution of all Human Resource policies and procedures and shall, in general, act as the clearinghouse of all matters pertaining to this manual. In order to keep the policies and procedures on a current basis, the Superintendent and each ministry Department Head shall be responsible for informing the Executive Pastor of any significant changes to the ministry's organizational structure and operational systems.

The Senior Pastor must approve all revisions or additions to this manual.

If a conflict between ministry policies and procedures, or any other related operational matter of the ministry arises, the content in this manual should address an appropriate method for solution. However, the Constitution will always take precedence over this manual. If this manual or the Constitution does not address the conflict, then it should be brought to the attention of the Executive Pastor.

Our Commitment to Employees:

BBC/A will care for its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service (1Ti 5:17-18, Col 4:1, Mat 25:21, Gal 6:2, and 1Th 5:12-13). We will encourage present and future staff to pursue excellence in ministry and reward them with equitable compensation for their excellent performance. We will also strive to maintain our responsibility to be good stewards of the resources that the Lord Jesus Christ has entrusted to us.

General Comments

This Human Resources Manual is the property of BBC/A. Its contents are confidential and should not be revealed to anyone who is not an employee of BBC/A. The policies, procedures, rules, benefits, and other elements of this Manual pertain only to ministry employees and have no bearing on persons outside the ministry. The contents found in this Manual are provided for an employee's use as a reference guide and summary of practices, methods, and benefits, and are not to be construed as legal documents nor used for strict interpretation of the policies and/or procedures provided herein. BBC/A's leadership reserves the right to modify, revoke, suspend, terminate, or change any or all such plans with or without notice. The language used in this manual is not intended to create, nor is it to be construed to constitute, a contract of employment or a guarantee of benefits between BBC/A and any or all of its employees. If employees have questions or require additional information, they should contact their Supervisor, the BBA Superintendent, or the Executive Pastor. If the employee is not satisfied with an answer they receive from their Supervisor or the Superintendent, they may appeal to the Executive Pastor, whose decision will be final.

SECTION A: Employment

1.0 Working Classification Status Review

.01 It is the practice of BBC/A to evaluate the working classification status of each service provider of the ministry to determine if they are either an employee or self-employed for federal income tax purposes. These decisions will determine if the ministry is responsible under the Federal Insurance Contribution Act (FICA), income tax withholding responsibilities, and potential coverages under the Fair Labor Standards Act, Workers' Compensation Insurance, and the employer's benefit plans. Misclassification can lead to significant tax penalties for the ministry.

.02 The consideration of contract work or the use of non-ministerial self-employed workers must always be reviewed whenever future commitments are in question. Specific help can be obtained through contract workers without having to make a long-term commitment that is normally made to employees. No employee fringe benefits or payroll taxes are payable on contract workers.

2.0 Equal Employment Opportunity

.01 The ministry is committed to equal employment opportunity for all qualified persons without regard to race, color, ancestry, national origin, sex, marital status, physical disability, mental disability, veteran's status, or age. This would include providing reasonable accommodations to qualified applicants and employees with known physical or mental disabilities. To deny a qualified person the chance to contribute to the ministries of BBC/A because he or she is a member of a minority group is unfair to everyone and is not consistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits. The ministry does, however, reserve the right to employ persons who have a religious background and philosophy of ministry similar to ours and who, in the opinion of the ministry, have a work history and a lifestyle that is consistent with the Articles of Faith and Covenant of BBC. All employment decisions will be made in compliance with applicable labor laws.

3.0 Employment at Will

.01 Because the state of North Carolina is an "at will" employment state, the ministry has the right to terminate the employment relationship at any time, with or without cause or advance notice, and the employee may resign at any time. This employment "at will" relationship will remain in effect throughout the individual's employment with BBC/A.

.02 This employment "at will" relationship may not be modified by any form of oral or implied agreement. No ministry leader, supervisor, or ministry representative has the authority to alter this relationship, and each employee should never interpret such a person's remarks as a guarantee of continued employment.

4.0 Staff Structure

.01 The staff of BBC/A consists of the following: Senior Pastor, Executive Staff, Directors and Principals, Faculty, and Support Staff. Each of these classifications is outlined below:

4.1 Senior Pastor

.01 The Senior Pastor will be considered the executive and senior staff representative. This position is ultimately responsible for all employees of the ministry.

Human Resources Manual (cont.)

4.1.1 Executive Staff

Executive Pastor

4.1.2 Pastoral Staff

.01 The Executive Pastor is responsible for, but not limited to, supporting the Senior Pastor in executing the vision and tasks of ministry.

.02 This position is responsible for carrying out the daily directives regarding the scope of ministry with regard to the evaluation of both ministry and personnel responsible for carrying it out. This position is also responsible for business and operational affairs of the ministry, which include, but are not limited to, ministry finances, human resources, contract administration, legal matters, site and property management, and maintenance.

4.1.3 Ministry Directors/Principals

.01 These directors/principals are responsible for a ministry division or program that falls directly under a Pastoral Staff member of BBC.

.02 These employees serve in a key administrative or managerial position of the ministry. These positions are responsible for the ministry or operation of the ministry, where supervision of support staff may be required.

4.1.4 Faculty

.01 These employees serve under the leadership of the Principals. Their main responsibility is the day-to-day instruction of the BBA students.

4.1.5 Support Staff

.01 Support Staff employees are responsible for operating the program support for the ministry programs of BBC/A.

4.1.6 All BBA Staff

.01 All BBA employees are responsible to the Superintendent, who is responsible to the Senior Pastor in conjunction with the BBA Board of Governors.

5.0 Employment Classifications

.01 It is the intent of the leadership to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

.02 The following are the various classes of employment with BBC/A:

5.1 Exempt (Salaried)

.01 Exempt employees are not covered under the minimum pay and overtime provisions of the Fair Labor Standards 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 Fair Labor Standards Act outlines the actual requirements for each of these positions.

.02 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 forty (40) hours per week. It's generally accepted that exempt employees will work in excess of forty (40) hours per week.

Human Resources Manual (cont.)

5.2 Non-Exempt (Hourly)

.01 Non-exempt employees are covered under the minimum pay and overtime provisions of the Fair Labor Standards Act. These employees are paid a minimum hourly rate based upon the Fair Labor Standards Act and for time worked in excess of forty (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 work week does not qualify as hours “worked” in the calculation of overtime pay. Examples of paid time off could be vacation, holidays, sick leave, etc. No compensatory time off is allowed for non-exempt employees.

.02 All employees will be classified as non-exempt unless they meet the specific exempt requirements of the Fair Labor Standards Act. The Executive Pastor will classify each employee in the exempt or non-exempt category at the time they are hired. The Superintendent will then convey to BBA employees how they are classified.

5.3 Full-Time Employees

.01 Employees who work a minimum of thirty-eight (38) hours per work week.

5.4 Part-Time Employees

.01 Employees who work less than thirty-eight (38) hours per work week.

5.5 Employees Changing from Part-Time to Full-Time Status

.01 Employees who are currently working part-time and whose status changes to full-time (thirty-eight (38) hours per work week minimum) will be eligible for full-time benefits. The effective date for benefits, excluding vacation, will be the same as the effective date of the employee’s status change, applying any waiting periods already established.

6.0 Employee Status for Federal Income Tax Purposes

.01 All employees of the ministry, for federal income tax purposes, will be issued an IRS Form W-2 at the end of each year to report taxable income less any properly authorized housing allowances, tax withholdings, and miscellaneous required information.

.02 Ministerial (Pastoral) employees are exempt by law from the withholding of federal income taxes. However, they may choose by volunteering to have their federal income taxes withheld and submitted to the government by completing a Form W-4 and providing it to the Payroll Department. Furthermore, pastors can request an additional amount of federal income taxes to be withheld in an amount that equals their self-employment tax liability. If the pastor requests such tax withholdings, these withholdings will be reported on the pastor’s Form W-2 at year-end.

.03 Due to IRS regulations, the ministry will never withhold FICA taxes nor match the employer portion of this tax for a minister (pastor) and report it as taxes withheld.

6.1 Minister (Pastoral) Qualifications for Special Tax Provisions

.01 To qualify for the special tax provisions available to ministers as defined by Treasury Regulations, an individual must be a “minister” and must perform services “in the exercise of his ministry.” Treas. Reg. Sec. 1.107-1(a) incorporates the rules of Treas. Reg. Sec. 1.1402(c)-5 in determining whether the individual is performing the duties of a minister of the gospel.

.02 First, the individual must be a “duly ordained, commissioned, or licensed minister of a church.” Secondly, services performed by a minister in the exercise of the ministry would include:

1. Ministration of sacerdotal functions (i.e., Lord’s supper, baptism, weddings, etc.)
2. Conduct religious worship

Human Resources Manual (cont.)

3. Control, conduct, and maintenance of religious organizations (including religious boards, societies, and other integral agencies of such organizations), under the authority of a religious body constituting a church or denomination.

4. Performance of teaching and administration duties

.03 Regulations also provide that whether service performed by a minister constitutes conduct of religious worship or ministration or sacerdotal functions depends on the tenets and practices of the particular religious body constituting the church or denomination.

.04 The Executive Pastor will determine if a church employee truly meets the governmental definition of a minister. If the employee so qualifies, then this employee will be classified as a minister and granted the various tax treatments available to him. At no time will a church employee be allowed to be classified as a “minister” for the sole purpose of receiving tax-related benefits.

7.0 Immigration Law Compliance

.01 BBC/A 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.

.02 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.

8.0 Employment of Minors

.01 All applicants for employment who are not at least 18 years old may be required to provide either a valid Work Permit, High School Diploma, its equivalent, and/or a Certificate of Proficiency. Additionally, a parent/guardian acceptance letter and a Permission and Medical Consent Form must always be received before a minor is allowed to work at BBC/A. The Payroll Department will make certain that such documentation has been received and is on file.

.02 The employment of minors is restricted by the terms and conditions of the Work Permit (if applicable), as well as the provisions established by local, state, and federal law.

9.0 Employment of Relatives

.01 Hiring the best qualified applicant for a position is BBC/A's primary objective. Relatives of BBC/A employees will be considered under the same arrangement as any other applicant for a position opening and will not receive any employment preferential treatment.

.02 Relatives, as defined for the purpose of hiring relatives, will include grandparents, parents, children, grandchildren, brothers, sisters, spouse, first cousins, in-laws, and any members of the employee's household, whether related or not related by blood. The term relative will also include those with a similar relationship that has been established through adoption or remarriage (i.e., stepchild, half-sister, etc.).

.03 Under no circumstance will an employee use their position to benefit or provide additional support of any kind for a relative under their supervision.

10.0 Special Medical Conditions

.01 We recognize that employees with a potentially life-threatening and/or infectious illness may wish to continue to engage in as many of their normal pursuits as their condition allows, including their employment. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others. Supervisors should be sensitive to the employee's condition and ensure that they are treated consistently with other employees. Should their medical condition impact an employee's ability to fully perform his/her job functions, Supervisors will consult with the Executive

Human Resources Manual (cont.)

Pastor for instruction on handling and communication. Reasonable precautions should be taken to ensure that an employee's medical condition does not present a health and/or safety threat to other employees.

.02 Should any employee report any infectious or communicable disease to their Supervisor, the Supervisor will be responsible for reporting the situation to the Executive Pastor. BBC/A reserves the right to request and/or require an examination by a medical doctor appointed by BBC/A when it is determined that an employee is having difficulty performing his or her essential job functions or to determine if the reported infection or communicable disease presents a health and/or safety threat to other employees.

11.0 Church Attendance for Employees

.01 All employees are to be active in a local church of like faith to BBC. They are to attend the weekly scheduled services to the best of their ability unless they are out of town, on vacation, attending personal growth training, sick, or attending to a family emergency. Employees should keep their Supervisor informed of exceptions to the items noted above.

.02 The Executive Pastor and Superintendent are to be informed of where an employee is attending church and should be informed when or if they move to a different church.

.03 Since church participation is an essential expectation of employment, supervisors will address ongoing failure to meet this expectation through the normal disciplinary process.

12.0 Employee Statement of Acknowledgement

.01 Upon completion of the employee orientation process, each new BBC/A employee is required to sign and date an Employee Statement of Acknowledgement Receipt. This acknowledgement states that the employee has received a copy of the Berean Baptist Church and Academy Human Resource Manual; has read and understands it; and will comply with the standards set forth in it.

.02 This signed Acknowledgement will be placed in the employee's personnel file.

SECTION B: Compensation

1.0 Pay Periods

.01 It is the general policy of BBC/A to pay staff members a salary or hourly rate for the services they render while employed at the ministry. Leadership feels that each staff member's service abilities consist of not only the primary assigned area of ministry, but also any other areas of ministry where that staff member feels his/her gifts can be used most effectively for the Lord's work.

.02 BBC/A practices semi-monthly pay periods. Pay is dispersed on the 15th & the 31st of each month. Hourly employees are to turn in time sheets quarterly, as directed by the Payroll Department. If the pay period falls on a holiday, the payday will be the preceding normal workday.

.03 Paychecks are all directly deposited into the employee's bank account (ACH). An Authorization Agreement for Direct Deposit must be completed and returned to the payroll office prior to their first payroll period.

2.0 Advance of Pay

.01 The advancement of pay can be granted to employees who request such pay for reasons of vacation and other approved leave of absences. The amount advanced must be limited to wages earned at the time of the advance. All advance requests will be submitted to the Payroll Department and approved by the Executive Pastor prior to disbursement.

3.0 Time Sheets

.01 All non-exempt employees are required to complete a Time Sheet (digital or hard copy) that accurately reflects all hours worked, leave taken, and absences. Time sheets must be submitted to the employee's immediate Supervisor in accordance with the schedule established by the Payroll Department. Failure to submit a completed time sheet in a timely manner may result in a delay in payroll processing.

.02 Employees are not permitted to approve or sign their own time sheets. Time sheets must be reviewed and approved by the employee's immediate Supervisor. Where the immediate Supervisor is also required to submit a time sheet, approval shall be obtained from the next level of supervision. For example, Extended Care employees shall have their time sheets approved by the Principal, and Principals shall have their time sheets approved by the Superintendent.

.03 Employees shall accurately report only the time actually worked. An employee may not receive compensation for two ministry assignments during the same period of time ("double dipping"). For example, an employee who is scheduled to begin regular duties at 7:30 a.m. may not continue recording time for Extended Care beyond that time. The same principle applies to all additional compensated ministry assignments, including clubs, athletics, or other supplemental duties.

.04 Time sheets are subject to periodic audit by BBC/A. Submission of inaccurate or improperly approved time sheets, falsification of time records, or receipt of compensation for overlapping work assignments may result in appropriate corrective action, including disciplinary action up to and including termination.

4.0 Overtime

.01 Federal labor laws require the ministry to pay time-and-a-half (1 ½) for time non-exempt employees work which is in excess of forty (40) hours per week (not pay period). To comply with this requirement, non-exempt employees are required to report all hours worked at their regular job on their time sheet each week. Non-exempt personnel are specifically not allowed to "volunteer" hours in performing their regular job assignment.

Human Resources Manual (cont.)

Since all overtime hours worked are required to be paid at time-and-a-half (1 ½), it is the responsibility of the non-exempt employee's supervisor to monitor and prioritize each non-exempt employee's work so that overtime is kept to an absolute minimum.

.02 It is the policy of BBC/A to staff all administrative support and activities in such a manner that employees are regularly scheduled for a forty (40) hour or less work week.

.03 Overtime should not be worked by non-exempt employees unless the Supervisor obtains prior authorization from the Executive Pastor. Time sheets that reflect overtime hours must have these forms attached prior to the time sheets being submitted to the Payroll Department for processing. It is the responsibility of all BBC/A supervisors to communicate this policy to their staff in order to ensure that this policy is properly implemented.

.04 The approval process outlined above also applies to hourly non-exempt employees who are budgeted to work less than forty (40) hours per week. All supervisors should ensure that the authorized budgeted hours are not exceeded without prior approval.

4.1 Compensatory Time

.01 Church Supervisors, with approval from the Executive Pastor, may work in conjunction with support non-exempt employees to adjust work schedules when excessive hours are required to be worked in the early part of the work week. Furthermore, as stated in Section A5.2 Non-Exempt, **no compensatory time off** is allowed outside a forty (40) hour work week.

5.0 Payroll Deductions

.01 By law, the ministry is required to deduct, where applicable, federal and state income taxes and Social Security taxes. Any other voluntary deductions from an employee's paycheck (i.e., giving to BBC, group health insurance premiums, retirement savings, etc.) must be authorized in advance in writing by the employee. The Payroll Department will coordinate all deductions and forms required to support them.

.02 Employees are encouraged to review their withholding allowances (Form W-4) for federal income tax report 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.

.03 If the Payroll Department receives any Form W-4 where the employee is claiming 10 (ten) or more allowances, the employee will be contacted and informed that the ministry is required by IRS regulations to furnish a copy of the form to the IRS. The Payroll Department will send the form as required by IRS instructions.

.04 Each paycheck stub will itemize the amounts that have been withheld. It is critical that each employee reviews this information when received and keep the stubs for tax purposes. If they have any questions about their deductions, they should contact the Payroll Department.

6.0 Garnishments

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

7.0 Staff Gifts

.01 All special occasion gifts to staff (i.e., birthday, anniversary, etc.) which are not already included in an approved budget but are paid out of the ministry's funds (unrestricted or restricted) must first be approved in advance by the Executive Pastor or the BOG.

.02 Gifts given by stakeholders directly to a staff member, where there is no church leadership involvement or solicitation, will not be taxable to the staff member nor tax deductible by the donor. BBC/A will never be used as a funnel to transfer or self-direct funds to an employee for the purpose of receiving a tax-deductible contribution.

Human Resources Manual (cont.)

8.0 Honorariums Paid to Staff

.01 In the case where an employee goes above and beyond the call of duty, the employee may be considered in receiving an honorarium paid from ministry funds. Funds would include not only budgeted funds but also any specially designated funds. The Senior Pastor and Executive Pastor must approve all honorariums. An honorarium would be defined as any monetary gift, gift certificate, or other form of tangible gift.

.02 Honorariums from outside of BBC/A paid to an employee for services rendered (i.e., revivals, weddings, etc.) can be received by the employee.

9.0 Shifting Income to a Family Member

.01 Employees are not allowed to shift personally-earned income to a family member (i.e., spouse, child) in an attempt to achieve a tax benefit. Wages earned by an employee must be paid to that employee as required by tax law.

.02 Personal time off and vacation time may not be conveyed to a family member since these benefits are accrued on an individual basis and are specific to each employee.

10.0 Work Made for Hire

.01 All work prepared by an employee within the scope of his or her employment will be owned by BBC/A. Examples of such work would be: books written, music composed and software developed on the ministry premises during normal working hours. Section 201 of the Copyright Act specifies that “the employer...is considered the author of a ‘work made for hire,’ and owns all the rights comprised in the copyright unless the employer and the employee have expressly agreed otherwise in a written document signed and approved by the Trustees.”

11.0 Final Paycheck

.01 The final pay for voluntarily terminated employees will be available under the normal payroll pay cycle. An exit interview may be conducted prior to the employee’s last workday. The completed exit interview will be turned in to the Executive Pastor within 48 hours of the exit interview.

.02 The final paycheck for involuntarily terminated employees will be prepared in advance and will be issued to the employee after the termination discussion has been successfully completed.

12.0 Confidentiality of Salary and Wages

.01 Employee salary and wages are considered extremely confidential. An individual’s salary and wage information is not published for public disclosure at BBC/A. We desire to protect the privacy of each staff member while at the same time demonstrating a high level of integrity over ministry finances. Access to any employee’s salary and benefits information will be limited to the appropriate Executive Staff and an employee’s direct Supervisor (only where applicable). All others requesting this information will be denied.

.02 An employee should not seek to ascertain information about a fellow worker’s compensation. If such information is inadvertently related to an employee, he or she is not to discuss it. Information that is ministry business, especially information relating to financial data and/or pay for employees, is considered sensitive and confidential. Therefore, employees are required to prevent the release of such information outside acceptable bounds as stated above.

.03 Violations in maintaining confidentiality of information related to financial data, benefits, and/or pay for employees may result in appropriate corrective action, including disciplinary action up to and including termination.

SECTION C: Workplace Guidelines

1.0 General

- .01 The purpose of these guidelines is to define BBC/A general workplace expectations. By keeping employees informed of these expectations, both the ministry and each employee will be able to operate God's house in an orderly manner that will be God-honoring.
- .02 If any employee engages in activity detrimental to the best interests of BBC/A, its members, or its employees, he or she will be appropriately disciplined. The workplace guidelines listed in this manual should not be considered all-inclusive.
- .03 Activity detrimental to the ministry includes, but is not limited to, habitual lateness and/or absenteeism, destruction of property, fighting, tobacco use, being under the influence of drugs or alcohol, stealing, insubordination, refusing to perform an assignment, negatively affecting the performance of any employee, negatively affecting the reputation of the ministry, employees or the Lord. This list is not all-inclusive but provides examples of improper behavior.

2.0 Personal Appearance and Dress Code

- .01 Appearance reflects not only on the employee as an individual, but also on the ministry as well. The appearance of each employee shall be appropriate to the occasion and their duties. Attire should always be neat and attractive while on the property. Ministry leadership expects all employees to take pride in their appearance and strive to achieve a positive image when representing the ministry.
- .02 The guidelines for dress code apply to all employees, unless a uniform is required and provided in the area of employment.
- .03 Interns who maintain office schedules shall conform to the dress codes listed in the guidelines.
- .04 The minimum dress codes for each ministry are outlined below:

2.1 General Guidelines

- Dress in a manner that is honoring to God.
- Dress modestly. We should not dress so as to draw attention to ourselves. Examples of improper dress could include clothes that are too tight or too revealing. Our clothing should not draw attention to ourselves, but rather should permit attention to be naturally drawn to worship during services and to the business at hand during work time.
- If clothes are monogrammed, they should not in any way bring discredit to the ministry or the Lord, nor should they draw attention to one's self.
- Logos on clothing should reflect the image of BBC/A as holy and set apart from the things of darkness.

Human Resources Manual (cont.)

2.2 Specific Guidelines

2.2.1 Ladies

For ladies, appropriate work attire shall consist of casual dress, including dresses of a conservative length truly representing a Christian atmosphere, skirts and blouses, slacks and shirts, and jeans when appropriate. The following attire is unacceptable: mini-skirts, tight-fitting, short, and/or revealing apparel such as stretch pants, tops, and plunging necklines, jogging suits, and beach-type footwear. Hair styles are to be traditional and feminine in nature.

2.2.2 Men

For men, appropriate work attire shall consist of casual dress, including slacks and collared shirts indicative of a Christian atmosphere. Coats and ties are not required on a daily basis, however, they are considered appropriate for church-related roles where applicable, such as meetings, church services, funerals, and other related events. Body piercing is unacceptable. Haircuts are to be traditional and masculine in nature. Hair should be above the ear and above the eyebrows. Facial hair should be neatly groomed. Hair coloring, dyeing, and extreme hair styles are not permitted.

2.3 Pastoral Dress

2.3.1 Sunday Morning and Evening

Men: Suits or a jacket and tie are required for Sunday morning services. Sunday evening, slacks and a collared shirt are acceptable. Jeans should not be worn to Sunday services.

3.0 Open Door Arrangement

.01 One of the foremost goals of BBC/A is to ensure that each employee has a way to express their problems, opinions, or suggestions. For all administrative matters, the employee should talk with their immediate Supervisor first, and if they cannot resolve an issue that is brought to his/her attention, he/she will refer the employee to the next higher level of supervision for resolution.

.02 For all personal matters, the employee may talk with any member of the pastoral staff with whom they feel comfortable.

4.0 Parking on Facilities

.01 Parking spaces are available on a first-come, first-served basis and may not be reserved without the Executive Pastor's approval. Employees should not park in spaces that have been appropriately designated (i.e., handicap, first-time visitors, etc.).

.02 Parking is at the employee's own risk. BBC/A will not be responsible for any forms of theft or damage to an employee's vehicle parked on or near the facilities. Additionally, BBC/A 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 the grounds.

.03 Each employee is encouraged to notify the authorities whenever they notice a suspicious person or unusual circumstance in the parking areas.

5.0 Tardiness and Absence

.01 Employee talents and skills are a valuable asset to the success of this ministry. Pastoral Staff members and immediate supervisors are counting on employees to execute their duties with quality, precision, and in a timely manner. Therefore, it is expected that each employee work his/her assigned schedules on a punctual and

Human Resources Manual (cont.)

consistent basis. However, we are aware that illnesses or emergencies may occur, which could cause the employee to miss work.

.02 BBC office hours are set by the Executive Pastor, and BBA hours are set by the Superintendent.

.03 The BBC office manager will determine what time the front office employees are to report to work, and the Superintendent or his designee will determine when BBA employees are expected to report to their work station or classroom. Employees who are not at their work station or classroom, even if on site, will be considered tardy. If an employee is unable to report to work for any reason, they must contact their Supervisor (and co-workers if necessary). It is the employee's responsibility to keep their Supervisor informed on a daily basis regarding the status during a short-term absence and to provide appropriate medical verification when requested.

.04 Employees who are tardy or absent excessively or show a consistent pattern of absence and/or tardiness, regardless of the amount(s) of time involved, will be subject to disciplinary action. A pattern could be a series of absences or tardiness on Friday and/or Mondays, which provides an extended weekend. Sick days are generally provided for employees and will be determined prior to employment. Violations may result in appropriate corrective action, including disciplinary action up to and including termination.

.05 If an employee does not call in or report to work for two consecutive workdays, such actions may be considered as a voluntary termination.

6.0 Inclement Weather

6.1 Before Normal Working Hours

.01 If an employee is at home when inclement weather begins, they should receive an electronic notification, or they can listen to local news reports to determine if BBA will be closed. If BBA is closed, then all School/Faculty/Staff should not report to work unless directed otherwise.

.02 All BBC employees should try to report to work unless they receive an electronic notification or are notified differently.

.03 If an employee has children and does not have a child care alternative and is required to report to work, he/she may choose to stay home in a non-compensated status or bring the child to work with them as long as the child is not a distraction to other employees. This is only in the context of inclement weather.

.04 The Executive Pastor will directly notify those maintenance and custodial staff who will need to report to work for emergency situations.

.05 Employees away on scheduled vacation or approved leaves of absence will not be called to report. Employees facing personal crisis, as it relates to the inclement weather, which prevents them from coming in (i.e., protection of personal property and immediate family), will also be excused.

6.2 During Normal Working Hours

.01 If the church experiences a prolonged power failure, or is aware of approaching bad weather, or is informed that BBA is closing, the Executive Pastor will determine if church facilities should be closed.

7.0 Leaving the Office During Regular Hours

.01 When an employee leaves campus, he/she is expected to obtain approval from their immediate Supervisor for their departure and the expected time of return to the campus. Any delays in returning should result in a call to the employee's immediate Supervisor. The time out of the office must be properly recorded as uncompensated leave time on the non-exempt employee's time sheet unless otherwise approved by their Supervisor.

Human Resources Manual (cont.)

8.0 Break and Lunch Periods

.01 Non-exempt employees are provided one (1) fifteen (15) minute break period for each four (4) hours of work. Break periods will be established by the appropriate Executive Staff member or the Executive Pastor. A 30-minute unpaid lunch period is provided for non-exempt employees who work more than five (5) hours in a workday. However, employees who do not work more than six (6) hours in a workday may choose to waive their right to a lunch period.

.02 Break periods may not be accumulated to reduce working hours or to provide time off for personal business.

.03 Employees are expected to use break periods responsibly as faithful stewards of ministry time. Violations may result in appropriate corrective action, including disciplinary action up to and including termination.

9.0 Staff Meetings

.01 Certain employees are expected to attend staff meetings. They will be informed if they are required to attend.

.02 Occasionally, staff meetings will be held to provide ongoing training to employees for the purpose of helping them perform their duties.

10.0 Personnel Files and Records

.01 It is critical that the ministry maintain current and accurate information about each employee. Employees are expected to keep the ministry informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, etc. Changes to names and/or Social Security numbers will require the provision of original documentation authorizing the change. All personnel records will be kept in the HR department, and all changes are to be submitted to the HR department.

11.0 Grievances and Complaints

.01 Employees who have grievances or complaints regarding ministry policies, procedures, or organizational structure should discuss them with their immediate Supervisor. If the employee feels their grievance or complaint is unresolved by their immediate Supervisor, the employee should submit their concern in writing or verbally to the next higher level of supervision. BBA employees would ultimately submit their concerns to the Superintendent, and church employees to the Executive Pastor. The Superintendent or the Executive Pastor will review all the facts and take the appropriate action. If the employee is still not satisfied, the employee may place the concern in writing to the Senior Pastor. The Senior Pastor will review the matter and may choose to consult with the Council of Elders or the Board of Governors as may be appropriate, provide a response, and his decision will be final.

.02 Grievances or complaints between fellow employees should be addressed immediately between themselves, as outlined in Matthew 18 (See Section 11.1 Guidelines for Conflict Resolution below). Allowing a time lapse could interfere with work assignments. If these guidelines are unsuccessful, one or both should then discuss the problem with their Supervisor.

.03 BBC/A does not regard the use of these problem-solving procedures as a nuisance, but as an opportunity to correct dissatisfaction in job-related practices and policies. It is our practice to let every employee tell their side of the story, with no intention of penalizing them for expressing his or her point of view.

11.1 Guidelines for Conflict Resolution

.01 BBC/A employees are encouraged to follow the scriptural example in Matthew 18 for resolving conflicts. "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother." Mat 18:15

Human Resources Manual (cont.)

.02 In accordance with God's Word, all BBC/A employees are asked to follow the following steps in resolving conflict. If conflict is not resolved by following these steps and the employee feels it is necessary to resolve the conflict in order to have a conducive work environment, then refer to the steps in Section 11.0 Grievances and Complaints.

- In all conflicts, I will seek to act in a Christ-like manner and not give in to my natural and human feelings and emotions.
- I will pray and seek the Lord's comfort and guidance in the matter. I will not share an offense with another person. I will not take up an offense on behalf of another.
- I will not seek to find others who have been offended, nor will I seek to validate my hurt by finding potential mediators before meeting with the person who has offended me.
- I will first go to the person alone who has offended me and seek to resolve our differences and restore the relationship. I will value the restoration of the relationship above the exposing of that person's possible sin. I will listen to his/her point of view and seek to understand his/her perspective on the issue.
- If going to the person first does not resolve the conflict, I will seek the help of a third party to help both of us see what we need to do to glorify God in our relationship. I will make sure that this third party is a spiritually mature person who is neutral regarding this issue. I will keep an open mind to the advice of the third party and seek to change my attitude and actions as I am advised.
- If the third party cannot affect a resolution and agrees with my concern, I will seek the help of two or three other witnesses who can intercede in the matter and seek God's glory in this conflict.
- I will not allow anyone to criticize another staff member without first following the scriptural guidelines in resolving conflict. In order to avoid gossip and hurt feelings, I will not discuss this matter without the offending party present.
- As a last resort, if the conflict cannot be resolved, I will act in a manner pleasing to God, even if it means removing myself from the source of the conflict.

12.0 Sexual and Other Forms of Harassment

.01 BBC/A is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the ministry maintains a strict policy prohibiting unlawful harassment, including sexual harassment. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments that create a hostile or offensive work environment. It is important for every employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be considered offensive to others. Sexual harassment is a form of sexual discrimination that violates the Word of God and civil law. The victim as well as the harasser may be a woman or a man.

.02 Sexual harassment of employees by Supervisors, co-workers, or others who visit the ministry (i.e., vendors) is prohibited. Supervisors at every level must be committed to creating and maintaining an environment that promotes productivity and respect for human dignity based on the knowledge that all humans are created in the image of God.

.03 If an employee believes that he/she is being, or has been harassed in any way, or has observed harassment in any way, they must report the facts of the incident(s) to any Supervisor, the Superintendent, or the Executive Pastor immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated and documented in writing. The Superintendent will notify the

Human Resources Manual (cont.)

Executive Pastor, who will immediately notify the Senior Pastor, Board of Governors (BOG), and/or the Council of Elders (COE) if an employee submits a complaint of sexual harassment. Every complaint will be taken seriously, investigated promptly, and held highly confidential. Violation of this policy may result in disciplinary action up to and including termination. The Executive Pastor will keep the BOG and/or the COE fully apprised of the actions the ministry takes with a sexual harassment complaint. In the event the complaint involves the Executive Pastor, the Senior Pastor will investigate and keep the COE informed.

12.1 Staff Working with Minors

.01 BBC's goal is to have a minimum of two adult workers present in each room at all times when children under 12 are being supervised during our classes, programs, and activities. The target ratio for nursery activity programs with small group interaction is 1 adult worker to 5 children. On occasion, some youth and older children's classes may have only one adult worker in attendance during the class session; in these instances, the classroom must have a viewing window. The older the child, the higher the ratio of students to adults.

.02 BBA will have at least one qualified adult to monitor a group of students, whether inside a classroom or out.

.03 It is the written policy of BBC/A to have a screening application by all employees, regardless of their position, and all volunteers who work with children and youth. Furthermore, the ministry will run criminal background checks on all staff and volunteers who work with children or youth, and these background checks will be renewed every 3 years.

.04 BBC/A does not allow any person who may pose a threat to children or youth to work with any minors.

.05 It is the written policy of BBC/A to obtain legal advice from the ministry's attorney before contacting the authorities or before the dismissal of any employee for abuse. This rule does not apply to a witnessed event that may require the immediate apprehension of a perpetrator.

.06 BBC requires volunteers to be associated with the church for an observable period of time to prove they know how to conduct themselves around minors before they are permitted to work with children or youth.

.07 The Children's Pastor/Director shall establish a Child Safety and Protection Guideline policy, and all individuals working with children must sign the written guidelines confirming they have read, understood, and will abide by these guidelines.

13.0 Alcohol, Drugs, and Controlled Substances

.01 BBC/A desires to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their ministry in a satisfactory manner.

.02 The manufacturing, distribution, dispensing, possession of alcohol, illegal drugs, tobacco products, or any non-prescribed physician-controlled substance on ministry property or in ministry vehicles is prohibited. It is a violation of our policy for employees to use or be "under the influence" of alcohol, illegal drugs, tobacco, or any non-prescribed physician-controlled substances at any time in any place. BBC/A reserves the right to require employees to submit to a blood or urine test prior to employment, or at any point during employment. Refusal to submit to a blood test or a urine test will be grounds for dismissal.

.03 BBC/A discourages the consumption of alcohol for its employees; however, it is permitted if it is not consumed in excess. Any employee who reports to work under the influence of alcohol, or who engages in drunkenness in violation of the biblical standards expected of BBC/A employees, will be subject to disciplinary

Human Resources Manual (cont.)

action, up to and including termination. The exception to this policy is the pastoral staff who voluntarily agree to abstain from all consumption of alcohol.

.04 Possession of illegal drugs, evidence of alcohol or drug impairment, an employee whose breath smells of alcohol while on campus, or refusal to comply with this policy will be subject to disciplinary action, up to and including termination

14.0 Sale of Personal Merchandise

.01 Any purchases of supplies and/or merchandise from employees or their family by the ministry must be handled through the normal purchasing procedures of the ministry.

15.0 Employee Family Members

.01 We thank God for the spouses and children of our staff, and we always desire for staff to place their family first before this ministry. Staff must remain sensitive to BBC/A's position of responsibility with children. Children are not allowed on the property of the ministry without proper supervision. When possible, child care will be provided for children before and after school or during enrichment sessions. Employees are to plan and provide off-site arrangements for children who may be out of school for what is a normal workday for their employed parent. In other words, bringing a child to work is against the policy of the ministry, with the exception of inclement weather or unless prior permission was received from an Executive Staff member. The ministry cannot assume responsibility for a child left unattended in a room at any time of the day or night. Furthermore, employees should not get in the habit of allowing extended visits from children, spouses, or other family members during normal work hours.

16.0 Outside Employment and Activities

.01 Outside employment is allowed with the prior approval of the employee's immediate Supervisor and the Executive Pastor. Approvals are conditioned upon the employee maintaining satisfactory performance evaluations from their immediate Supervisor. If excessive time off is required due to an injury from the part-time employment, this condition could result in his/her dismissal from employment with BBC/A.

17.0 Personal and Ethical Responsibilities

.01 All employees must conduct their personal affairs in such a fashion that their individual reputation and the ministry's reputation are not jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with BBC/A. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the ministry and/or fellow staff members.

.02 Employees requested to host, officiate, support, or serve at any function that is either hosted on or off the campus of BBC/A are responsible for inquiring as to whether alcohol will be served or not. No BBC/A resource shall be used in any social function, including but not limited to weddings, banquets, parties, etc., that serves alcohol. These resources would include pastors, support staff, facilities, or equipment. This policy would include all activities related to the specific function.

.03 Potential ethical conflicts could include receiving expensive gifts from suppliers or church members, misappropriation of work time, biased selection of vendors or vendor contracts, disclosures of confidential information to others or use for personal gain, etc. Compliance with these standards is the responsibility of every employee. Decisions to hire vendors and/or contractors should be based on business ingredients such as cost, level of service, etc.

18.0 Financial Integrity

.01 All employees are to respect the ministry's budget process and the final adopted budget. Employees are to administer the budget effectively and abide by the following financial guidelines:

Human Resources Manual (cont.)

- Not transfer funds from their responsible budget area(s) to another budget area without prior permission from the Executive Pastor.
- Not overspend the budget without prior approval from the Executive Pastor.
- Not accept or solicit from church members or other donors designated tithes or offerings for any purpose without the prior consent of the Executive Pastor.
- Not solicit contributions for programs or other purposes without prior permission from the Executive Pastor.
- Be careful to never solicit or encourage gifts from church members or guests for themselves or their family.

.02 For additional information regarding the general operating budget process, please refer your questions to the Executive Pastor.

19.0 Counseling Sessions

.01 BBC/A is committed to protecting the integrity of our employees and the reputation of our ministry. Scripture stipulates that church leaders are to be “above reproach” and that even the “appearance” of wrongdoing should be avoided. Therefore, the following counseling guidelines have been established for all staff members to follow:

- Never visit the opposite sex alone in a home environment.
- Never counsel the opposite sex alone in an office or room unless other employees are present or there is good visibility with other employees on campus.
- Never counsel the opposite sex more than once without the counselee’s mate present.
- Never go to breakfast, lunch, or dinner alone with the opposite sex.
- Never kiss any church member or guest of the opposite sex.
- Never discuss detailed sexual problems with the opposite sex. Refer them to a same sex counselor.
- Carefully respond to cards or letters from the opposite sex.
- Use secretaries and open/glass viewing rooms as protective measures.

.02 The documentation of all counseling sessions should be properly secured under lock and key by all those who counsel. These files should be strictly protected against unauthorized access because of the legal and ethical responsibilities the ministry could face.

.03 The disposition of counseling files in the event of the counselor’s death or departure from BBC/A ministries will be the responsibility of the Executive Pastor.

20.0 Confidentiality of Ministry Information

.01 During the course of the employee’s employment with BBC/A, they may have access on a regular basis to information of a highly sensitive and confidential nature. This information will be contained in ministry records, correspondence with church members and others, inter-office memoranda, and other similar documents. Employees of BBC/A serve in a position of trust, and they have an obligation to the ministry and to those persons to whom we minister to see that the confidentiality of this information is strictly maintained and protected. Access to information regarding members or employees will be limited to a need-to-know basis, and every effort will be made to protect private information regarding members and employees. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the ministry and seriously erodes the confidence of others, without which BBC/A simply could not effectively minister.

Human Resources Manual (cont.)

.02 Information regarding BBC/A or its members, or other persons to whom BBC/A may minister, of which the employee becomes aware as a result of their employment relationship, is considered confidential information. The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with the ministry. Failure to adhere to these standards may result in appropriate corrective action, including disciplinary action up to and including termination.

.03 Confidential documentation should always be stored in a locked file cabinet. Access to this material should be allowed only to authorized individuals.

.04 Following are several helpful tips, which employees should use in handling confidential information:

- Protect confidential papers that are on an employee's desk by keeping them face down.
- Safeguard confidential documents by storing them in a locked file cabinet when not in use.
- Mark each confidential file or envelope "CONFIDENTIAL".
- Never leave personal notes and papers on your desk when you leave for the day.
- Shred confidential papers, notes, and photocopies before they are thrown in the trash.
- Use passwords to access personal and confidential files that are stored on personal computers.

.05 The employee's obligation to preserve the confidentiality of information acquired during their employment continues even after the ministry no longer employs them. The employee may not disclose, after separation of their employment, any information that they were not permitted to disclose during their employment. Moreover, the employee may not utilize the confidential information he or she acquired while employed at BBC/A even after their departure from the ministry.

21.0 Copyright Infringement

.01 Leadership will not tolerate any forms of copyright infringement. Ministry-owned copy machines, computers, duplicators, sound recording devices, or any other forms of duplicating or reproducing equipment should not be used to copy or reproduce any forms of copyrighted materials for ministry or personal use. Violation of this policy may result in appropriate corrective action, including disciplinary action. Supervisors will provide their team members with additional guidelines as needed.

22.0 Access to and Removal of Church Property

.01 It is critical that BBC/A have access at all times to ministry property. As a result, the ministry reserves the right to access employee offices, work stations, computers, file cabinets, desks, credenzas, and any other ministry property at its discretion, with or without advance notice or consent. Such access would also include records, hard copy, and electronically stored documents, files, schedules, ledgers, etc.

.02 No property is to be loaned or removed from the grounds without the approval through the office of the Executive Pastor.

.03 Removal of official ministry documents or records without the expressed consent of the Executive Pastor is strictly prohibited.

23.0 Issuance of Church Property and Equipment

.01 Keys to exterior doors and/or offices of the ministry will be issued to appropriate employees by the office of the Executive Pastor or his designee. Ministry-issued keys and password codes should not be used by anyone except the employee to whom they are issued. An employee should never copy keys.

.02 Any ministry-owned property and/or equipment (i.e., keys, credit cards, laptop computers, tablets, cell phones, etc.) that has been issued to an employee to perform their job remains the property of BBC/A. It is the employee's responsibility that these items be used solely by the issued employee for ministry-related business.

Human Resources Manual (cont.)

These items must be returned at the time of the employee's dismissal. Their final paycheck will be held until all such items have been returned.

24.0 Use of Telephones

.01 Leadership realizes that it may be necessary for employees to occasionally make and receive personal calls. However, such calls should be held to a minimum of both time and quantity. Such personal calls should be made, whenever possible, during scheduled break and lunch periods. The employee is expected to inform each of their family members of these guidelines. Unavoidable lengthy personal calls should be cleared through their Supervisor and time appropriately adjusted on their time sheet.

25.0 Use of Ministry Computers

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

25.1 Designated Use

.01 Computers are to be used for ministry business only. Personal information on ministry desktop computers is not allowed.

25.2 Personal Software

.01 The use of personal software will not be allowed unless it is approved and validated by the IT Director. Valid, ministry-owned licenses are required for all software loaded onto the computer network. If there is a software package an employee desires to have available on the network, the employee should notify the IT Department, and if approved, it will be purchased from ministry funds and installed by an employee of the IT Department. This includes software, which can be downloaded from the Internet. The IT Director or an appropriate employee of the IT department will perform an evaluation of Computer Software and Software Reference Checks to determine appropriateness, cost, and other considerations.

25.3 Home Computer Use

.01 Computer software purchased by BBC/A is owned by the ministry and cannot be copied or installed on an employee's and/or lay leader's home computer. Ministry documents, spreadsheets, or data cannot be loaded on any other computer not owned by BBC/A without prior approval. All ministry computer data and information belong to the ministry and should not be copied or given to any person or loaded onto any other computer.

25.4 Comments Regarding Individuals

.01 The ministry's computer system should never be used by authorized users to make comments that could be viewed as defamation of a person's character or reputation.

25.5 Audits

.01 All computers owned by BBC/A may be subject to periodic inspection for compliance with these guidelines. Violations may result in appropriate corrective action, including disciplinary action up to and including termination.

25.6 Donated Computer Equipment and Equipment Not Purchased by the Ministry

.01 Equipment not procured by the IT Director will not be maintained or serviced by the ministry. Equipment so obtained may not be connected to the network. Every effort is made to maintain system compatibility and standardization to ensure adequate spare parts are in stock and personnel are

Human Resources Manual (cont.)

knowledgeable in the maintenance and repair of such equipment. As with any purchase or donation, approval from the Executive Pastor is required before the item is purchased or accepted.

25.7 Computer Security

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

- **Login Names and Passwords:** User login names and initial passwords will be issued and controlled by the IT Director. The login names are used to identify authorized users on the ministry's system. Therefore, each employee's login name/password combination must be kept confidential, known only by the employee. The employee shall not share his/her login name or password, or allow anyone else to use it. Passwords will expire and require renewal periodically. Any knowledge of a compromised password, particularly administrative passwords, should be conveyed to the IT Director as soon as possible.
- **Use of System:** The computer system is to be used only by those with assigned accounts.
- **Logging Off or Locking System When Away from Office:** If employees are going to be away from their desk for an extended period of time or at the end of the workday, they should log off the system to prevent unauthorized access under their user name.
- **Stand-Alone Computers and Laptops:** The guidelines above also relate to stand-alone and laptop computers. There will be no unauthorized use of, or software allowed to be loaded onto a ministry-owned computer without prior authorization. If a computer is connected to a ministry modem, the employee is permitted to download only to the standalone or laptop's hard drive. Under no circumstances should a download take place to the network computer system.

.02 If there are any questions regarding the use of ministry computers, it is incumbent upon the employee to seek guidance from the IT Director.

26.0 E-Mail Usage

.01 Every communication the employees and lay leaders of BBC/A 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 hard copies.

.02 E-mail messages should never contain sexually explicit images, messages, or cartoons, or any ethnic slurs, racial epithets, or any other material that could be construed as harassment or disparagement of others based on their race, national origin, gender, age, disability, or religious or political beliefs. Furthermore, the email system should not be used to share or receive known copyrighted material.

.03 The e-mail system of BBC/A has been established for the purpose of furthering the ministry's mission goals and not to provide a communication facility for employees' personal business. Consequently, e-mail should not be used for non-job-related solicitations.

.04 All email messages, documents, and information are the property of BBC/A and, as such, may be reviewed or inspected by the Executive Pastor or Superintendent at any time.

.05 Effective communication is essential to fostering a productive, collaborative, and supportive workplace. While digital tools like email and messaging apps are valuable for day-to-day coordination, they are not a replacement for meaningful, real-time conversations—especially when it comes to performance discussions, feedback, conflict resolution, and team alignment. To support strong interpersonal relationships and clear communication, the following guidelines should be followed:

Human Resources Manual (cont.)

In-Person Communication Expectations:

26.1 Prioritize Face-to-Face Interaction:

Pastors, principals, and supervisors are expected to meet in person with employees for sensitive or important conversations, including performance reviews, career development discussions, and conflict resolution.

26.2 Email Is Not a Substitute for Difficult Conversations:

Topics involving employee performance, interpersonal issues, or significant changes should not be handled exclusively via email. If a meeting is needed, it should be scheduled promptly and conducted in person whenever feasible.

26.3 Responsiveness and Accessibility:

Employees are encouraged to be available for in-person meetings during core business hours. Regular one-on-ones should not be replaced with email check-ins.

26.4 Documentation:

After an in-person meeting, a brief follow-up email summarizing action items or decisions can be sent for clarity and record-keeping. This ensures alignment without replacing the importance of the live conversation.

27.0 Use of Fax Machines, Copiers, and Security Cameras

.01 BBC/A fax machine and copiers are for official business use only.

.02 BBC/Security camera footage is private and may only be viewed by an employee who has been given administrative privileges to the software. All requests to have footage reviewed must be approved by the Superintendent (or his designee) or the Executive Pastor. Unless in the case of a security breach or emergency, the RSO should not be asked to review footage for an employee.

28.0 Rented Vehicle Insurance

.01 When renting a vehicle for official business, the following instructions should be adhered to:

- Indicate on the contract your official ministry employment position and the name of BBC/A.
- Waive the Loss Damage Waiver (LDW-sometimes referred to as the collision damage waiver), which is listed on the contract. This coverage is included in the Vehicle Insurance Policy purchased by BBC to insure all church vehicles.
- Do not accept the Liability Insurance Supplement (LIS), the Personal Accident Insurance (PAI), or Personal Effect Coverage (PEC). This coverage is included in the Vehicle Insurance Policy purchased by BBC to insure all church vehicles.

.02 The Executive Pastor should be contacted if additional questions arise regarding the rental of a vehicle for ministry purposes.

29.0 Personally-Owned Property

.01 In order to determine which office items belong to the ministry and which items belong as personal property of employees, the following guidelines will apply:

- Books, tapes, or other materials purchased by the employee's personal funds, to assist in their ongoing continuing education or teaching (i.e., sermon preparation) are considered personal property of the employee. Items purchased with ministry funds are the property of the ministry. These items must be purchased from ministry-authorized professional expense accounts.

Human Resources Manual (cont.)

- Training materials purchased for ministry use from church budget accounts, such as children's video series, AWANA training materials, and Sunday School training materials, are the property of the church.
- Any videos purchased for ministry use remain ministry property.
- All office equipment, such as desks, chairs, shelves, storage cabinets, file cabinets, calculators, etc., is ministry property.
- Personal counseling files will remain the property of the applicable minister. Any files that deal with ongoing ministry matters should be left behind or photocopied for continuing ministry use.
- Music purchased for any music function of the ministry is the property of the ministry. This includes demonstration recordings for the same music.
- Music picked up through a continuing education program or other such music seminar is the property of the Minister of Music. Its distribution is left to his discretion.
- Music subscription packets purchased on an annual basis are the property of the ministry.
- Youth Ministry: All athletic and A/V equipment that is purchased remains the property of the ministry.

.02 To maintain appropriate insurance coverage in the event any personally owned property should be lost, stolen, or destroyed while located on ministry premises will remain the responsibility of the property owner. Employees should not bring large sums of money, jewelry, or other valuables to work. The ministry can assume no responsibility, nor will the ministry's insurance company reimburse for any lost, damaged, stolen, or destroyed personally owned property while located within the ministry facilities, and discourages use of personal property for ministry functions.

30.0 Personal Use of Ministry Stationery

.01 BBC/A stationery is to be used only for authorized use.

31.0 Food and Drink

.01 As a general rule, food or drink is not allowed outside the office area, break room, or Fellowship Hall/Kitchen Area. If the employee does transport food or drink in these areas, they should take precautions so as not to spill them. If a spill does occur, every attempt should be made to clean the soiled area.

.02 Teachers may have drinks and snacks in their classroom, but extreme care should be taken to protect the carpet from stains.

32.0 Expense Reimbursements

.01 BBC/A employees will be reimbursed for ministry expenses that are within the budget or pre-approved by the Executive Pastor or Superintendent.

33.0 Miscellaneous Responsibilities of Employees

.01 Employees should check regularly with the ministry calendars for information and direction. All events planned in BBC/A facilities must be calendared by the Office of the Executive Pastor or his designee. BBA events will be approved by the Superintendent after they have been cleared by the Office of the Executive Pastor or his designee to ensure there are no facility conflicts.

.02 Employees should keep the receptionist informed of their whereabouts. Employees should make every effort to answer their cell phones during working hours when another employee is calling.

.03 Employees are responsible for maintaining their own office or workspace in an efficient and attractive manner. Employees need to assume security and protective care of their equipment. This means office doors

Human Resources Manual (cont.)

should be closed when the employee is not present. Employees also need to assume the cleanup of their own work and activities in other joint work areas, such as the copy room and coffee break areas.

.04 Employees should turn off lights in ministry facilities when an area is not in use. Any other areas to improve energy conservation (i.e., dripping faucets or leaks) should be reported to the Executive Pastor. Stewardship of ministry finances and facilities must always be a priority for all employees.

.05 Employees will be asked to assist in the cross-training of other employee positions as deemed appropriate by their Supervisors.

34.0 Policy and Procedure Revisions

.01 An employee may make a recommendation for policy and procedure revisions or additions by submitting the suggested change to his/her immediate Supervisor. The Supervisor will review the suggested change and send their recommendation to the Executive Pastor if they feel the revision is warranted.

.02 Once a revision is approved, the Executive Pastor will be responsible for submitting the revision and/or addition to the Senior Pastor for final approval. No change in the Policy and Procedure Manual can be implemented without the approval of the Senior Pastor.

35.0 Child Abuse Reporting

.01 North Carolina is a must-report state, and there is no pastoral exemption. Any person receiving an allegation of abuse should report this to the Superintendent or the Executive Pastor immediately and then report the allegation within 24 hours to the North Carolina Department of Health and Human Services, Division of Social Services Child Protective Services. It is important to have the name, address, and contact information of the person making the allegation so that the Department of Social Services (DSS) may investigate allegations. Any person making a report in good faith is immune from any civil or criminal liability that might otherwise be incurred.

.02 If an employee or volunteer is the accused, the Superintendent or Executive Pastor will contact the ministry attorney and report the allegation and seek legal counsel.

.03 If an employee or volunteer is the accused, the Superintendent or Executive Pastor will contact the ministry insurance agency and report the allegation and seek advice.

.04 No one other than those who are designated by the Senior Pastor or the COE may speak to the media.

.05 Allegations and responses of BBC/A will be documented at each step of the investigation.

.06 The alleged abuser will be removed from service until the allegations are resolved. The ministry may decide to continue paying an employee involved during the investigation, but the accused will not be allowed to serve with children or teens in any capacity.

36.0 Social Media

.01 It is the opinion of BBC/A that Social Media sites can serve a purpose in extending the Gospel and helping people, but it is also our opinion that these sites can be detrimental and harmful to the testimony of a believer and hurt the cause of Christ. We believe that the potential exists that, if not carefully guarded, these sites can provide the opportunity to express negative feelings and lead to overfamiliarity among the opposite sex, as well as between an authority figure and an individual who is subject to the authority.

.02 In an effort to keep our students and children safe, our employees above reproach, and to protect our employees from any false accusations, it is the policy of BBC/A that no employee has contact with a student or child of the opposite sex on a social media site, i.e., Facebook, X/Twitter, Instagram, or any similar site. The exception to this policy would be the Youth Pastor, Principal, or the Superintendent, and only then when there is additional accountability for the leader and parental permission has been given.

Human Resources Manual (cont.)

.03 Furthermore, to protect the ministry and our employees, any employee who has a social media site is required to “friend” or “follow” the church’s or school’s site or one of the BBC pastors or the BBA Administrative Team. If it is determined that an employee is maintaining an undisclosed social media account used to circumvent ministry accountability or violate this policy, that employee will be terminated. This means that no male employee should be friends with a female student; they should not accept a “friend” request from a female student, nor should a male employee send a female student a “friend” request. No female employee should be friends with a male student; they should not accept a “friend” request from a male student, nor should a female employee send a male student a “friend” request.

.04 Employees should not follow a student’s X/Twitter account or have access to any type of Instagram accounts where pictures and personal information can be viewed.

SECTION D: Benefits

1.0 Statement of Policies and Procedures:

.01 The ministry's benefit plan is designed to provide compensated time away from work, to help employees pay certain expenses, and to make available cost-effective insurance coverage through group rates to employees' eligible dependents; and to provide certain other assistance as occurrences arise.

.02 Although the benefits described in this section are currently available, the benefits may be adjusted, changed, or modified at any time without prior notice. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the costs of the benefits and/or a decrease in funds or contributions received by BBC/A, which may have an adverse effect on the fiscal integrity of the ministry's financial position. The BBC Council of Elders establishes the Senior Pastor's Benefits Package.

.03 Employees of BBC/A may be eligible for all or portions of the benefits listed below based on their employment classification of full or part-time and whether their responsibilities cover BBC or BBA.

.04 Individual benefits may not be given or transferred to another family member or employee. In rare circumstances and in dire situations, the Executive Pastor may approve an exception.

2.0 Vacation

2.1 Pastoral Staff

.01 Vacation for employees classified as full-time Pastoral Staff is determined by the length of full-time equivalent service in the ministry and not based upon just the length of full-time service at BBC. As years of service in ministry are much like serving in a major company, moves from one church to another should not negatively impact the consideration of "tenure" for vacation. For example, if a person has served in the ministry for six (6) years at various locations, he should be entitled to three (3) weeks vacation (See Section D 1.1.1 below). The employees will earn vacation as follows:

2.1.1 Length of Accumulated Service in Ministry

- Total ministry service is equal to 3 months through 4 years: 2 weeks
- Total ministry service is equal to 5 years through 14 years: 3 weeks
- Total ministry service is equal to 15 years through 24 years: 4 weeks
- Total ministry service is equal to 25 years or more: 5 weeks

.02 The determination of the number of full-time equivalent years to be credited toward length of accumulated service in the ministry prior to being employed by BBC shall be made at the time the individual begins full-time employment in the ministry at BBC.

.03 The choice of vacation dates will be approved with the employee's immediate Supervisor and then turned in to the office of the Executive Pastor for approval at least 10 working days prior to the start date of the request.

.04 As approved by the employee's immediate Supervisor, when an employee is taking a full week of vacation, it is permissible for the employee to be away one (1) Sunday on either side of the full week of vacation.

Human Resources Manual (cont.)

2.2 Directors

.01 Full-time BBC Directors will accrue vacation based on their anniversary date and their length of full-time equivalent continuous service with BBC/A as follows:

2.2.1 Length of Continuance of Service at BBC/A

- Total service is equal to 3 months through 4 years: 2 weeks
- Total service is equal to 5 years through 14 years: 3 weeks
- Total service is equal to 15 years through 24 years: 4 weeks
- Total service is equal to 25 years or more: 5 weeks

.02 For new employees, the ninety (90) day probationary period will count as continued service in performing the above calculations.

.03 The choice of vacation dates will be approved by the employee's immediate Supervisor and then turned in to the office of the Superintendent or Executive Pastor for approval prior to being processed by the Payroll Department.

.04 Part-time hourly employees do not receive pay for time not worked.

2.3 Principals, Faculty, and Non-Faculty BBA Employees

.01 Principals and faculty vacation time is generally the Thanksgiving break, Christmas break, Spring break, and Summer break that correspond to the school calendar. No other vacation time is given.

.02 Non-Faculty vacation time is generally the Thanksgiving break, Christmas break, Spring break, and Summer break that correspond to the school calendar. No other vacation time is given.

2.4 All Employees

.01 An employee's anniversary date corresponds to the month the employee was hired, subject to adjustment for the portion of any leave of absence in excess of thirty (30) days.

.02 Vacations should be taken in at least ½ day segments. The dates requested by the employee will be honored when possible. Requests should be emailed to the employee's Supervisor. It is understood that cooperation and agreement will be necessary to consider work requirements 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 the ministry. Scheduling conflicts will be resolved by either the immediate Supervisor, the Superintendent, or the Executive Pastor.

.03 When holidays occur during vacation time, the holiday will not count as vacation. Employees are discouraged from bridging vacation time on both sides of a holiday period or between two subsequent holidays, except the week of Thanksgiving and the Christmas break.

.05 Upon termination, the employee will be paid only for any accrued unused vacation. If the employee should take a vacation and then leave the ministry's employment before the vacation is accrued, his/her final paycheck will include a deduction for the vacation that has not been accrued in the same amount as their vacation pay.

.06 Vacation time is computed semi-monthly. The accrual cannot be more than 125% of the allotted vacation earned based on the length of continuance of service. When days have accrued to a total of 125% of the maximum allowed vacation, the accrual will be frozen until such time as the maximum drops below the allowed 125% accrual rate.

Human Resources Manual (cont.)

.07 Employees are required to schedule and take time off for all earned vacation time. It is the ministry's opinion that the health and vitality of even the most productive employee is increased by the use of this benefit.

.08 Pastoral staff and employees who teach adult SS classes are allowed to miss up to 5 Sundays a year. Other employees who are church members may miss up to 10 Sundays a year.

.09 The Senior Pastor and Executive Pastor will have the sole prerogative to make exceptions to the vacation policy as is necessary to accommodate individual employee needs and/or efficient operations.

3.0 Personal and Sick Days

.01 In some situations, personal days and sick days may be offered to an employee in addition to or in place of vacation time. Personal days cannot be used for multiple days in a row nor in conjunction with a holiday or vacation.

.02 Unless an employee's contract states differently, a full-time 12-month employee (faculty and non-faculty) will receive 5 personal days and 7 sick days.

.03 Unless an employee's contract states differently, a full-time 10-month faculty member will receive 3 personal days and 5 sick days.

.04 These days do not carry over from one year to the next, and they may not be gifted or transferred to another employee except in rare circumstances or a dire situation, and then it must be approved by the Executive Pastor.

4.0 Holidays

.01 The following holidays are recognized as paid holidays for all full-time employees if the holiday falls on a regular work day for the employee. If the holiday falls on a weekend, the Executive Pastor will announce if the holiday will be celebrated on a different day:

- New Year's Day
- Martin Luther King Jr Day
- President's Day
- Good Friday or Easter Monday (will be announced each year)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve and Christmas Day

.02 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.

.03 In the event any of these holidays occur on a Saturday, the prior Friday will be considered the holiday. If the holiday falls on a Sunday, the following Monday will be considered the holiday.

Human Resources Manual (cont.)

.04 Full-time non-exempt employees required to work on a designated holiday will be paid at a rate of pay equal to one and a half times (1 ½) their current rate per hour. Part-time non-exempt employees required to work on a company-designated holiday will be paid their regular rate of pay. In these cases, no additional holiday pay compensation will be applicable.

.05 The ministry offices and buildings are closed on the above-listed holidays; therefore, events should not be scheduled in any of the ministry facilities.

5.0 Leaves of Absence

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

5.1 Personal Leave:

.01 A leave of absence may be granted for a compelling personal reason that does not qualify under the provisions of the state Family Care and Medical Leave Act or the federal Family and Medical Leave Act. Employees who have completed at least 6 months of continuous service may submit a Leave Authorization request for a personal leave of absence, without pay, for any length of time up to a maximum of thirty (30) days. This request must state the reason for the leave, as well as the beginning and ending dates.

.02 Requests for personal leave must be approved by the employee's immediate Supervisor and at the discretion of the Executive Pastor 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 not such an 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.

5.2 Family Care and Medical Leave

.01 A leave of absence will be granted for the birth, adoption, or foster care placement of an employee's child, the care of an employee's child, parent or spouse with a serious illness and/or health condition, or the employee's serious illness and/or health condition that makes the employee unable to perform his/her duties. Employees who have completed at least one year of employment and have worked at least 1,250 hours in the previous twelve (12) months may submit a written request for a family care and medical leave of absence, without pay, for any length of time up to a maximum of twelve (12) work weeks in a twelve (12) month period.

.02 Requests for family care and medical leaves will normally be granted by the Executive Pastor based on the facts and circumstances surrounding each individual request.

.03 Requests for family care and medical leaves to care for a child, parent, or spouse with a serious illness and/or health condition, or an employee with a serious illness and/or 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 and/or health condition. Employees on family care and medical leave may be required, or may elect, to use accrued vacation.

.04 Although the ministry 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.

Human Resources Manual (cont.)

.05 Employees with a serious illness and/or health condition must present a health provider's written release of fitness for work and status 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.

5.3 Maternity Leave

.01 BBC/A recognizes the importance of supporting employees during major life events such as the birth of a child. As part of our commitment to strong families and in alignment with our faith-based values, BBA provides maternity leave benefits that exceed the minimum standards of federal law. During this time, BBA will maintain the employee's group health insurance under the same conditions as if the employee were actively working.

.02 BBC/A's Maternity Leave Provision provides six (6) weeks of fully paid maternity leave for female full-time employees following the birth of a child. This period aligns with the standard medical timeframe for postpartum recovery, during which a licensed medical provider typically clears a mother to return to normal activities.

.03 If additional time is needed beyond the six paid weeks, the employee may use their available sick days to extend the leave, or take the remaining time as unpaid leave, under the continued provisions of FMLA, if eligible.

.04 While every effort will be made to minimize disruption to a faculty member's classroom responsibilities, employees on maternity leave may be contacted to assist in basic planning or pacing adjustments to ensure a smooth transition upon their return. These contacts will be limited and respectful of the recovery process.

.05 Employees returning from maternity leave will be reinstated to their former position or an equivalent one, in accordance with FMLA regulations.

5.4 Bereavement Leave

.01 The ministry recognizes that a time of bereavement is a very difficult one for an employee. In this regard, every effort will be made to ensure that the employee is able to attend to family matters.

.02 In the case of a member of the immediate family, as defined for bereavement leave (employee's spouse, children, grandchildren, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents' or other relatives that reside in the employee's household), the fulltime 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 more than 200 miles away. In the case of the death of a relative other than the immediate family, the employee may be paid up to two (2) consecutive work days.

.03 Since death is an unexpected event, which can occur at any time, the ministry feels that an employee's ninety (90) day probationary period does not have to be met before the employee can qualify for this paid absence. This benefit does not apply if the death occurs while the employee is on vacation, holiday, leave of absence, or absence for any other reason.

.04 Employees who require more days away from work than is allowed under this leave may request earned vacation time, or a personal leave of absence, subject to the approval of his/her Supervisor. The employee's Supervisor should be notified immediately of the death of any family members or relatives as mentioned above. The Supervisor should contact the Payroll Department and furnish any needed information for payroll purposes.

.05 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

Human Resources Manual (cont.)

employee's regular rate to a maximum of eight (8) hours for one day. This leave pay shall not be credited as time worked for the purpose of computing overtime.

5.5 Jury Duty

.01 A leave of absence will be granted for employees to serve on jury duty. Full-time employees who are called to serve on jury duty will be paid their regular wages during the period of time they are called to serve, for a maximum of twenty-one (21) working days. Employees who are required to serve for more than twenty-one (21) working days may take time off, without pay, or use vacation pay for the balance of the time. Upon completion of jury duty, a jury duty attendance form provided by the Court may be requested to be turned in to the ministry. 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 Executive Pastor may request that the employee seek court approval that such required service be rescheduled for a later date, which would be more convenient for the ministry.

5.6 Military Time

.01 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 and will be paid the difference in the amount they receive 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.

5.7 Workers' Compensation Leave

.01 A leave of absence will be granted whenever there is a work-related illness or injury. The ministry will comply with all applicable state and federal laws concerning leave time for work-related illness or injury. The ministry's insurance agent will be called upon to assist staff in all Workers' Compensation matters. Employees on work-related illness or injury leaves will be reviewed on a case-by-case basis. If the Family and Medical Leave Act should apply, then Workers' Compensation leave will run concurrently as family care and medical leave.

5.8 Mission Leave

.01 All BBC full-time and part-time employees are allowed one (1) week of paid leave on their normal scheduled work days per year for a mission trip that is sponsored and coordinated by BBC. The mission trip is not to be taken within the first 90 days of employment unless approved by the Executive Pastor's office.

6.0 Provisions to All Leaves of Absence

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

.02 A request for an extension of a leave of absence must be made via email 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.

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

Human Resources Manual (cont.)

.04 Coverage under the ministry's group insurance plans will be continued on the following basis:

- The ministry will continue to contribute to group health insurance premiums, as if the employee were actively at work, for up to twelve (12) work weeks of an approved family care and medical leave of absence.
- The ministry will continue to contribute to other group insurance premiums, as if the employee were actively at work, for one (1) month of an approved family care and medical leave of absence.
- Employees may be required to pay the entire premium plus administration costs for other continued group insurance coverage during the portion of an approved family care and medical leave of absence in excess of one (1) month.
- Employees must make arrangements with the Financial Office 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 the ministry for group insurance premiums paid by the ministry while the employee was on leave.

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

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

.07 Employees who falsify the reason for their absence will be terminated.

7.0 Social Security

.01 The employer's portion of Social Security and Medicare taxes (FICA) will be provided for all employees who are not ordained ministers.

8.0 Workers' Compensation Insurance

.01 Every employee of BBC/A is automatically covered by Workers' Compensation Insurance at the time of employment. The ministry pays the entire premium for this coverage. The following benefit examples are provided to employees who sustain a work-related injury or illness. Partial wage replacement for periods of disability, medical care (including medicine, hospital, doctor, X-rays, medical supplies, rehabilitation services, etc.) as necessary.

.02 All employees are required to 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 complete an accident report on all work-related injuries and furnish a copy to the Executive Pastor.

9.0 Medical and Dental Insurance Coverage

.01 Employees who work a minimum of 32 hours a week and have been employed for at least 1 month are eligible to apply for medical and dental insurance. Pastoral staff and their families are covered 100%. Directors and principals receive employee-only coverage and are covered 100% as part of their compensation. Faculty members receive employee-only coverage and are covered at 75%. Other staff who work a minimum of 32 hours may apply for benefits, but no premiums are covered. Insurance coverage will become effective on the 1st day of the month following proper submission of all required forms. **Example:** Hire date: June 15th, Forms submitted on June 20th, Insurance coverage begins on August 1st.

Human Resources Manual (cont.)

10.0 Federal and State Unemployment Programs

.01 Being a tax-exempt 501(c)3 organization, BBC is exempt from paying federal and state unemployment taxes, and furthermore, has elected not to voluntarily participate in these programs. Therefore, all ministry employees will not be eligible to draw unemployment benefits from these programs should their employment be terminated.

11.0 BBC/A Tuition

.01 BBC/A's position is that all employees who have children attending BBA need to apply for the NCOS as long as it is available.

12.0 Continuing Education and Professional Memberships

.01 Where it can be demonstrated that BBC/A will benefit from an employee's participation in a continuing education program or professional organization, time away may be granted, and the related expenses may be paid or reimbursed from ministry funds. (Examples of continuing education programs and/or professional organizations would include, but may not be limited to: Seminary classes, Graduate degrees, Computer/Associational training classes, etc.) Requests for time away and payment of expenses related to continuing education programs and professional organizations must be made to the Superintendent or Executive Pastor, but must be approved in advance by the Executive Pastor and/or the Senior Pastor.

12.1 Spouse Attending Conference with Employee

.01 When an employee attends a ministry-approved and ministry-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 the ministry 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 ministry conference as a delegate of the ministry, then the spouse's expenses will be ministry-related, paid for by the ministry and not taxable to the employee.

13.0 Relocation Upon Time of Call and/or Employment

.01 The ministry may elect to pay for necessary, reasonable, and customary relocation, and/or moving expenses incurred by an employee relocating to our community at their time of employment by BBC/A. This benefit would apply to those employees who have been employed as a Senior Pastor, Pastoral Staff, Principal, or Director.

.02 The office of the Superintendent or Executive Pastor will be responsible for all arrangements associated with the relocation and/or move at the time of their employment by BBC/A in matters concerning policies and procedures.

.03 Certain relocation and/or moving expenses may be taxable to the employee and will be recorded on the employee's Form W-2 at year-end.

14.0 Ministerial Staff Activities

14.1 Speaking Engagements, Conferences, and Seminars

14.1.1 Senior Pastor

.01 The Senior Pastor will also be allowed to represent BBC at speaking engagements according to his own discretion, provided that such engagements are not excessive and do not hinder the effectiveness of his ministry.

.02 The Senior Pastor will be allowed time away to attend conferences or seminars for personal or job enrichment at his own discretion, provided such meetings are not excessive and do not hinder the effectiveness of his ministry.

Human Resources Manual (cont.)

14.1.2 Pastoral Staff, Directors, and Principals

.01 Pastoral Staff, Directors, and Principals will be allowed time away to lead revivals, conferences, encampments, conventions, and to attend conferences or seminars for personal or job enrichment, not to exceed ten (10) business days per year, and not to exceed more than two (2) Sundays per year. These days are not inclusive of vacation and/or mission trip leave. All time away for BBA staff must be approved by the Superintendent and then submitted to the Executive Pastor for final approval. All BBC employees must be approved by the Executive Pastor and/or Senior Pastor.

15.0 Reporting of Time Away from the Office

.01 As actual time away from the office occurs for vacation, ministry-related travel, personal development, and/or ministry/missions leave, an email must be completed and submitted to the appropriate Supervisor for approval. Once the request has been approved, it is to be forwarded to the Executive Pastor and the Payroll Department.

16.0 Work from Home

.01 All employees are required to perform their duties from the designated location on the BBC/A campus during official working hours.

.02 Remote work is not permitted unless approved by the Executive Pastor under special circumstances (e.g., medical emergencies, extreme weather conditions, government mandates, or pre-approved short-term causes).

.03 BBC/A believes that on-location work fosters teamwork, innovation, and better communication.

17.0 Days Off Donation Policy

.01 In rare and exceptional circumstances, an employee may voluntarily donate a portion of their accrued sick or personal time off to another employee who is experiencing a significant medical or family crisis and who has exhausted their available paid leave. Such donations are intended solely to provide temporary support and shall not be construed as an entitlement or ongoing benefit. No more than two pay cycles may be donated to any one employee in a given year.

.02 All leave donations must be submitted in advance by the Superintendent or a Pastor to the BBC/A HR Dept, who will evaluate the facts and circumstances of each request. Donations may be accepted only when the receiving employee has demonstrated a legitimate need, as verified by the BBC/A HR Dept.

.03 Donated leave will be deducted from the donor's accrued leave balance and transferred to the receiving employee's paid leave balance. Once transferred, these hours will be treated as paid time off for the receiving employee in accordance with ministry policy.

.04 No form of monetary compensation shall be exchanged, offered, or received in connection with the donation of leave. Leave donations must be strictly voluntary.

.05 The ministry reserves the right to limit or decline leave donations when such transfers would adversely affect ministry operations, create inequities among employees, or otherwise conflict with established policies.

SECTION E: Performance Standards

1.0 Work Performance

.01 Employees may be disciplined, up to and including termination, for poor work performance as determined by their Supervisors, and with the agreement of the Superintendent or the Senior Pastor. Examples of poor work performance are as follows, but are not limited to:

- Below average quality or quantity of assigned work functions.
- Poor attitude, including rudeness, lack of cooperation or loyalty, and/or acts of dissension within the staff.
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges.
- Failure to follow supervisory instructions or abide by ministry policies and procedures.

2.0 Misconduct and/or Unacceptable Behavior

.01 Employees may be disciplined, up to and including termination, for failing to follow policy, misconduct, and/or unacceptable behavior. Examples of misconduct include, but are not limited to, the following:

- Acts of insubordination
- Repeated gossip, divisive complaining, or attitudes detrimental to the ministry
- Abuse, misuse, theft, or the unauthorized possession or removal of ministry property or the personal property of others.
- Falsifying or making a material omission on ministry records, reports, or other documents, including payroll, personnel, and employment records.
- Divulging confidential ministry information to unauthorized persons.
- Disorderly conduct on ministry property, including fighting or attempted bodily injury, the use of profane, abusive, or threatening language toward others.
- Violation of any law adversely affecting the ministry, or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment.
- Violation of the ministry's alcohol, drug, tobacco, and controlled substances policy.
- Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign their time record.
- Any offensive or inappropriate actions which could impugn or harm the integrity or reputation of the ministry.
- Any immoral conduct (during or after work hours) which brings reproach upon the name of the Lord Jesus Christ and our ministry.

.02 All employees are to serve cooperatively with other employees, coordinating their respective department ministries with all other ministry-related programming. Employees are expected to exhibit loyalty to the

Human Resources Manual (cont.)

ministerial staff, administrative staff, other employees, and the mission of BBC/A as well as the Covenant, Articles of Faith, Constitution, and employee standards of conduct. Disagreements may be expressed through the biblical and organizational grievance procedures outlined in this manual. If matters of disharmony cannot be resolved, the employee may be given the opportunity to resign voluntarily or be dismissed.

3.0 Disciplinary Action Process (Due Process)

.01 BBC/A desires to coach, encourage, and restore employees whenever possible. Discipline exists not primarily to punish but to correct concerns, strengthen ministry effectiveness, and restore healthy working relationships whenever feasible.

.02 Due to 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 of employment. The ministry reserves the right to enter into any phase of discipline, at any time, depending on the nature and frequency of offenses.

.03 Whenever disciplinary action is required, it will always be done in a spirit of restoration. When an employee has been counseled without results, the following progressive actions may be performed. Each step will be applied as required in the disciplinary action process; all steps may not be required in all cases.

- **Informal Oral Reminder:** This oral reminder should be held in private to discuss the problem. The Supervisor reminds the employee of the need to meet acceptable standards of performance and behavior and seeks to obtain the employee's agreement to perform properly in the future. In most situations, such an informal discussion with an employee should precede any formal discussion or warning. An email describing the meeting will be sent to the employee by the Supervisor.
- **Formal Oral Reprimand Notice:** Prior to this meeting, the Superintendent or the Executive Pastor will have approved it being scheduled. In this meeting, the Supervisor will reiterate the poor standards of performance and/or behavior and stress the importance of improvement and correction. This reprimand will be documented, and 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 Superintendent or the Executive Pastor for inclusion in the employee's personnel file.
- **Final Warning Notice:** Prior to this meeting, the Superintendent or the Executive Pastor and/or the Senior Pastor will have approved it being scheduled. If the oral discussions have not corrected the situation, or should a problem of sufficient seriousness arise that additional written notice to the employee is considered appropriate, a discussion should be scheduled using a final written warning. This written warning should include the following:
 - An in-depth review of the problem. The documentation should be as complete and specific as possible and should not leave major issues or areas unaddressed.
 - The documentation of a developed action plan to address the issues raised, and a reasonable time period to accomplish the plan.
 - The employee and the Supervisor must sign this document to indicate receipt and understanding of what is expected.
 - The employee will be told at the conclusion of this meeting that if corrections are not made to the satisfaction of the Supervisor, he or she will be terminated.

Human Resources Manual (cont.)

4.0 Termination (Dismissal) Notice

.01 No employee will be terminated (dismissed) without the prior consent and authorization of the Superintendent or the Senior Pastor. It will then be the responsibility of the employee's Supervisor to inform the employee of their termination (dismissal).

5.0 Termination (Dismissal) Procedures for All Employees

5.1 Voluntary Termination

.01 A voluntary termination is defined as a termination that is initiated by the employee. A resignation letter should be submitted to the Senior Pastor, with a copy also provided to the employee's Supervisor and the Executive Pastor. To allow for a smooth transition and as a courtesy to BBC/A's ministry, we ask that all employees provide up to a two (2) week notice.

.02 The Finance department shall perform the following procedures regarding voluntary terminations:

- Ensure that the terminating employee submits their final time sheet for the determination of accrued pay and any paid time off benefits. Consideration will also be given to employee expense accounts where advances have not yet been returned. Prepare their final payroll check and issue a Statement of Earnings and Income Tax Withheld at year-end.
- Notify the voluntarily terminating employee, in writing, of any insurance or other benefits to which he or she may be entitled.
- Receive all keys, credit cards, and any other ministry-owned equipment or materials from the employee before their final paycheck is issued.
- Make appropriate entries in personnel records, and file the report in the employee's personnel file.

5.2 Involuntary Termination (Dismissal)

.01 An involuntary termination (dismissal) is a termination (dismissal) that is initiated by ministry management for reasons other than changing ministry conditions. Pastoral Staff and Directors may be terminated upon recommendation of the Senior Pastor and consensus of the BBC Council of Elders. Support Staff may be terminated upon recommendation of the employee's immediate Supervisor and the Executive Pastor.

.02 The Superintendent may be terminated upon recommendation of the Senior Pastor and consensus of the BBA Board of Governors.

.03 Principals may be terminated upon the recommendation of the Superintendent and the Senior Pastor.

.04 The employee's Supervisor shall perform the following procedures regarding involuntary terminations:

- Once the termination (dismissal) is given to the employee, the employee will be asked to turn in all keys, credit cards, and any other ministry-owned equipment or materials
- The terminated (dismissed) employee will not be allowed to retrieve information from their computer files without a Supervisor or an IT representative being present. Personal belongings will be allowed to be taken, but any files taken will be reviewed.
- The terminated (dismissed) employee's final paycheck may be prepared in advance and may be issued to the employee after all of the above have been performed. If not issued immediately, it

Human Resources Manual (cont.)

will be issued with the next payroll. The final paycheck will consider the employee's expense account, where advances have not yet been returned.

- The employee will be informed, in writing, of any insurance or other benefits to which he may be entitled.
- Make appropriate entries in personnel records, and file the report in the employee's personnel file.

5.3 Layoff

.01 A layoff is a termination of employment that results from changing ministry conditions that necessitate a reduction in staffing. Whenever the Senior Pastor determines a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, time in service, and dependability.