



800 N. Murphy Road • Murphy, Texas 75094

First Baptist Church of Murphy Employee Manual

Our mission is to reach every person in Murphy Texas and the surrounding areas with a presentation of the love and message of Jesus Christ.

FBC Murphy strives to worship in excellence, pleasing God in all we do. Therefore, our staff exercises their duties in one accord with a desire for excellence. Our procedures are a framework of requirements and responsibilities designed to offer our efforts in a pleasing way to God.

Receipt of document does not represent an offer for employment or intent to hire.

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FBCM EMPLOYEE HANDBOOK

WELCOME!

We are pleased that you have joined the staff of First Baptist Church of Murphy (“FBCM”).

FBCM endeavors to care for its employees in a way that demonstrates a high regard and appreciation for the individual and his/her ministry service.

1 Timothy 5:17-18

Colossians 4:1

Matthew 25:21

Galatians 6:2

1 Thessalonians 5:12-13

We attempt to foster an atmosphere of reciprocal care between the staff and the congregation and remove as many encumbrances as possible to help the staff serve effectively and efficiently. We will encourage present and future staff to pursue excellence in ministry and reward them for their excellent performance. We will also strive to act as good stewards over Church resources.

This Personnel Policies and Procedures Manual (“Employee Handbook”) is the property of FBCM. The Manual is in the spirit of Christian helpfulness and for employees’ use as a general reference guide and summary of practices, methods and benefits, and is not to be construed as a binding legal document.

The Personnel Committee reserves the right to modify, revoke, suspend, terminate, or change any policy or procedure with or without notice. **The language used in this manual does not constitute a contract of employment or a guarantee of benefits between FBCM and its employees.**

Except where otherwise noted these policies are generally applicable to all FBCM employees. The Pastor and the Personnel Committee shall generally be responsible for administering this Handbook and overseeing all FBCM personnel matters. The Personnel Committee is the lay committee approved by the Church to maintain job descriptions; review and recommend salaries, wages and benefits; recommend to the Church, candidates to fill non-ministerial positions; process staff/employee evaluation reviews and maintain this Manual. The Pastor shall work closely with this Committee. Employees with questions about their employment should contact the Personnel Committee.

Section A.

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

Statement of Policies and Procedures:

1.0 WORKING CLASSIFICATION STATUS REVIEW

FBCM shall evaluate the working classification status of each new employee or hired contractor to FBCM to determine if he/she is an employee or self-employed for federal income tax purposes.

2.0 EQUAL EMPLOYMENT OPPORTUNITY

FBCM is committed to equal employment opportunity for all qualified employees and applicants without regard to race, color, ancestry, national origin, sex, disability, Veteran’s status, or age to the extent required by law. This policy applies to all employment practices, including hiring, promotion, training, disciplinary action, termination, and employee benefits. However, FBCM does reserve the right to employ in relevant positions, persons who have a denominational background and/or philosophy of ministry similar to ours and who, in the opinion of the Church, have a work history and a lifestyle that is consistent with Scriptural principles.

3.0 IMPORTANT INFORMATION ABOUT EMPLOYMENT AT WILL RELATIONSHIP

We, of course, hope that every employment relationship will be mutually successful. Nevertheless, **FBCM 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 each employee’s employment with the Church.**

This employment "at will" relationship may not be modified by any form of oral or implied agreement. No FBCM leader, supervisor or 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 FBCM ORGANIZATIONAL STRUCTURE

The Personnel Committee to establish reporting structures for Ministerial and Support Staff in consensus with the Executive Board.

The Personnel Committee will maintain an organization chart indicating the staff reporting structure.

The Personnel Committee will discuss and explain FBCM's Employee Handbook with the new employee. The new employee should read this Handbook within the first week of employment and then complete the Acknowledgement of Receipt of Employee Handbook and return it to the Personnel Committee.

The Personnel Committee will establish a personnel file for the new employee and appropriately file and maintain employment documentation.

The date of hiring is the Anniversary Date for the employee.

5.0 SERVICE ON CHURCH COMMITTEES

FBCM employees may not serve as a member on any standing or special committees to avoid possible conflicts-of-interest. Employees' roles on FBCM committees will always be advisory in nature.

For example, if an ordained Deacon of FBCM becomes an employee of FBCM, he must resign the role of an active Deacon.

Spouses of employees may serve on committees, but may not serve as chair of a committee.

6.0 PROBATION PERIOD

All non-ministerial staff are hired under a 90-day probation period, after which the employee will be evaluated by his or her supervisor and Personnel Committee to determine if continued employment will be extended.

7.0 EMPLOYEE ACKNOWLEDGEMENT

Upon completion of orientation, each new employee shall sign and date an Acknowledgement of Receipt of this Manual, indicating that the employee has read and understands it, and comply with its standards. The signed Acknowledgement will be placed in the employee's personnel file.

Section B.

COMPENSATION

“For the Scripture says, ‘Do not muzzle the ox while it is treading out the grain,’ and ‘The worker deserves his wages.’ 1 Timothy 5:18

Statement of Policies and Procedures:

1.0 PAY PERIODS

The Church utilizes a biweekly pay period that begins on Monday at 12:01 a.m. and ends the second Sunday at 12:00 midnight. Payday will normally be on Thursday following the biweekly pay period; if the payday falls on a holiday, the payday will be the preceding normal workday.

2.0 BANK DEPOSIT PLAN

Employees may have their paycheck automatically deposited to a bank checking account or savings account on pay day. Additional information and authorization forms can be obtained from the Finance Committee.

3.0 TIME SHEETS (FBCM School)

All non-exempt hourly employees are required to complete a time sheet that accurately reflects their actual worked hours, leaves of absence and sicknesses. Time sheets are submitted to their direct supervisor. Supervisors review and approve the hours recorded, sign the time sheets, and submit them to the FBCM Treasurer. Failure to timely turn in time sheets may result in a delay in issuing pay.

4.0 OVERTIME

No overtime will be worked without the prior expressed approval and signature of the employee’s direct supervisor. When applicable, overtime work will be kept to an absolute minimum. Likewise, hourly non-exempt employees budgeted to work less than 40 hours per week should not work in excess of their scheduled hours without prior approval from direct supervisor and Personnel Committee.

5.0 COMPENSATORY TIME

The direct supervisor may work with non-ministerial employees to adjust work schedules when excessive hours are required in the early part of the work week. No compensatory time off is allowed outside a 40-hour workweek.

6.0 PAYROLL DEDUCTIONS

FBCM is required to deduct from employees' pay, where applicable, federal and state income taxes and Social Security taxes. Any other voluntary deductions from an employee's paycheck (i.e. 401K.) must be authorized in advance in writing (e-mail) by the employee and submitted to the FBCM Treasurer.

Each December, the FBCM Treasurer will distribute a new Form W-4 to each employee, at which time employees should review their withholding allowances for federal income tax reporting purposes.

7.0 GARNISHMENTS

FBCM honors legal garnishments of employee's wages and will notify the applicable employee of any garnishment notices and deductions.

8.0 LOST PAYCHECKS

Employees should immediately report lost or missing checks to the FBCM Treasurer, so Treasurer initiates a stop payment. The FBCM Treasurer will determine when a replacement check is available to the employee. The employee will be responsible for reimbursing FBCM for the bank's stop-payment order fee.

9.0 STAFF GIFTS

Any special occasion gifts to a FBCM staff member (i.e. birthday, anniversary, etc.) and paid from the FBCM annual budget must be approved by the Executive Board / Finance Committee.

The Executive Board will notify the FBCM Treasurer in advance of making of a 'love offering'. Such gifts will generally be included in the staff member's annual earnings statement (IRS Form W-2) at year-end for tax purposes.

Gifts given by FBCM members 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.

10.0 FINAL PAYCHECK

The final paycheck for terminated employees will be available under the normal payroll pay cycle.

11.0 CONFIDENTIALITY OF SALARY AND WAGES

Employees' salary and wages are extremely confidential and not publicly disclosed.

An employee should not seek to ascertain information about a fellow employee's compensation. If such information relates to an employee, he or she is not to discuss it further.

When compensation information needs to be shared for more general distribution (for example, during the annual budget discussion and approval process), payroll and other compensation data should be provided as a total value for the employee population and by individual employee.

Section C.

WORKPLACE GUIDELINES

"On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow."
2Thessalonians 3:8-9

Statement of Policies and Procedures:

1.0 GENERAL

If any employee engages in activity detrimental to the best interests of FBCM, its members, or its employees, he or she will be appropriately disciplined. Actions and behaviors detrimental to FBCM include without limitation, habitual lateness and/or absenteeism, destruction of property, fighting, reporting to work under the influence of drugs or alcohol, stealing, insubordination, and refusing to perform an assignment.

2.0 PERSONAL APPEARANCE AND DRESS CODE

Attire should always be neat and attractive while on FBCM grounds.

3.0 OPEN DOOR ARRANGEMENT

FBCM welcomes your ideas and suggestions on how to make our work environment better for everyone. Your direct supervisor's door is always open to you, including, as the first step in the potential resolution of a problem. For all employment or personal matters, the employee may discuss these matters with the Personnel Committee.

4.0 VEHICLE/PERSONAL PROPERTY LIABILITY ON FBCM PREMISES

FBCM is not responsible for any theft or damage to FBCM employee and/or member's vehicle or its contents. Vehicles should be locked when unattended. Each FBCM employee and member should use prudent measures in safeguarding their vehicles and personal property while at FBCM.

5.0 RECORDING TIME WORKED (FBCM SCHOOL)

All non-exempt employees must report their actual hours worked by completing a Time Sheet, recording the actual time when they begin work, leave for lunch, return from lunch, and depart from work at the conclusion of the day.

Employees should never record or sign the Time Sheet of another employee or knowingly allow someone else to record or sign his or her time record. If a Time Sheet,

change or correction is made the employee and the appropriate supervisor should initial the revision. Time Sheet violations may result in disciplinary action, up to and including possible termination.

6.0 TARDINESS AND ABSENCE

Each employee should work his or her assigned schedule on a punctual and consistent basis.

If an employee is unable to report to work for any reason, he or she must call their direct supervisor as soon as possible. The employee shall inform the appropriate supervisor on a daily basis regarding the status of a short-term absence and provide appropriate medical verification when requested.

An employee's failure to call in or report to work for two consecutive workdays may be considered a voluntary termination.

7.0 INCLEMENT WEATHER

Before Normal Working Hours

If employees are at home when inclement weather begins, they should listen to local news to determine if Plano ISD is closed, in which case employees should not report to work. (Mother's Day Out, FBCM School)

All FBCM employees should call their direct supervisor to obtain instructions on who should report to work.

If there is inclement weather and a FBCM (or FBCM school) employee has children and does not have a childcare alternative, he/she may choose to stay home in a non-compensated status.

If FBCM is closed due to inclement weather a FBCM employee will generally be compensated.

During Normal Working Hours

If FBCM experiences a prolonged power failure due to inclement weather, or aware of approaching inclement weather, or hears that the public school system is closing, the Pastor and/or Deacons will determine if FBCM facilities should be closed. If a power failure is only in FBCM's local area, the FBCM School will continue to operate until the last student picked up by their parent. Afterwards, FBCM supervisors release their staff once their responsible areas are properly secured. Employees should call their direct supervisor the following day to see if they should report to work.

If an employee is on the job and FBCM facilities need to be closed, the employee will generally be paid for the hours he or she would have normally worked for that day.

If FBCM should experience significant damage to its facilities or equipment, the Executive Board and local officials will determine when it is appropriate for FBCM facilities to reopen.

8.0 LEAVING OFFICE DURING REGULAR HOURS (FBCM SCHOOL STAFF)

Before leaving the office during work hours, an employee should obtain approval from their supervisor, and provide the expected time of return to the office. Any delays in returning be reported to the supervisor. Time out of the office must be properly recorded as uncompensated leave time on non-exempt employee's time card or time sheet.

9.0 LUNCH PERIODS

Non-exempt employees who work more than six (6) hours in a workday must take a thirty (30) minute unpaid rest break or lunch period. However, employees who do not work more than six (6) hours in a workday may waive their lunch period.

10.0 STAFF MEETINGS

Every employee expected to attend the weekly staff meeting. A Memorandum of Meetings will be taken for all regularly scheduled staff meetings.

11.0 PERSONNEL FILES AND RECORDS

The Church strives to maintain current and accurate information about each employee. Accordingly, employees should keep the Personnel Committee informed of any changes to their name, address, phone number, marital status, person to notify in case of emergency, etc, and any changes to the employee's benefit arrangements (i.e. names of dependents and beneficiary for insurance purposes).

A statement of marital status and the number of exemptions claimed for income tax withholding purposes will be reported by the use of an Employee Withholding Exemption Certificate (IRS Form W-4). In addition, Form W-4 may be used to authorize the withholding of a specified amount of tax per pay period in excess of the amount required to be withheld.

Personnel files or a FBCM employee's personnel file will generally include documents such as a Position Description, offer of employment, IRS Form W-4, Acknowledgement of Receipt of this handbook, periodic performance evaluations, sign-up forms for employee benefits, memos on performance, verbal and written warnings and disciplinary actions.

During their employment, FBCM employees are allowed to review their own personnel records upon request to the Personnel Committee. Employees are not allowed access to other employees' files.

12.0 COMPLAINTS

FBCM employees who have complaints or comments regarding FBCM policies, procedures, organizational structure, or other employment-related issues should promptly discuss their concerns with their direct supervisor. If an employee feels their complaint has not been resolved by the supervisor, the employee may conduct the Personnel Committee to review their complaint, mediate the situation and take appropriate action. The decision of the Personnel Committee is final.

13.0 SEXUAL AND OTHER FORMS OF HARASSMENT

Committed to providing a work environment that is free of discrimination and harassment, FBCM strictly prohibits unlawful harassment, including sexual harassment. Sexual harassment may include unwelcome touching, demands for sexual favors, or any unwelcome sexually oriented behavior or comments that create a hostile or offensive work environment. Jokes, stories, cartoons, nicknames, and comments about appearance may be considered offensive to others.

Sexual harassment of FBCM employees by supervisors, co-workers, or hired contractors is strictly prohibited.

FBCM will not tolerate discrimination or harassment, sexual or otherwise, of any employee. FBCM, however, cannot respond to a possible instance of harassment or discrimination of which it is not aware. A FBCM employee, who believes that he or she has been harassed, or has observed harassment of other persons, should immediately report the facts of the incident to the Personnel Committee, without fear of reprisal.

All complaints are taken seriously. Every complaint will be documented, investigated promptly to the extent possible with high confidentiality. Violation of this policy may result in disciplinary action up to and including possible termination.

Sexual misconduct is never permissible. To report a possible instance of sexual misconduct a report to a Texas agency will precede a report to the Personnel Committee, Pastor, and chair of the Executive Board.

Suspected child abuse: Texas law requires that you report any instance in which you suspect child abuse. Report any such situation to the Personnel Committee, who will make the required report to the proper authorities.

Retaliation against an employee who reports harassment, sexual misconduct, or suspected child abuse is prohibited. An employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

14.0 ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

FBCM desires to provide a drug-free, healthful, and safe work place. Employees

are required to report to work in appropriate mental and physical condition to perform their ministry/job in a satisfactory manner.

The manufacturing, distribution, dispensation, possession of alcohol, illegal drugs, or any controlled substance on FBCM property is strictly prohibited. Employees shall not report to work or operate FBCM vehicles or equipment "under the influence" of alcohol, illegal drugs, or any controlled substances. FBCM reserves the right to require employees to submit to a blood or urine test prior to or during employment. Possession or detection of drugs or alcohol or refusal to abide by this policy will subject an employee to disciplinary action, up to and including termination.

15.0 PERSONAL AND ETHICAL RESPONSIBILITIES

All FBCM ministerial staff must conduct their personal affairs in alignment with their FBCM ministry.

16.0 FINANCIAL RESPONSIBILITIES

All employees must comply with FBCM's budget process and final adopted budget. Staff is to administer their budget effectively and abide by the following financial guidelines:

- Do not transfer funds from one budget area to another without prior permission from FBCM Treasurer.
- Staff is required to update FBCM Treasurer of line adjustments for planning and forecast purposes. Adjustments must be submitted to FBCM Treasurer/Finance Committee planning period which is three (3) months prior to the start of the fiscal year. (Church By-Laws: Article VII Church Finances)
- Do not solicit contributions for programs or other purposes without prior permission from the Executive Board and Finance Committee. 544
- Do not solicit or encourage gifts from FBCM members or guests.

17.0 CONFIDENTIALITY OF CHURCH INFORMATION

Employees may have regular access to highly sensitive and confidential information contained in FBCM records, correspondence, inter-office communications, and other similar documents. Employees serve in a position of trust and have an obligation to FBCM and those persons to whom FBCM ministers to strictly maintain and protect the confidentiality of such information. Unauthorized use or disclosure, even if inadvertent, can seriously compromise both the employee and FBCM.

Information regarding FBCM, its members, or other persons to whom FBCM may minister, of which the employee becomes aware because of his or her employment relationship, is confidential information. The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with FBCM. Failure to adhere to these necessary standards may result in disciplinary action.

In handling confidential information, FBCM employees should protect confidential papers that are on employee's desk by keeping them face down. Confidential information and messages are never to be 'faxed'. Confidential information sent by mail should always be in a sealed envelope marked "Confidential - to be opened by Addressee only." Confidential documentation should always be stored in a locked filing cabinet. Access to this material should be allowed only to authorized individuals.

The employee's obligation to preserve the confidentiality of information acquired during employment continues even after the employment ends.

A minister owns the counseling files of individuals whom he counsels, unless a court orders access to such files.

18.0 COPYRIGHT INFRINGEMENTS AND INTELLECTUAL PROPERTY

Any form of copyright infringement is prohibited. Church owned copy machines, computers, sound recording devices, or any other forms of duplicating or reproducing equipment should not be used to copy or reproduce any forms of copyright materials for ministry or personal use in an unauthorized manner.

Intellectual property rights to works created by ministerial staff, such as books, articles, and sermons, belong to the minister who created the work.

19.0 ACCESS TO AND REMOVAL OF CHURCH PROPERTY

FBCM must have access at all times to FBCM property. As a result, FBCM reserves the right to access employees' offices, work stations, computers, filing cabinets, desks, credenzas, records, documents, files, emails, schedules, ledgers, and any other FBCM property at its discretion, with or without advance notice or consent.

No property is to be loaned or removed from FBCM grounds without the approval from Executive Board and ministry department representative.

20.0 ISSUANCE OF CHURCH PROPERTY AND EQUIPMENT

A new employee will also receive the following items, if applicable:

- Keys to FBCM
- Ministry Equipment

FBCM employees are issued a key (access to FBCM building/office) by FBCM Deacon Chairman. FBCM issued keys should not be used by anyone except the employee to whom they are issued. An employee should never copy Church keys.

Any FBCM owned property and/or equipment (i.e. keys, credit cards, laptop computers, etc.) which has been personally issued to an employee to perform his or her job

remains the property of FBCM. These items shall be used by the issued employee solely for FBCM related business and must be returned to the Personnel Committee upon the employee's termination.

21.0 PERSONAL PHONE CALLS

Employees are to use good judgment and common sense in using FBCM telephones and to limit personal calls.

22.0 USE OF CHURCH COMPUTERS

The purpose of these guidelines is to maintain the integrity and security of the FBCM's computers, computer system and/or computer network.

Designated Use

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

Personal Software

Loading personal software is the primary means of introducing viruses into a computer network. The use of personal software will not be allowed. Valid software licenses are required for all software loaded onto FBCM's computers, computer system and/or computer network. If an employee desires to have a software package available on FBCM's computers, computer system and/or computer network, the employee should notify the Personnel Committee, and if approved, the software will be purchased from FBCM funds.

Home Computer Use (Exception: FBCM Treasurer)

Computer software purchased by FBCM is owned by FBCM and cannot be copied or installed on employees' or FBCM members' home computers. FBCM documents, spreadsheets, or data cannot be loaded on any other computer not owned by the FBCM without prior approval. All FBCM computer data and information belongs to the FBCM and should not be copied or given to any person.

Comments Regarding Individuals

FBCM's computers, computer system and/or computer network are not to be used to make comments viewed as defamatory to an individual's character or reputation.

Audits

FBCM computers will be subject to periodic inspection for compliance with these guidelines.

Security

FBCM strives to achieve the highest levels of confidentiality as possible in FBCM's computer network. To maintain proper security controls, employees should abide by the following guidelines:

Passwords

FBCM will issue and control user passwords to identify authorized users. Each employee password is secret, known only by the employee. The employee should not share his/her password or allow anyone else to use it. A password should consist of a word and/or numbers known to the employee but not easily guessed by others.

Use of FBCM System

The computer system is to be used only by those with assigned accounts. Access will be limited to selected FBCM members who have a ministry related need for computer use.

Logging Off 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 work day, they should log off the system to prevent unauthorized access under their user name.

Stand-Alone Computers and Laptops

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

Any questions regarding the use of FBCM computers should be directed to the Personnel Committee.

23.0 E-MAIL USAGE

Every communication that FBCM employees have with the public or with other employees should be of the highest possible quality. Therefore, employees are expected to exercise caution in drafting any electronic mail (e-mail) message.

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 e-mail system should not be used to improperly share or receive known copyrighted material.

All e-mail messages, documents, and information are the property of FBCM, and as such, may be reviewed or inspected by FBCM at any time.

24.0 RENTED VEHICLE INSURANCE

When renting a vehicle for official FBCM related business, employees should:

- Indicate on the contract your official FBCM employment position and our Church, First Baptist Church of Murphy.
- Accept the Loss Damage Waiver (LDW) which is listed on the contract (FBCM vehicle insurance does not cover this type of loss)
- Do not accept the Liability Insurance Supplement (LIS), the Personal Accident Insurance (PAI) or Personal Effects Coverage (PEC). Church vehicle insurance coverage does cover these types of claims.

25.0 CASHING OF PERSONAL CHECKS

Employees should not request, and FBCM funds should not be used to cash personal checks of employees.

26.0 PERSONALLY OWNED PROPERTY

To designate which office items belong to FBCM and which constitute personal property of staff, the following guidelines apply:

- Books, tapes, periodicals, or other materials purchased by staff members to assist in their on-going continuing education or teaching (i.e. sermon preparation) are the property of the staff member. These items must be purchased from FBCM authorized professional expense accounts.
- Training materials purchased for FBCM use from FBCM budget accounts such as children's video series and Sunday School training materials are the property of FBCM.
- Any videos purchased for FBCM use remain FBCM property.
- All office equipment such as desks, chairs, shelves, storage cabinets, file cabinets, etc. are property of FBCM.
- Personal counseling files are the property of the minister who conducted the counseling. Upon leaving employment, any files which deal with on-going ministry matters, should be left behind or photocopied for continuing ministry use.
- Music purchased for any music function of FBCM, including demonstration tapes remain property of FBCM.
- Music obtained through a continuing education program or other such music seminars is the property of the Music Minister; its distribution is left to his/her discretion.
- Music subscription packets purchased on an annual basis are property of FBCM.
- Youth Ministry - All camping, athletic, and A-V equipment that is purchased by FBCM remains the property of FBCM.

The owner of personally owned property brought within FBCM facilities is responsible for maintaining appropriate insurance for the property should it be lost, stolen, or destroyed while on FBCM premises.

Employees should exercise good judgment and not bring large sums of money, jewelry, or other valuables to work and/or during Church service. FBCM cannot assume responsibility, nor will FBCM's insurance company reimburse employees for any personally owned property lost, damaged, stolen, or destroyed while located within FBCM facilities. Personally-owned property maintained at FBCM which is valued in excess of \$250 should be clearly marked to identify it as personally owned.

27.0 FOOD AND DRINK

Food or drinks are not allowed in the FBCM sanctuary.

28.0 MISCELLANEOUS RESPONSIBILITIES OF EMPLOYEES

Employees should regularly check FBCM online calendar. All events planned on FBCM facilities must be approved by Executive Board and documented in FBCM Executive Board meeting minutes and FBCM online calendar.

Employees should keep one another informed of their whereabouts.

Employees are responsible for maintaining their own office or workspace in an efficient and attractive manner, taking care of the equipment they use, and cleaning up after their work and activities in joint work areas.

Employees should turn off lights in FBCM 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 Building/Ground Committee. Stewardship of FBCM finances and facilities must always be a priority of all FBCM employees.

Employees will be asked to assist in the cross training of other employees as deemed appropriate by their supervisor.

Section D

BENEFITS

"Do not withhold good from those who deserve it, when it is in your power to act." Proverbs 3:27

*"All hard work brings a profit, but mere talk leads only to poverty."
Proverbs 14:23*

Statement of Policies and Procedures:

Full/Part-time employees (employees who work a minimum of 30 hours per work week) and exempt Part-time employees are the only employees who are entitled to the following benefits. Benefits such as health insurance, retirement benefits and the like may be governed by plan documents or contracts, which should be consulted as necessary. Benefits may be adjusted from time to time.

1.0 VACATION

1.1 Ministerial Staff

Ministers' vacation is determined by entire length of service at FBCM as follows:

1.1.1 Length of Accumulated Service In The Ministry

If total ministry service is less than 6 months - 0 Weeks

If total ministry service is 7 to 12 months - 1 Week (5 days + 1 Sunday)

If total ministry service is 1 Year through 5 Years - 2 Weeks (10 days + 2 Sundays)

If total ministry service is 6 Years through 10 Years - 3 Weeks (15 days + 3 Sundays)

If total ministry service is 11 Years through 20 Years - 4 Weeks (20 days + 4 Sundays)

Choices of vacation dates are cleared by employee's immediate supervisor and turned in via email & phone call to the Personnel Committee for approval, and at least, 10 working days in advance.

1.2 Non-Ministerial Staff

Full-time (non-ministerial) employees will accrue vacation based on calendar year and their length of continuous service with FBCM and/or FBCM School, as follows:

- If hired in months 7 (July) through 12 (December) of calendar year - 0 Weeks
- If hired during first 6 months of calendar year - 1 Week
- After 1 Year through 9 Years - 2 weeks of vacation
- After 10+ Years - 3 weeks of vacation

For new employees, the 90-day probationary period will count as continued service in performing the above calculations. Choices of vacation dates will be cleared through the employee's immediate supervisor and then turned in to the Personnel Committee for approval (email & phone call) at least 10 working days in advance.

1.3 All Employees

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 30 days.

Vacations should be taken in full day increments. The dates requested by the employee will be honored when possible.

Cooperation will be necessary to balance work needs 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 FBCM. If required, scheduling conflicts will be resolved by the Personnel Committee.

Upon termination the employee will be paid only for any unpaid wages and unused vacation.

Vacation time will not accumulate from year to year. However, under extraordinary circumstances and approved by the Personnel & Finance Committee, compensation may be given for any unused vacation time remaining at the end of the calendar year.

2.0 HOLIDAYS

Recognized as paid holidays:

- New Year's Day
- Easter (Monday following Easter)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (Plus Friday following Thanksgiving)
- Christmas Day

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

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

FBCM offices are closed on the above holidays.

3.0 LEAVES OF ABSENCE

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

3.1 Personal Leave

A leave of absence may be granted for a compelling personal reason at the discretion of the Personnel Committee.

Employees may submit a Leave Authorization request for a personal leave of absence, without pay, for a length of time up to a maximum of 30 days; this request must state the reason for the leave, as well as the beginning and ending dates. At the end of this period, the employee must either return to work or be considered to have resigned. The Personnel Committee may consider an extension of the period at its discretion.

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

At the discretion of employee's supervisor and Personnel Committee, no assurances can be made to an employee who takes a personal leave of absence over 30 days, that he or she will be assured of employment upon returning from that extended leave.

3.2 Bereavement Leave

The employee's direct supervisor should be notified immediately of the death of any family member or relative. In the case of a death of a member of the employee's immediate family (employee's spouse, children, parents, brothers, sisters, grandparents, spouse's children, spouse's parents, spouse's grandparents, or other relatives that reside in the employee's household), a full-time employee may be paid for the absence from scheduled work for a period not to exceed three (3) consecutive work days. Employees who require additional days away from work may request earned vacation time or a personal leave of absence, subject to the approval of the employee's direct supervisor and Personnel Committee.

3.3 Jury Duty

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, less any jury duty pay from the applicable governmental entity. Upon completion of jury duty, the employee should turn in a jury duty attendance form provided by the Court to the employee's supervisor. Employees who are excused from jury duty before the end of a day should report back to work.

3.4 Military Leave

Full-time 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. The employee must present their military orders 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 applicable law.

3.5 Workers' Compensation Leave

A leave of absence may be granted when required for a work-related illness or injury. FBCM's insurance agent should be called to assist FBCM staff in all workers' compensation matters. Work-related illness or injury leaves are reviewed on a case-by-case basis.

3.6 Provisions Applicable to All Leaves of Absence

Employees should inform and seek approval (e-mail & phone call) from their supervisor and the Personnel Committee of any planned absence away from work. 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 allowed, supervisors may request employees to reschedule their planned time off if it causes conflicts with ministry activities, employee shortages, etc.

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

Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination. Employees on leave of absence must communicate with their supervisor on a timely basis not to exceed one month, regarding their status and anticipated date to return to work.

Full-time employees who falsify the reason for their absence will be terminated.

4.0 SOCIAL SECURITY

The employer's portion of Social Security and Medicare taxes (FICA) will be paid by FBCM for all non-minister employees.

Since minister employees are considered "self-employed" for social security purposes and are required to pay the entire SECA tax (15.3%), a Self-Employment Tax Offset

Adjustment payment is provided to minister employees. The amount of this adjustment will be calculated at one-half (1/2) of the minister's self-employment taxes due from First Baptist Church Murphy taxable earnings.

FBCM Treasurer will calculate the amount relating to each minister employee. This adjustment is not provided to minister employees who have elected to opt out of the Social Security System by filing and receiving an approved IRS Form 4361. This adjustment is a taxable benefit and will be recorded on the minister's Form W-2 at year-end.

5.0 WORKERS' COMPENSATION INSURANCE

Every employee is automatically covered by Workers' Compensation Insurance at the time of employment. FBCM 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, crutches, etc. rehabilitation services, if necessary.

As required in **FBCM's Workplace Safety and Security Policy**, all employees are required to report any type of work-related injury or illness to their supervisor and the Personnel Committee, 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 a documented investigation on all work-related injuries.

6.0 FEDERAL AND STATE UNEMPLOYMENT PROGRAMS

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

7.0 CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS FOR MINISTERIAL STAFF

Where it can be demonstrated that FBCM 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 FBCM funds. Requests for time away and professional organizations must be approved in advance by the Executive Board and payment of expenses related to continuing education programs must be reviewed and approved by FBCM Treasurer.

Annually, during budget preparation time, a Time-Away Planning Sheet should be prepared and submitted to the Executive Board. Requests will be reviewed and ultimately approved or disapproved by the Executive Board and documented in the employee's personnel record.

Budgeted funds which have been approved for use during "employee development" periods for educational assistance, are to be spent for travel, lodging, meals and incidentals on a per diem basis (refer to appropriate city per diem rate from IRS publication 1542 which is maintained in the Finance office), registration fees, related training materials and events directly associated with the scheduled event. Prior to the start of educational assistance (employee development), a funds requests is to be submitted to the Finance Committee for review and approval.

Funds expended for educational assistance over the budget allotment for a staff person will not be reimbursed by FBCM. Budget dollars from other accounts or restricted designated funds cannot be used for educational assistance and or professional memberships. Any exception to the above must be approved by the FBCM Treasurer in advance.

7.1 Trips: Pastor

The Pastor may attend Denominational Conventions yearly with FBCM covering the expenses. Pastor will be appointed delegate of FBCM to the convention.

The Pastor may represent FBCM at speaking engagements, provided that such engagements are not excessive and do not hinder the effectiveness of his ministry at FBCM.

The Pastor may be allowed time away to attend conferences or seminars or mission trips for personal or job enrichment with advance notification and approval of the Executive Board.

All trips are reviewed by the Executive Board and will decide if a ministry trip is appropriate and compensated by FBCM.

7.2 Spouse Attending Conference with Employee

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

8.0 RELOCATION UPON TIME OF CALL/EMPLOYMENT

In its discretion, FBCM may agree to pay necessary, reasonable, and customary relocation/moving expenses incurred by newly-called ministers. The Personnel and Finance Committees will outline covered expenses in writing at the time of the call.

9.0 MINISTERIAL STAFF ACTIVITIES

9.1 Denominational Meetings, Speaking Engagements, Conferences, Seminars, and Mission

9.1.2 Other Ministerial Staff

Ministerial staff members will be allowed time away to lead revivals, conferences, encampments, etc., and to attend conferences or seminars for personal or job enrichment not to exceed four weeks total per year, and not to exceed more than three Sundays. Time away must be approved by the Executive Board in support of Finance and Personnel Committees.

10.0 MINISTER'S HOUSING ALLOWANCE

Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a Church-designated housing allowance paid to the minister as part of the minister compensation to the extent used by the minister for actual expenses incurred in owning or renting a home.

All ministers desiring to receive a housing allowance exclusion must submit a Computation of Minister's Housing Allowance form by December 1st of each year to the Finance Committee. The burden of proof for the actual use of the minister's housing allowance rests with the minister and is not the responsibility of the Church.

All ministers are encouraged to use, throughout the year, the Housing Allowance Expenditures Worksheet to record their housing related expenditures. The Internal Revenue Code requires that a minister must add back to income any portion of a housing allowance which was not spend on actual housing related items. This worksheet allows ministers to keep track of and monitor actual housing expenditures for year-end tax planning purposes.

11.0 EXPENSE REIMBURSEMENT PLAN

Church employees are expected to be responsible stewards of Church finances. Income tax regulations provide that an arrangement between an employee and employer must meet the requirements of business connection, substantiation, and return of excess payments in order to be considered a reimbursement.

In compliance with income tax regulations, expenses would qualify for deductions for federal income tax purposes require adequate substantiation to the Church for all expenses. Any Church employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on the Church's behalf if the following conditions are satisfied:

The expenses are pre-approved and reasonable in amount.

The employee documents the amount, time, place, business purpose, and business relationship of each expense.

The timing of the reimbursement must be no more than 60 days after the expense is paid or incurred by the employee.

The employee provides a receipt for all purchases. Auto mileage reimbursements will be made at the current IRS rate in effect for the fiscal year and must be substantiated by a daily mileage log displaying the purpose and total mileage expended. Parking fees and tolls incurred are allowable as expense reimbursements.

Section E

PERFORMANCE STANDARDS

"On the contrary, we worked night and day, laboring and toiling so that we would not be a burden to any of you. We did this, not because we do not have the right to such help, but in order to make ourselves a model for you to follow." 2 Thessalonians 3:8, 9

His master replied, "Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things." Matthew 25:21

"So he called him in and asked him, 'What is this I hear about you? Give an account of your management, because you cannot be manager any longer.'" Luke 16:2

1.0 EMPLOYMENT POLICIES AND PROCEDURES

FBCM attempts to provide and maintain a work environment conducive to FBCM's mission of faithful worship and outreach and the efficient utilization of FBCM's resources in service to the Lord.

Employees to maintain a satisfactory level of job performance and behavior in their work activities and are required to maintain proper behavior in their activities outside of FBCM in order to insure that such activities do not reflect adversely upon themselves or the Church.

In regard, to its employees, FBCM attempts to clearly communicate goals and objectives, establish responsibilities and expectations associated with the job positions, and provide honest and candid feedback concerning job performance, including evaluation of strengths, weaknesses, and developmental needs. Likewise, employees should be aware of situations, which may require their attention for improvement and when practical be given an opportunity to correct and improve.

FBCM respects and follows the State of Texas 'at Will Employment' relationship with all employees, meaning that they may leave the employment of the Church or the Church may terminate the employment relationship at any time, with or without notice or cause. Nothing contained in this Manual creates a contract of employment or exempts any employee from this at-will employment relationship.

2.0 CODE OF CONDUCT

It is impractical to provide a comprehensive listing of all possible conduct violations. Employees may be counseled or disciplined, up to and including possible immediate termination of employment for any infractions or similar unacceptable behavior and is not limited to only these examples cited:

- Failure to maintain satisfactory work performance
- Lack of cooperation with Church staff or members
- Excessive absence from work, tardiness, or abuse of break and meal privileges (example: FBCM School, etc...)
- Leaving place of work without authorization
- Failure to follow directions of supervisor
- Insubordination or willfully creating dissention among employees
- Theft, abuse, or intentional misuse of Church property or funds or the property of others.
- Falsification of Church records, reports and other Church information, including without limitation, the employment application, time sheet, or any other Church record or document
- Disorderly or threatening behavior including physical or verbal action or possession of a weapon on FBCM premises.
- Being under the influence of, using, selling, soliciting the sale of, or being in the possession of, alcohol or illegal or unauthorized drugs.
- Possession of a firearm on FBCM premises pursuant to Texas Penal Code 46.035 - 6. UNLAWFUL CARRYING OF HANDGUN BY LICENSE HOLDER on the premises of a church, synagogue, or other established place of religious worship.
- Falsification of time records.
- Violation of laws or conviction of a crime.
- Gambling on FBCM premises.
- Any behavior immoral, offensive, or inappropriate conduct reflects adversely upon our Lord Jesus Christ and FBCM.

3.0 PERFORMANCE EVALUATIONS

FBCM employees are evaluated annually in October, to be completed no later than November 1st.

Evaluations developed by the Personnel Committee with input from employee's direct supervisor and other FBCM members as needed. The evaluation discussed with the employee and should provide a channel for two-way exchange and sharing. The performance evaluation process provides a positive opportunity for recognition, development, and improvement. Completed performance evaluations maintained in the employee's personnel folder.

As part of the annual performance evaluation, employees may be eligible for an increase in pay based upon merit and/or the cost of living index, and within the annual FBCM budget. It is not the policy of FBCM to guarantee automatic annual salary increases. The Personnel Committee shall present the annual review of each employee to the Finance Committee along with a recommendation regarding an increase in compensation, if appropriate.

The final pay increase is on merit and determined by the Executive Board.

4.0 JOB DESCRIPTIONS

Personnel Committee maintains job descriptions for each position within FBCM staff. Each employee and their supervisor should review the job description at least annually and advise the Personnel Committee of changes needed.

5.0 CORRECTIVE AND DISCIPLINARY ACTION

[DISCLOSURE] FBCM may not necessarily follow in every situation the progressive discipline described in this section. Instead, this section is solely to inform the employee about how FBCM generally handles employment matters, and FBCM may decline to follow or may change any aspect of this section with or without notice. As with all provisions of this Handbook, no expectation of continued employment on any terms other than 'at will' is provided by the progressive discipline described in this section or the existence of a progressive discipline system.

5.1 Non-ministerial Staff

Because your employment relationship is at will, that is, either FBCM or the employee has complete discretion to terminate employment at any time for any reason.

Any violation of FBCM policy, rules, or regulations in this Handbook or otherwise may result in disciplinary action, which generally includes warnings and/or termination.

FBCM reserves the right to administer the disciplinary action policy at its discretion and to terminate the employment relationship without advance notice or without prior written warnings.

When an employee violates the FBCM policies and procedures and/or falls short of expected performance levels, it is the Supervisor and Personnel Committee's responsibility to take corrective action in an effort to help the employee.

In most cases, corrective action will take the form of an informal discussion between the employee and the Personnel Committee and the employee's supervisor, during which the Personnel Committee and the supervisor will point out the violation, describe the

proper action for that situation, and secure the employee's agreement that the action will not be repeated.

Unfortunately, some violations may occur that are repetitive or serious enough on the first offense that the Personnel Committee or supervisor is obligated to take formal disciplinary measures.

The usual disciplinary procedure used for common infractions of FBCM policies consists of a 3-step progressive process:

- Step 1 – Verbal Warning
- Step 2 – Written Warning
- Step 3 – Termination of Employment

The purpose of any disciplinary action is to explain to the employee what he/she is doing wrong or improperly, and how their conduct can be corrected so that the employee has an opportunity to improve.

Progressive Steps performed by Personnel Committee

Depending on the nature and degree of an offense, violations of the FBCM policies generally will result in corrective disciplinary action as follows:

1. **Verbal Warning:** Personnel Committee provides formal employee feedback (verbal warning), if performance deficiencies or other work-related problems arise. Verbal warnings are documented, signed by both parties, and filed in the employee's personnel record.

2. **Written Warning:** A written warning is given for the repetition of an offense not corrected through verbal warning(s) or for a more serious violation of a FBCM policy. An employee is required to sign a written notice to indicate he/she has reviewed the warning. The written warning becomes a part of the employee's personnel record.

3. **Termination:** An employee who fails to correct performance deficiencies, job-related behaviors, or policy violations after receiving repeated verbal and/or written warnings (no more than 3) warrants employment termination. (FBCM generally does not impose disciplinary suspensions without pay, but reserves the option to do so in appropriate circumstances.)

FBCM also may terminate an employee without prior notice or warning in the event of a serious offense, as determined by the Personnel Committee in their discretion.

Before advising the employee of the termination, the Personnel Committee will review the proposed action. The final decision to terminate an employee will be made by Personnel Committee.

5.2 Removal of Ministerial Staff (By-Laws – Article IV, Section 8)

The Executive Board may vote to suspend or eventually terminate a Deacon, an Officer or paid/unpaid Ministerial Staff member from his/her office or employment. The Executive Board will afford such person advance notice and an opportunity to meet in executive session with the Executive Board to answer all concerns and allegations and resign if he/she desires before a vote is taken. Mediation services may be employed in an attempt to resolve the issues before a vote is taken.

The suspension of such person's appointment or employment shall be effective upon an affirmative vote by the Executive Board. If the Executive Board votes to suspend such person, his/her appointment or employment will terminate upon the affirmative vote of a majority of the voting members of the Church present and voting at a business meeting.

Voting membership may petition for removal of a Deacon, an Officer or paid/unpaid Ministerial Staff member from his/her office or employment. The Executive Board shall call a business meeting for that purpose upon receiving a petition of at least twenty-five per cent (25%) of the voting membership calling for the removal of the individual. The individual will be removed upon the affirmative vote of a majority of the voting members of the Church present and voting at a business meeting.

6.0 SEVERANCE

In some instances of termination, it may be appropriate by the Personnel Committee and Executive Board to provide a period of severance to the terminated employee based upon the timing and particular circumstances of the termination. It should not be considered or indicated that severance is warranted or an established amount of severance be provided.

The Personnel Committee will make the determination regarding the appropriateness of any severance based upon the individual circumstances at the time of termination. Generally, severance expenses will not exceed the amount budgeted for regular salary and approved by Finance Committee.