



Policy Number:PER0001	Ministry: Personnel
Employment Policy	
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## Revision History

Pages	Revision	Description of Change
Initial Issue	Revision A	Approved November 24, 2013 by Church Vote
6-13	Revision B	Clarifications to Personal Records section. Clarifications to PTO (vacation time), Flexible Time, Compensatory Time. Clarified Health Insurance section, added Life Insurance. New computer usage section

## **I. Introduction**

This personnel policy manual was developed to describe some of the expectations of Ridgeview Baptist Church (“RBC” or “Church”) employees and to outline the policies, programs, and benefits available to eligible employees. This policy manual has been formulated based on the RBC Constitution and By-laws. Employees should familiarize themselves with the contents of this manual. You should read, understand, and comply with all provisions of the manual.

This manual cannot anticipate every situation or answer every question about employment at RBC. It is not an employment contract and is not intended to create contractual obligations of any kind. After consideration of by-law protocols for terminations, neither the employee nor RBC is bound to continue the employment relationship if either chooses, at its will, to end the relationship.

In order to retain necessary flexibility in the administration of its policies and procedures, RBC reserves the right in its sole and absolute discretion to change, revise, or eliminate any of the policies and/or benefits described in this manual. Employees will be notified in writing of such changes to the manual as they occur.

Enforcement of this policy manual is the joint and mutual responsibility of the Pastor and Personnel Committee. If there is a conflict between the policies in this manual and State and/or Federal regulations, then the State and/or Federal regulations shall prevail, except where State or Federal regulations conflict with Scripture.

## **II. Definitions**

### **1. Full Time Employees**

Full-time employees are those whose position requires 35 hours or more each work week. This description applies to ministerial staff. Currently, full time positions of RBC are the ministerial positions of Pastor and Youth Pastor.

### **2. Part Time Employees**

Part-time employees are those whose position requires less than 35 hours each work week. Part-time employees are not normally entitled to any paid benefits contained in this manual except vacation, or other as determined by the Personnel Committee.

### **3. Temporary Employees**

Temporary employees are those appointed or hired for a specified short-term period as required to fill a vacancy or a short-term need of the Church and are not normally considered eligible for paid benefits. Temporary employees are normally used for vacation relief or an interim position.

#### **4. Classification of Employees**

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the federal and/or state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as “hourly” employees, whereas exempt employees are commonly referred to as “salaried” employees. Upon hire, an employee will be notified whether he or she is considered a nonexempt or an exempt employee. If the employee’s exemption status changes during the course of his employment, the employee will be notified of that change in writing.

### **III. Hiring/Screening**

All potential employees of RBC will be subject to a background check prior to employment.

#### **1. Equal Employment Opportunity**

Ridgeview Baptist Church is committed to employment opportunities for qualified employees and fair treatment of all employees and prospective employees without regard to race, color, age, national origin, sex, citizenship, veteran status, or physical handicap. The Church does reserve its rights, as a religious organization under Federal law, to make employment decisions based on religion. RBC reserves the right to employ persons who, in the opinion of the Church, have a work history and life style which is consistent with the admonition of Scripture to walk in a manner worthy of the calling of our Lord.

#### **2. Americans with Disabilities Act (ADA)**

Ridgeview Baptist Church is committed to comply fully with the ADA and related Federal and State laws and regulations as it applies to churches.

#### **3. Immigration reform and Control**

Ridgeview Baptist Church is committed to full compliance with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and will not knowingly employ anyone not having a legal right to work in the United States. By law, we must verify the identity and employment eligibility of new employees and file a Federal government Form I-9 (Employment Eligibility Verification) for each employee. New employees must submit a completed, verified Form I-9 within three working days of their starting date, or they cannot continue to work at RBC.

#### **4. Work Rules and Performance Standards**

##### **A. Tardiness and Absence**

It is important that employees work their assigned schedules as consistently as possible. If, due to illness or an emergency, you are unable to work, you should notify

the staff supervisor (Pastor) as soon as possible. Tardiness or unexcused absences will be considered as a serious problem and could lead to disciplinary action including possible termination. Employees who are absent from work for two (2) consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

## **B. Personnel Records**

In order to maintain continuity between Personnel Committees, Personnel records will be maintained. It is important that the church have current information regarding a change of name, phone number address or marital status. The following items will also be included:

- Salary and Benefit History
- Signed form indicating receipt of the Employment Policy
- Performance Evaluations
- Tax Forms
- Personal data, Birthdays, Anniversaries, Hire Date, Address, Contact information
- Disciplinary Action documentation
- Training Certificates

If available, the following will also be included:

- Application and/or Resume
- Pre-employment background check

These records will be maintained in a secure location by the Personnel Committee. An employee may review his/her folder at any time. Request to be made to the Personnel Committee.

## **C. Performance Evaluations**

All staff will be evaluated annually to provide feedback on performance and develop plans for development and improvement. The Personnel Committee and/or the employees' supervisor (Pastor) will conduct the evaluations and discuss with employees.

## **D. Job Descriptions**

Employees will be given a Job Description at time of employment. The Job Description summarizes the employee's duties and responsibilities. Job Descriptions will be reviewed periodically by the Personnel Committee and updated as necessary.

## **E. Harassment**

RBC is committed to providing a work environment that is free of discrimination, including unlawful or sexual harassment. It is important to understand that jokes,

cartoons, nicknames, and comments about appearance that may be offensive to others will not be tolerated.

## **F. Personal Appearance**

The employee's appearance reflects not only on the individual, but on the church as well. RBC expects the employee to take pride in their appearance and strive to display a positive, business-like image when representing the Church.

## **5. Termination**

Employment at RBC is with mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment agreement at any time, with or without causes. It is impossible to list all the forms of behavior that are considered unacceptable, the following are examples:

- Job Performance – Employees may be disciplined, up to and including possible termination, for poor job performance. Some examples are:
  - Below average work quality or quantity
  - Poor attitude, including rudeness or lack of cooperation
  - Excessive absenteeism or tardiness
  - Failure to follow instructions or Church policies and procedures
- Misconduct – Employees may be disciplined, up to and including possible termination for misconduct. Some examples are:
  - Abuse, misuse, theft, or unauthorized possession or removal of church property or the personal property of others.
  - Falsifying church records, reports, or other documents, including payroll personnel and employment records
  - Divulging confidential Church information to unauthorized persons
  - Disorderly conduct on Church property, including abusive or threatening language toward others, or possession of a firearm
  - Violation of any law adversely affecting the Church or conviction of any crime which may cause the employee to be regarded as unsuitable for employment
  - Violation of the Church's alcohol, drug, and controlled substance policy

An employee's employment with Ridgeview Baptist Church may be terminated because of the employee's resignation, discharge, or retirement; or as result of a reduction in Ridgeview Baptist Church's workforce. Discharge may be for any reason not prohibited by law. Since employment with Ridgeview Baptist Church is based on mutual consent, both the employee and Ridgeview Baptist Church have the right to terminate the employment-at-will relationship, with or without cause, at any time.

Ridgeview Baptist Church is committed to handling all issues related to the termination of employment in a Christ-like manner, in accordance with our Constitution and By-laws. In cases where an employee is discharged for reasons other than misconduct,



Ridgeview Baptist Church will endeavor, in its sole discretion, to give the employee advance notice of the discharge or pay in lieu of notice.

Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. The position of Pastor requires a thirty-day (30) notice. A two week notice is requested for other employees.

Ridgeview Baptist Church may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to Ridgeview Baptist Church, or return of Ridgeview Baptist Church-owned property. The departing employee may voice suggestions, complaints, or questions at that time. The departing employee will be asked to sign a written authorization for the release of information requested for an employment reference.

Employees will receive their final pay in accordance with applicable state law. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Nothing contained in this policy in any way alters the employment-at-will relationship between employees and Ridgeview Baptist Church.

#### **IV. Benefits**

##### **1. Compensation**

Salaries are established by the Personnel Committee. They have the responsibility to establish the salary structure, individual salaries, and review of all salaries. This policy applies to salaries of all full-time, part-time, and temporary employees. Salary compensation levels shall be made (though not exclusively) using the following criteria:

- Current Financial condition of the Church
- Performance of the employee
- Current pay in other churches for similar work
- Job responsibility
- Training and education
- Cost of Living
- Years of service

All employees will be paid Bi-weekly, by check (Nursery Staff may request a monthly pay period). All required deductions, such as federal taxes, FICA, etc. will be deducted from the employee's paycheck. Errors in paychecks should be reported to the Ministry Assistant immediately.

**2. PTO (Paid Time Off)**

Because we recognize the importance of providing the opportunity for spiritual growth, rest, recreation, and personal activities, the Church grants annual paid time off (PTO) to its employees. Employees shall be entitled to PTO with full pay in accordance with the following schedule except where authorized otherwise.

**A. Non-Ministerial**

- After one year – one week
- After five years – two weeks
- After ten years – three weeks
- After fifteen years – four weeks

**B. Ministerial**

Ministerial Staff will accumulate PTO based on the total number of years in their particular ministry, (Pastor, Youth Pastor, Associate Pastor, etc.). The number of weeks will be as follows:

- First year through six - two weeks
- Year seven through fourteen – three weeks
- Year fifteen through twenty four – four weeks
- After twenty five years – five weeks

For both Non-Ministerial and Ministerial employees, the allotted weeks will be converted to hours PTO based on each individual’s scheduled work week hours. Carryover vacation is not permitted.

The minimum increment for taking PTO is one (1) hour. Equivalent PTO hours to weeks are listed in the table below:

PTO Due Weeks	Hours Per Work Week			
	16 Hrs. Per Wk.	30 Hrs. Per Wk.	32 Hrs. Per Wk.	40 Hrs. Per Wk.
1	16	30	32	40
2	32	60	64	80
3	48	90	96	120
4	64	120	128	160
5	128	150	160	200

Table 1 PTO Conversion

Request for PTO will be made by completing and submitting a PTO Request Form. Advance notice should be given, especially for PTO greater than one day. PTO equal to or greater than one day requires a relief person to perform the employee’s duties, it

will be the responsibility of the employee to ensure coverage will be provided and properly trained. The Personnel Committee may provide assistance in securing a relief person. Distribution will be Pastor for approval, Personnel Mail Box, Ministry Assistant for filing. Retention will be for one year.

### **C. Sabbatical Rest Time**

The Personnel Committee will have at its discretion the option of granting Ministerial Staff a Sabbatical rest of one or two weeks in length. The Ministerial Staff individual must have completed a minimum of ten years' service. The purpose of the Sabbatical rest is for reflection, renewal, and re-focusing on ministry. A Sabbatical rest will be paid time off based on Staff Evaluations which are to be conducted annually. Sabbatical rests may be granted thereafter, every five years of service, (fifteen, twenty, twenty-five).

### **3. Holiday Pay**

Recognized holidays are:

New Year's Day  
Good Friday  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving  
Christmas Eve and Christmas Day

Holidays will be observed on the calendar day designated by the Church for observance. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay and will not be charged a vacation day on the day the holiday is observed.

Employees on leave of absence for any reason including Workers Compensation leave are not eligible for holiday pay on observed holidays during the leave period.

### **4. Sick Days**

Non-exempt employees who work in excess of twenty four hours per week will be eligible for five paid sick days, once they have completed two years of continuous service. Sick days can only be used when the employee is physically unable to perform their duties and will not accumulate.

### **5. Bereavement Pay**

Employees with twelve months of continuous service will be eligible for up to three days of bereavement pay, the day before, day of, and day after the funeral of an immediate family member. Immediate family member is defined as employee's spouse, child, parent, sibling, mother-in-law, father-in-law, and step children.

**6. Leave of Absence**

An employee with at least two years of continuous service may request a leave of absence for a compelling reason, for up to two weeks without pay. After return to work, the employee must complete one full year before being considered for another leave. Personal leave of less than one week will be considered at the discretion of their supervision.

**7. Conferences, Retreats and Revivals**

Ridgeview Baptist Church provides benefits for the ministerial staff to attend conferences, retreats and revivals. Specific benefits will be determined during annual budget planning or on an as needed basis by the Personnel Committee.

**8. Educational Assistance and Training**

Where it can be demonstrated that the Church will benefit from an employee's participation in an educational class or conference, the related expenses may be paid by the Church upon approval by the Personnel Committee, and successful completion of the training.

**9. Health Insurance**

The Personnel Committee will provide assistance in obtaining comprehensive health care coverage that meets the needs of Ridgeview's full time staff, that don't otherwise have coverage. The assistance provided will be within approved budget guidelines.

**10. Life Insurance**

The Personnel Committee will provide assistance in obtaining Life Insurance coverage for Ridgeview's full time staff, provided they do not have coverage. The assistance provided will be within approved budget guidelines.

**11. Retirement**

Ridgeview Baptist Church will contribute toward an equitable retirement plan through the Annuity Board of the Tennessee Baptist Convention. Participation in a retirement plan will be recommended by the Personnel Committee and approved by the church body.

**12. Worker's Compensation Insurance**

All employees are covered by Worker's Compensation Insurance at the time they are hired. The Church pays 100% of the premiums.

## V. Work Policies

### 1. Jury Duty

Personnel who are summoned to serve jury duty or subpoenaed as a court witness will be granted leave of absence. Upon receipt of a summons for jury duty, the Pastor or Personnel Committee Chair must be notified. Documentation of jury duty service must be provided to the Pastor or Personnel Committee upon completion of service.

Non-exempt employees will be paid an amount equal to the difference in their normal pay and the amount received for the jury service.

### 2. Work Schedules

The normal work schedule for all non-exempt employees is eight (8) hours a day. It is a requirement that all work activity during normal work hours, be related to the functioning and ministries of Ridgeview Baptist Church. Use of church resources, phones, computers, etc. must be for Ridgeview Baptist Church related ministries. Standard work schedules are:

- 8:00 a.m to 4:00 p.m., Monday through Thursday with paid lunch.\*
- 8:00 a.m. to 4:30 p.m., Monday through Thursday with a thirty (30) minute unpaid lunch
- 8:00 a.m. to 5:00 p.m. Monday through Thursday with a one (1) hour unpaid lunch

\* Paid lunch schedule requires meal to be eaten while working; work activity must be related to the functioning and ministries of Ridgeview Baptist Church.

The employee may choose the standard schedule that best meets their and Ridgeview's needs. Once selected, that schedule must be worked, and cannot be changed unless approved by the supervisor and/or Personnel Committee.

#### A. Flexible Time

It is important that the Ridgeview Baptist Church office be staffed during stated business hours. Therefore, for the Ministry Assistant beginning and ending work times are not flexible. Time away from the office during standard work schedules listed above, must be approved by the supervisor and will require use of PTO hours or time off without pay. Exceptions may be made for Jury Duty and Funerals, (see IV, 5 above).

Although Ridgeview Baptist Church will attempt to give employees a schedule as stable as possible, the needs of Ridgeview Baptist Church and the people it ministers to sometimes require variations in employee scheduling. For example custodians are required to clean after events or after standard business hours. Therefore the custodian schedule is based on need. Employees are required to work the hours they are scheduled unless Ridgeview Baptist Church requires a deviation to schedule..

### **3. Overtime**

Overtime is defined as all hours worked in excess of forty (40) hours in one week or as otherwise defined by state law. Non-exempt employees are prohibited from working overtime without prior approval from their supervisor. It is Ridgeview Baptist Church's desire not to require overtime work of its employees. However, when ministry requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory overtime assignments will be provided.

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

#### **A. Compensatory Time**

Compensatory Time is time off granted in lieu of paying an employee for overtime worked. The practice of granting hour-for-hour compensatory time, often referred to as "comp" time, for overtime hours worked is not permitted by Tennessee Labor Law. Should hourly employees be required to work overtime, they will be paid at a rate of 1.5 times their salary, rather than hour-for-hour compensatory time.

Overtime will be approved by the supervisor prior to completing the work.

### **4. Emergency Closings**

Unless otherwise notified, employees are expected to report to work on time. However, if it is impossible or unsafe to arrive on time because of ice, snow, or inclement weather or road conditions, employees are expected to arrive at work as soon as safely possible. If weather conditions become hazardous during working hours, employees may request permission from the Pastor to leave early. If the Church office is open, employees must charge any time absent from work because of inclement weather to PTO or leave without pay. If the Church office is closed due to inclement weather, employees will be paid for those days.

## **VI. USE OF CHURCH COMPUTERS**

The purpose of these guidelines is to maintain the integrity of the Church's computer and/or network.

### **1. Designated Use**

Church computers are to be used for Church business and associated ministries only. Personal use and the maintenance of personal data on Church computers are not allowed.

## 2. Personal Software

Loading personal software is the primary means of introducing viruses into a computer or network. The use of personal software will not be allowed. Valid software licenses are required for all software loaded onto the Church computers and/or network. If an employee desires to have a software package available on a computer, the employee should notify the Media Team, and if approved, the software will be purchased from the appropriate ministry budget.

## 3. Home Computer Use

Computer software purchased by the Church is owned by the Church and cannot be copied or installed on employees' or Church members' home computers. It is the responsibility of all Chairpersons and Ministry leaders to maintain electronic files, specific to their ministries, in a secure and safe location. All Church computer data and information belongs to the Church and should not be copied or given to any person.

# VII. Pay Policies

## 1. Time Keeping

The Fair Labor Standard Act (FLSA), Wage and Hour Division (WHD) require Ridgeview Baptist Church to keep an accurate record of time worked. Time worked is all the time actually spent on the job performing assigned duties. Nonexempt employees are responsible for ensuring that their time worked is accurately recorded on a daily basis.

Nonexempt employees should accurately record the time they begin and end each shift, and any departure from work for personal reasons. Space is provided on the Time Record for recording Lost Time and Lost Time Code (See Time Record for codes). As previously stated, overtime work must always be approved before it is performed.

Nonexempt employees must sign their time records to certify the accuracy of all time recorded. Time records will be approved as follows:

- Ministry Assistant – Reviewed and initialed by the Pastor
- Custodians – Reviewed and initialed by the Pastor
- Nursery Workers – Reviewed and initialed by Pre-school Director.

The approver will review the time record and, if accurate, will initial the time record and submit it to the Ministry Assistant for payroll processing. If the time record is inaccurate, the approver will make the appropriate correction to the time record, and both the employee and the approver must initial the changes before submitting it for payroll process. Payroll will not be processed until an approved timesheet is submitted. Retention time for timesheets will be three (3) years.

**2. Pay Periods**

Payroll will be processed every two weeks. The Nursery Staff may request either a two week pay period or a one month pay period. Whether the two week period or month period is selected, all time sheets must be processed at the end of that period. All time sheets must be approved and submitted to the Ministry Assistant to allow for timely processing of payroll.



**VIII. Policy Receipt Acknowledgement**

I acknowledge receipt of the Ridgeview Baptist Church Employment Policy. I understand that I am responsible for familiarizing myself with the information. I also understand that Ridgeview Baptist Church may occasionally change the policies, procedures, and practices outlined in this manual. Employees will be notified of any and all changes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_