

EMPLOYEE POLICIES AND HANDBOOK

Adopted 7-19-15

EMPLOYEE POLICIES AND HANDBOOK	i
Article I Employment Policies	1
Article II General Employee Benefits.....	3
Article III Standards of Conduct and Polices.....	6
Article IV Employee Review and Redress	11
Article V Employee Conduct and Grievance Policy.....	14
Article VI Computer Policy.....	17
Article VII Severability.....	20
Article VIII Definitions (As used in this Handbook)	20
Forms	22
Request for Leave	22
Expense Reimbursement.....	23
Employee Handbook Acknowledgement Form.....	24
Computer Use Policy (Employee) Form.....	24
Computer Use Policy (Non-Employee) Form	24

EMPLOYEE POLICIES AND HANDBOOK

Disclaimer

This Subdivision of this Church document, with its personnel provisions, are an expression of the current operating policies and procedures of the First Baptist Church of Dardanelle, Arkansas. They are subject to change at any time through the procedures of the Church as set forth in its bylaws and other documents. The Church periodically reviews all the policies and procedures set forth herein. They may change these policies and procedures as needed. Thus, while First Baptist Church of Dardanelle is committed to operating within its policies and procedures, the Church reserves the right to revise this handbook at any time. This manual is not a contractual promise to hold in force these specific policies and procedures nor a guarantee of continued employment or specific benefits. No oral statements or representations can in any way change or alter the provisions of this handbook. Employees are responsible for becoming familiar with guidelines of the handbook and its provisions and with new policies or procedures when changed. Acknowledgment of such, see page 25.

Article I Employment Policies

Section 1 Equal Opportunity Employer

The First Baptist Church of Dardanelle, Arkansas is committed to providing equal employment opportunity without regard to race, color, nation origin, sex, age, handicap or veteran status. Furthermore, the Church does not discriminate on the basis of disability. The Church's commitment extends to all employment related decisions, terms and conditions of employment, including job opportunities, promotions, pay and benefits.

The First Baptist Church of Dardanelle, Arkansas as a matter of faithfulness to Christian biblical principles, reserves the right to commitments derived from biblical teachings and examples from our Lord.

Section 2 At-Will Employer

The First Baptist Church of Dardanelle, Arkansas is an at-will employer. This means that the Church or any Church employee may terminate the employment relationship at any time for any reason with the understanding that neither party has an obligation to base that decision on anything but their intent not to continue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

Section 3 Job Posting and Advertising

Employment procedures generally are established by the Church and implemented through the Personnel Committee. They shall also establish an appropriate means to advertise the available position (such as the Church bulletin, open service announcements, etc.), receive applications, and develop specific interviewing and

screening procedures for the specific position. Work and personal references will normally be required and checked before a job offer is made. The nature of the position will affect the scope of review, any background checks undertaken and appropriate testing.

All applicable laws governing the Church's interviewing and hiring procedures including matters covered by confidentiality rules and disclosures to applicants shall be followed. Staff-hiring authority shall be as set forth in the bylaws. The salary will be established by the Church on recommendation of the appropriate committees.

When the Personnel Committee, in consultation with the Senior Pastor and other appropriate committees, is prepared to recommend a candidate, they shall forward the name and resume to the congregation for hiring action unless the congregation has by bylaw or other action delegated that responsibility to the committee.

Applications for full-time Church employment will not be accepted from any person under eighteen (18) years of age. Except as otherwise provided by Arkansas law.

Section 4 Standards of Christian Conduct

We believe the Scriptures establish basic principles to guide the actions and attitudes of a Christian and that it is the responsibility of each Christian to glorify God through the application of these principles.

We believe the life of a Christian, empowered by the Holy Spirit, is characterized by love for and dependence upon God and love toward all people. A Christian loves others by sharing their burdens, forgiving their personal offenses and seeking to restore them to fellowship with the Lord, demonstrating the fruit of the Spirit - love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.

We believe that a Christian must strive to live a life in which Christ is Lord of all thoughts, actions and words. A Christian must recognize that there are actions and attitudes that are inconsistent and inappropriate. A Christian led by the Holy Spirit will, after prayer and studying the Scriptures, exercise freedom responsibly with loving regard for the sensitivities and weaknesses of others.

We believe that, based on the Scriptures, we must refrain from such practices as sexual impurity (this includes any sexual activity outside of holy matrimony) and marital infidelity, as well as gossiping, drunkenness and other excesses. In addition, many believe that certain activities, though not specifically prohibited in Scripture, are detrimental to our individual and corporate lives and the witness of our Church in our community. These activities include selling and using all forms of habituating drugs, tobacco, alcohol, and narcotics except those used for medicinal purposes and viewing and participating in the activities of organizations which are inconsistent with the Gospel of Christ.

Section 5 New Employees

New employees will be provided an initial orientation and training program to help them become familiar with the personnel policies of the Church. At this time, the benefit options, leave policies, and office policies and procedures will be explained. Where appropriate, specialized training will be provided. New employees will also be informed of the compensation policies and the forms available for their use.

A. New Employees Trial Period

The first ninety (90) days of continuous employment at First Baptist Church of Dardanelle is considered a trial period. During this time employees will learn job responsibilities, get acquainted with fellow employees, and determine whether they are content with their job.

During this time, the employee's supervisor will closely monitor the employee's performance. During the trial period, First Baptist Church of Dardanelle will review and evaluate performance. If First Baptist Church of Dardanelle finds the employee's performance satisfactory and decides to continue the employee's employment, the employee will be informed of any improvements expected from the employee. The trial period may be extended up to a total of six (6) months at the discretion of the employee's supervisor.

Completion of the trial period does not entitle any employee to remain employed by First Baptist Church of Dardanelle for any definite period of time. Both the employee and First Baptist Church of Dardanelle are free, at any time, with or without notice, and with or without cause, to end the employment relationship.

Section 6 Supervisory Roles

Job descriptions will identify to whom employees report as their supervisor. Unless otherwise specified, the Senior Pastor shall be the immediate supervisor of all staff, ministerial and support. The Senior Pastor may, or the Church may, assign supervisory responsibilities to other staff or individuals

Article II General Employee Benefits

Section 1 Paid Time Off (PTO)

Regular, full-time employees and full-time staff are entitled to PTO with pay as follows (in weeks) based on years of service:

Full time employees will be entitled to the following PTO with pay:

- After 1 year service = 1 week
- After 2nd - thru 10th year = 2 weeks
- After 10th = 3 weeks

Full time ministerial staff will be entitled to the following PTO with pay (unless other terms are agreed upon at hire date):

After 1 year service	= 1 week
After 2nd – thru 3rd year	= 2 weeks
After 4th – thru 5th year	= 3 weeks
After 6th	= 4 weeks

An employee is eligible for any accrued PTO on the January following their hire date. The PTO year runs from January 1st through December 31st. PTO days will not be carried over from a prior year except in extraordinary circumstances approved by the Personnel Committee and Senior Pastor.

Permanent part-time employees, are those employees working less than 30 hours per week.

After 1 year service	= 1 average work week
After 2 nd and beyond	= 2 average work weeks

A permanent part-time employee is eligible for any accrued PTO after six (6) months of active service. The PTO year runs from January 1st through December 31st. PTO days will not be carried over from a prior year.

If an employee terminates in good standing during the year and has not taken all of the PTO accrued as of the date of termination, payment for any PTO unused will be included in the final paycheck.

Section 2 Holidays

The First Baptist Church of Dardanelle, Arkansas will observe eight (8) paid holidays for full-time and part-time employees. Designated holidays will be New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve and Christmas Day. When the holiday falls on a Sunday then another day will be substituted. Holidays must be taken and may not be accumulated.

Section 3 Personal Leave

Though the Church is not covered by the Federal Family Leave and Medical Leave Act (FMLA) the Church will seek to accommodate employees who seek unpaid leave in the event of the birth or adoption of a child or the serious health condition of the employee or close family members.

Section 4 Sabbatical or Personal Leave of Absence

Sabbatical or personal leaves for spiritual and professional development or other purposes may be available to aid in the growth and well-being of the staff. A "Request for Leave" form must be completed (See page 23). The Senior Pastor and Personnel

Committee shall then review request both on its merits for the applicant, its contribution to the ministry of the Church, and the financial and personnel resources of the Church to accommodate the leave or sabbatical. Approval by the Senior Pastor and the Personnel Committee is required.

Section 5 Compensation Benefits

A. Salaries and Raises

Starting salaries are determined by the Church or through its appropriate committees to whom it may designate certain responsibilities. Starting salaries are based on several factors: qualification, years of experience, job responsibility, the salary range established for each position, and approved budget limits.

Compensation changes are normally effective in January of each year, but may be changed at the Church's discretion. All compensation changes are proposed to the congregation as part of the annual budget proposal. Changes in wages and salaries are tied to employee performance and periodic job-evaluation reviews.

Compensation packages for Ministerial staff are recommended by the Senior Pastor or Personnel Committee, with agreement of the Finance Committee, and approved by the Church.

Support staff may be hourly or paid at a salary, within budget limitations, recommended by the Senior Pastor or Personnel Committee, with agreement of the Finance Committee and approved by the Church.

Part-time employees are paid based on hours reported on time sheets with their supervisor's approval signature.

Employees are reviewed annually for consideration of a pay increase. A wage or salary review does not imply an automatic increase, only that you are eligible for consideration based on job performance. Budget limitations of necessity must be a factor. The results of scheduled job performance reviews and performance appraisals will play a major role in consideration of wage and salary increases.

B. Overtime Pay

Labor laws require the Church to pay time-and-a-half for non-exempt employee's work which is in excess of forty (40) hours per week. As necessary, employees may be required to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in a given work week will be counted. All overtime work must be previously authorized by the Senior Pastor or the employee's supervisor.

As required by law, the Church provides compensation at a time-and-a-half rate for all overtime hours worked by nonexempt employees. To comply with this

requirement, nonexempt 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. Exempt employees may be required to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.

C. Payroll Procedures

1. **Pay Period.** Paychecks are issued on the basis the Church deems will best meet the needs of all employees.
2. **Payroll Deductions.** Various payroll deductions, such as federal income tax, state income tax, and Social Security taxes, are required by law. All other deductions, such as health insurance, retirement funds, etc., must be authorized by an employee in writing.

Pastors may be considered as self-employed for Social Security tax purposes and are not required to have the same payroll deductions as other employees. If you have any questions about your deductions.

3. **Worker's Compensation Insurance.** All employees are automatically covered by worker's compensation insurance at the time they are hired. It is important that all employees report any work-related injury or illness to the Senior Pastor or supervisor within twenty-four (24) hours, regardless of how minor it may seem. It is also important to get proper first aid and/or medical attention immediately.
4. **Medical Insurance.** First Baptist Church of Dardanelle does not offer medical insurance at this time.
5. **Retirement Program.** The Church, at present, does not participates in any retirement program.
6. **Housing Allowance.** Section 107 of the Internal Revenue Code permits ministers to exclude a designated housing allowance from their taxable income so long as the allowance is used for the costs of owning or renting a home, and not exceeding the fair rental value of the home. Any such designation must meet the requirements of the IRS and be approved in advance by the congregation at the Church Business Meeting or designated committee.

Article III Standards of Conduct and Polices

Section 1 Office Hours

Except for holidays, or unless otherwise announced, the Church office will be open Monday through Thursday from 8:00 AM to 4:15 PM. Unless otherwise arranged with the Senior Pastor or your supervisor, all employees are expected to work within this schedule. Full-time employees are expected to work a minimum of thirty (30) hours per week unless otherwise approved.

Section 2 Punctuality and Attendance

Because you are an essential member of our team and teamwork is important, the Church expects you to be prompt and regular in attendance. You are expected to be ready to begin work at the time your work schedule begins. If you are unable to report to work at the assigned time for any reason, you are expected to call the Church office or contact your supervisor if possible, within the first hour after your starting time.

Section 3 Lunch and Break Periods

Scheduling of the lunch period is flexible, but must be approved by your supervisor. You are also entitled to two fifteen-minute rest breaks each day. Normally these breaks will be scheduled in mid-morning and mid-afternoon. Always make sure you return from any break on time.

Section 4 Dress Standards

Personal appearance should be a matter of concern for each employee. Your personal appearance reflects not only on you as an individual, but on the Church as well. We expect you to take pride in your appearance and strive to achieve a positive, business-like image when representing the Church. Dress for all employees should be professional, modest and appropriate for the type work you perform.

Section 5 Bonding

The Personnel Committee may require the bonding of certain employees who handle substantial Church funds.

Section 6 Confidentiality

As an employee, you may have access to confidential information regarding the finances, operations, vision, and future of the Church. You may also know or be informed of personal information about a Church member, visitor, job applicant or fellow employee. The ability to keep information confidential is a required element of employment. Any violation of confidentiality seriously injures the Church's reputation and effectiveness. Discussion of information relating to Church business will be limited to those officially concerned. These matters should never be discussed outside official/professional channels including family and fellow employees.

If you are questioned by someone, and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer. Instead, as politely as possible, refer the request to the Pastor or other Church leadership. No one is permitted to remove or make copies of any Church records, reports or documents for other than official Church business without prior approval.

Section 7 Keys

You will be issued keys necessary for your work area(s). Keys are to be carefully guarded. You should exercise care in allowing individuals into the Church facilities. Do not duplicate the keys, nor lend to other persons. Immediately report any lost key to the Church Office.

Section 8 Telephones

If necessary you will be assigned a telephone, a telephone extension, and if appropriate a long distance authorization/accounting code. Personal long-distance calls from office phones should be charged to your personal phone or credit card.

Section 9 Bulletin Boards

Information posted on Church-employee bulletin boards is for the benefit of all employees. Employees are responsible for checking the employee bulletin boards on a regular basis and for reading all materials posted by the Church. When required by law, posters setting forth employment-related rights are posted on these bulletin boards.

Section 10 Security

The security of facilities as well as the welfare of our members, regular attendees, employees, and visitors requires that every individual be constantly aware of potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facility. Files, desk drawers and other places where confidential or valuable materials are kept, should be locked when no one is in the office. Access to another person's office is not permitted without prior permission and approval of the office occupant.

Section 11 Children in the Work Environment

Children should not normally be brought to the office by employees during the times when they are working.

Section 12 Use of Church Equipment and Supplies

Church supplies, copying machines, A/V equipment, tools, and other equipment are for use in the ministry of the Church and not for personal use by members, attendees and

employees. Use of any Church equipment must be approved by those responsible for the equipment or the Senior Pastor.

Section 13 Smoking Policy

Smoking is not allowed in any of the Church's buildings.

Section 14 Expense Reimbursement

It is the policy of the Church to reimburse staff for all ordinary and necessary expenses required for the performance of ministry within and on behalf of the Church upon submission of accurate and receipted expense reports. To be reimbursed the expenses must in most cases have been approved in advance, and substantiated by receipts.

The Church reimburses automobile mileage expenses for Church business needs at a rate equal to the Internal Revenue Service optional mileage allowance. In addition, employees driving on Church business may claim reimbursement for parking fees and tolls incurred. Reimbursement will be based upon actual mileage recorded on the "Expense Reimbursement" form (See page 24). A normal commute to and from work and regularly scheduled, on-going meetings with Church members are not reimbursable.

Section 15 Copyright Policy

The Church is committed to respecting all copyrights and prohibits staff or volunteers from any forms of copyright infringements. Church-owned copy machines; computers, tape 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.

Section 16 Access to and Removal of Church Property

The Church retains the right of access at all times to any Church property including employee offices, work stations, filing cabinets, desks, credenzas, and any other Church property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, etc.

Section 17 Employee Personal Business Promotion and/or Sales

Employees, immediate family members of employees, or businesses operated by employees or family members may not directly sell merchandise (ex, Amway, Avon products, T-shirts, music, records, etc.) to employees, Church members or visitors during normal working hours. Furthermore, sales may not be made at Church-related functions (such as retreats, concerts, choir trips, etc.). Any purchases of merchandise by the Church for the Church's ministry from employees or their family must be handled through the normal purchasing procedures of the Church.

Section 18 Personnel Files and Access

A. Contents

The Church maintains current and accurate information about each employee. Employees are expected to keep the Church informed of changes to their name, address, phone number, marital status, person to notify in case of emergency, etc.

B. Confidentiality

It is the policy of the Church that an employee may have access to her/his personnel file within a reasonable amount of time after making a request to the Senior Pastor or chair of the Personnel Committee. The file must be examined in the presence of the Senior Pastor or the Chair of the Personnel Committee. Personnel files may not be taken from the Church premises.

Section 19 Works Made for Hire

All work prepared by any employee within the scope of their employment, during regular office hours will be owned by First Baptist Church of Dardanelle. Examples of such work would be: books written, music composed and software developed on the Church premises during normal working hours, or for the Church, or in furtherance of the ministry of the Church. 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 instrument signed by them. Therefore, in the absence of such an executed instrument, all works prepared by an employee in the scope of their employment are owned by the Church. Employees engaged in such creative work who believe it should fall outside the "work for hire" principle should seek any clarification or enter into a written agreement with the Church affirming any exception or otherwise negotiated agreement.

Section 20 Preschool/Child/Youth Protection Policies

All staff, as well as non-paid volunteers in the Church's ministry, are required to familiarize themselves with the preschool-child-youth protection policies as adopted and published by the Church, and set forth in the Church General Policies and Provision section of this document.

Section 21 Immigration Reform and Control Act of 1986

First Baptist Church of Dardanelle, Arkansas is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, employees will be required to provide documentation verifying his/her identity and legal authority to work in the United States. Compliance includes

completing Form I-9, Employment Eligibility Verification, within three business days of an employee's hire date.

Section 22 Job Descriptions

Employees will be given job descriptions before they start to work. Your job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your job description carefully and discuss it with your supervisor if you have any questions. Your job is either part of this handbook or was provided in writing at the time of employment. The Church reserves the right to revise and update your job description from time to time. This will be done when there are significant changes in job responsibilities.

Section 23 Employment of Relatives or Other Special Limitations Based on Relationships

A. Ban on Employing Close Relatives of Other Employees

The First Baptist Church will allow the employment of relatives of other employees. Employment will be subject to the following restrictions.

B. Ban on Supervisory Relationships Among Close Family Members

There shall be no employee - supervisory relationship between close family members.

C. Ban on Simultaneous-Employee Status and Certain Church Leadership Roles

Persons who serve as employees may not serve as members of the Church's Trustees, Administrative Team, Personnel, Nominating, Property or Finance Committees.

D. Church Secretary and Church Membership

First Baptist Church of Dardanelle prefers to have the Church Secretary to be an active member of the First Baptist Church of Dardanelle or an active member of a Church of like faith.

Article IV Employee Review and Redress

Section 1 Regular Performance Reviews

The employee's written job description as well as written annual objectives of performance developed by the employee and the Senior Pastor or supervisor will be the

basis for regular employee discussions on an employee's progress in their job. The performance review should recognize particular areas of strength, solving problems, meeting needs, planning for the employee's development, and other performance-related topics. Employee performance and feedback should be ongoing on an informal basis during the work year.

An annual written performance evaluation shall be completed for every employee and discussed with the employee at the end of the Church's fiscal year and filed in the employee's personnel files. The Senior Pastor and others as appropriate, will be responsible for the performance review of all staff. Feedback and concerns will be forwarded to parties on a need to know basis.

Performance evaluations will be in writing and will permit employee comments. The primary purpose of the performance review is to give feedback to an employee regarding areas in which they excel or to identify areas where improvement can be made. Performance evaluations shall be conducted in a face-to-face, private environment. Original performance evaluations will be retained in personnel files.

Section 2 Complaints and/or Concerns

In the event you have a problem or concern during employment with the Church, you are encouraged to share the problem/concern. Fair handling of a problem or concern cannot be given if employees do not let the proper people know of its existence. The purpose of the employee- complaint process is to insure fair and equitable treatment for all employees, eliminate dissatisfaction, and resolve problems so that productive work relationships can be maintained for the benefit of all. The process outlined below has been established for the benefit and use of all Church employees except the Pastoral Staff.

The problem or concern should first be discussed with your supervisor. Be as open as possible. Problems and concerns are best analyzed when all the facts are understood. You and your supervisor should come to a solution to the problem/concern, or agree upon a reasonable time frame for such solution, not to exceed three (3) days. If you and your supervisor are unable to agree upon a solution, you should submit your concern in writing to the Senior Pastor who will involve the Personnel Committee in the resolution of your concern.

Section 3 Corrective Counsel and Discipline

We want to commend you when your performance is outstanding. You will also be counseled if your job performance is below acceptable standards. If improvement is not shown immediately, you may be disciplined up to and including involuntary termination. The basic principle underlying any disciplinary action is that it be corrective in intent. The system is not formal and the Church, in its sole discretion, may utilize whatever form of discipline is deemed appropriate under the circumstances. The Church's policy of discipline in no way limits or alters the at-will- employment relationship.

A. Unacceptable Behavior

Unacceptable behavior, which does not lead to immediate dismissal may be dealt with in one or more of the following ways:

- Verbal Warning
- Written Warning

B. Poor Performance

Poor performance may be dealt with informally or with formal discipline up to and including termination may arise from poor job performance or from misconduct. Some examples of poor job performance 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.

Section 4 Employment Termination

Since employment is "at will", termination of employment relationship should follow policy guidelines below:

A. Resignation

A resignation is a written notice from the employee to the Church at least ten (10) working days for staff employees and thirty (30) calendar days for pastoral staff employees prior to the last day of employment.

B. Quit

A quit occurs when the employee leaves the Church with no prior notice or less than the specified ten (10) day or thirty (30) day notice. Any employee who voluntarily resigns their employment or fails to report to work for three (3) consecutive scheduled workdays without notice to or approval by their supervisor will be considered to have voluntarily terminated employment with the Church.

C. Layoff

A layoff occurs when the Church terminates an employee because of reorganization or lack of work. In case of a layoff, the Church is obligated to give the same notice to the employee, or pay in lieu of notice, that the employee is obligated to give as described above in the case of a resignation.

D. Discharge

A discharge for cause occurs when an employee is discharged for disciplinary or other reasons which constitute an unsatisfactory attitude, performance, or judgment by the employee. No notice or pay in lieu of notice is required by the Church.

Section 5 Termination Procedures

Termination of non-ministerial employees requires the approval of the Senior Pastor and Personnel Committee of the Church as set forth in the bylaws or other approved policy. Dismissal of Ministerial staff is governed by procedures set forth in the bylaws.

Section 6 Benefits at Termination

Employees who resign with proper notice, or are laid off, or are discharged in good standing will receive payment for any unused accrued vacation (PTO) time in accordance with the PTO policy.

Article V Employee Conduct and Grievance Policy

Section 1 Conduct Expectations

All employees are expected to conduct their personal lives outside of work as well as at work in accordance with high standards of biblical teachings. The personal life of a Church employee not only affects the employee's ability to command respect and do their job, it also reflects on the entire ministry of the Church. For this reason, personal conduct by an employee that is immoral, unethical, or otherwise not in accordance with Scripture may be grounds for disciplinary action, including dismissal. Specific proscribed conduct is set forth below:

A. Misconduct (General)

First Baptist Church Dardanelle is a religious, nonprofit organization based upon Christian tenets. By accepting and continuing employment with the Church it is expected that you will not engage in any activity which constitutes a conflict of interest with the interest of the Church and that you will conduct yourself in keeping with the principles set forth in these statements. The following list is illustrative, not all inclusive, and includes examples of gross misconduct:

- Willful violation of any Church rule or deliberate action that is extreme in nature or obviously detrimental to the Church's ministry efforts.
- Negligence or any careless action that endangers the life or safety of another person.
- Threatening, intimidating or coercing fellow employees on or off the premises, at any time or for any purpose.

- Malicious gossip and/or spreading rumors, engaging in behavior designed to create discord and lack of harmony, interfering with another employee on the job, willfully restricting work output or encouraging others to do the same.
- Insubordination or refusing to obey instructions properly issued by your supervisor.
- Abuse, misuse, theft or the unauthorized possession or removal of Church property or the personal property of others.
- Falsifying or making a material omission on Church records, reports or other documents, including payroll, personnel and employment records.
- Willful divulging of confidential Church information to unauthorized persons.
- Disorderly conduct, including fighting or attempted bodily injury, immoral conduct or indecency, or the use of profane, abusive, or threatening language toward others, or unauthorized possession of a weapon or illegal firearms, or explosives while on duty.
- Violation of any law adversely affecting the Church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment.
- Use of alcohol, drugs, tobacco or controlled substances.
- Violation of the computer-use policies of the Church.
- Falsification of employment records, employment information or other Church records, including time-keeping records.
- Engaging in unethical or criminal acts.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of the Senior Pastor or any supervisor, or the use of abusive or threatening language toward a supervisor or Pastoral-staff member.

B. Misconduct (Harassment Sexual or Otherwise)

First Baptist Church of Dardanelle is committed to providing a work environment in keeping with Christian principles and free of unlawful harassment. First Baptist Church of Dardanelle policy prohibits sexual harassment and harassment because of race, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age or any other basis protected by federal, state, or local law, ordinance, or regulation.

First Baptist Church of Dardanelle anti-harassment policy applies to all persons involved in the operation of First Baptist Church of Dardanelle and prohibits unlawful harassment by any employee or volunteer worker of the Church, including supervisors and co-workers. Prohibited unlawful harassment because of sex, race, ancestry, physical or mental disability, mental condition, marital status or age, includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets.
- Derogatory jokes or comments.
- Slurs.

- Unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movement or interfering with work.
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss.
- Offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatening to report harassment.

First Baptist Church of Dardanelle is committed to taking seriously any allegations of sexual or otherwise harassment, and to that end will train those charged with receiving reports or complaints, and investigating and reporting such. Those trained will be aware of the Church's policies in this regard, will take concerns seriously, will respect confidentiality, and will not prejudice any claim. As in all the Church's relationships, we will seek to respect all persons, to be just in all our dealings, and where there is failure and sin to invite not only confession but true repentance, renewal and restoration in Christ.

Section 2 Complaints

Any person who believes they have been or are being harassed has the right to decide how to deal with harassment. If you believe you are being harassed, you should speak up or your lack of action may be interpreted as acceptance.

Incidents of harassment should be documented. Keep a written record of the incident(s) including what the harasser did and said, who saw what, your response and to whom you reported anything. You may decide to proceed informally or you may decide to initiate formal action immediately if the informal procedures are unsuccessful.

A. The Complaint Process

Not all incidents of harassment require formal complaints to deal with the situation and may sometimes be resolved in an informal manner. Sometimes an exaggerated response to a misinterpreted action can cause great pain and turmoil out of proportion to the incident. The following are informal resolution options:

- When you feel you are being harassed, communicate your disapproval and objections immediately to the harasser, either personally or in writing, and request the harasser to stop.
- If the harassment does not stop or if you are not comfortable with addressing the harasser directly, you may take your concern to the Senior Pastor or chair of the Personnel Committee for discussion and advice. All conversations with the Personnel Committee Chair or Senior Pastor with respect to allegations of harassment are to be kept confidential.

You need not use these informal options, and if the harassment not only involves yourself but others who have complained of such harassment from the same party, the more formal process may be immediately the most appropriate. In any event if such informal processes do not satisfactorily and promptly resolve the problem, you should proceed with a more formal process.

B. Formal Process

Any employee who believes that she/he or another employee has been subjected to any form of unlawful harassment should register a complaint the Senior Pastor or the chairman of the Personnel Committee. The complaint should specify the name(s) of the individual(s) involved (including any witnesses) and a description of the specific conduct complained of as sexual or other harassment. The Church will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If the Church determines that unlawful harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The Church will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by any other employee or elected official.

First Baptist Church of Dardanelle encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

C. Legal Action

This Church is an employer covered by Title VII of the Civil Rights Act, an employee may bring a complaint directly with the Equal Employment Opportunity Commission which will investigate the allegations. The Federal Equal Employment Opportunity Commission investigates and prosecutes complaints of prohibited harassment in employment. Any employee who believes that prohibited harassment has occurred or who believes that retaliation for resisting or filing a complaint has occurred may file a complaint with the appropriate federal agency.

Article VI Computer Policy

Section 1 General Statement of Purpose

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

All users, employees or non-employees, are required to read this policy carefully and to sign the form attached to the policy (see Section 9 below) at the time of their employment by the Church (for employees) or when they first use the computer equipment (for other users). The signature acknowledges that they have read and understand the policy and will comply with it.

The policy may be revised by the Church at any time and upon each user's receipt of the revisions or the policy as revised, he or she assumes the responsibility to carefully note the revisions and to comply with the policy as revised.

Section 2 Ownership and Access

The information created on, stored in, sent from, or received by the computer equipment owned by the Church's ministry belongs to the Church and the Church reserves the right to review, audit, intercept, access, monitor, sample, and disclose all such information. The Church intends to exercise that right when it considers it useful to further its ministry or for other Church purposes. Any information it obtains may be disclosed to any person, either within or outside of the Church without the permission of the employee. Thus, the confidentiality of any information should not be expected or assumed. Even when information is deleted, it is still possible to retrieve and read it. Further, the use of passwords for security does not guarantee confidentiality.

Section 3 Confidentiality

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

Section 4 Personal Use

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

Section 5 Prohibitions

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

- Pornographic or other sexually explicit images, text or other information because of the nature of the Church and its ministry, will be broadly construed; information that creates an atmosphere that is sexual, racially abusive or libelous, defamatory or abusive.
- Any message or other information that would violate any applicable federal or state laws, Church rules or regulations, or any Church policy.
- Any message or other information that is unlawful or for an unlawful purpose.
- Any copyrighted materials or other information, or any trade secrets or other proprietary information or similar materials, in violation of law.
- Any e-mail or other information which the user knows or should know contains, or is likely to contain, a computer virus (e.g., a self-executing program) which corrupts the integrity of data or causes the loss of information to the recipient.
- Any message or other information which constitutes or is used for the purpose of spreading chain mail or other frivolous communications.

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

Section 6 Personal Software

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

Section 7 Home-Computer Use

Computer software purchased by the Church is owned by the Church and cannot be copied or installed on employee's and volunteer's home computers unless previously agreed upon. Church documents, spreadsheets, or data cannot be loaded on any other

computer not owned by the Church without prior approval. All Church computer data and information belongs to the Church and should not be copied or given to any person or loaded onto any other computer.

Section 8 Violations

Each user who violates this policy or uses computer equipment for improper purposes shall be subject to the limitation or termination of his or her right to use the computer equipment. Any employee who violates this policy or uses computer equipment for improper purposes shall be subject to discipline, up to and including discharge. Members of the Church who violate the policy may also be subject to other Church discipline. Any user who discovers a violation of this policy is required to notify the Senior Pastor or other designated representative.

Section 9 Computer-Use Policy Agreement

The computer-use policy agreement acknowledgment form, printed and signed, will certify that you have read, understand and will comply with the stated policies of the this manual and the First Baptist Church of Dardanelle, Arkansas. This form will be found on page 25 at the end of this document as will all other forms that require a signature for acknowledgement purposes and which are to be kept on file as Church documents

Article VII Severability

Should any of the provisions of these Employee Policies and Procedures Handbook be determined to be contrary to federal, state, or local law, the remaining provisions of these employee policies and procedures shall be deemed to include those statements of law.

To the extent that any state law provides additional or different benefits or rights to employees, the provisions of these Employee Policies and Procedures shall be deemed to include those statements of law.

As a result, the Church reserves the right to modify, supplement, rescind or revise any policy, benefit or provision contained in or referred to in this handbook with or without notice, as it deems necessary or appropriate.

Article VIII Definitions (As used in this Handbook)

Committees - Much of the implementation of the Church's ministry is carried out by various committees. These committees are vital avenues of service for Church members and enable the expression of the gifts which the Holy Spirit bestows on all believers. Certain committees may have special responsibility for areas of ministry within the Church, and staff at all levels will often interact with these committees and their chairman in furthering the work of the Church.

Congregation - The government of the Church rests with the congregation. The administration of Church matters also involves various Church committees and teams which both recommend and carry out the various Church ministries.

Employee -

Exempt Employees - Exempt employees by virtue of the independent or managerial nature of their work are exempt from the provisions of the Wage and Hour Law and are therefore not eligible for overtime pay. Exempt employees are normally paid on a salary basis.

Full-time Employee - Full-time employees are those who are approved to regularly work thirty (30) hours per week.

Non-Exempt Employees - Employees that are not exempt from the provisions of the Federal Wage and Hour Law and therefore are eligible for overtime pay. Non-exempt employees are normally paid on an hourly basis, but may be salaried.

Part-time Employees - Part-time employees are those who are approved to regularly work less than 30 hours per week.

Regular Employees - Regular employees are those who are employed for an indefinite period with no special arrangements about the termination date.

Temporary Employees - Employees who are hired for a shorter time period (usually one year or less) with a mutual understanding about the date of or special conditions related to termination.

Ministerial and Support Staff - Ministerial staff are those employees who are licensed ministers of the gospel ordained in the areas of Southern Baptist life. Support staff are those employees whose job duties are narrower in scope and support the program and ministerial staff, Church ministries, and the general operation of the Church.

Personnel Team - The Personnel Team, elected by the congregation, has major responsibilities in the personnel area.

Senior Pastor - The Senior Pastor serves many roles including that of shepherd, counselor and teacher. In addition, the Senior Pastor serves as the chief administrative officer of the Church, under the authority of the congregation and in consultation with other designated leadership and appropriate teams. As chief administrative officer he is responsible directly or through his delegation, for the supervision of the staff, both ministerial and support.

Forms
Request for Leave

Name or Requester: _____

Date Request Made: _____

Date Leave to Start: _____

Date Leave to End: _____

State Reason for Request: _____

If more room needed use back of form. ...see back of form

Request Approved Request Disapproved Date: _____

If Disapproved Give Reason: _____

Senior Pastor (signature): _____

Chair Personnel Comm. (signature): _____

Expense Reimbursement

Date(s) Expenses Incurred: _____

Reason Expenses Incurred: _____

Transportation Expenses.....\$ _____

Lodging Expenses.....\$ _____

Food Expenses.....\$ _____

Fee or Registration.....\$ _____

Equipment Rental.....\$ _____

Building & Repair Material.....\$ _____

Contractor Expenses.....\$ _____

Other Misc. Expenses.....\$ _____

Total.....\$ _____

(Attach all receipts to back of Form)

Requester Name: _____

Approved By: _____

Reimbursement Date: _____

Employee Handbook Acknowledgement Form

I hereby acknowledge that I have received a copy of the Church's Employee Handbook. That I have read and understand the contents of this handbook explaining the personnel policies of the First Baptist Church of Dardanelle, Arkansas and will to the best of my abilities comply with the regulation stated therein.

Signature of Employee _____ Date _____

I hereby certify that I have explained the personnel policies put forth in this handbook to the employee noted above and have answered their questions to the best of my ability.

Signature of Supervisor _____ Date _____

Computer Use Policy (Employee) Form

I hereby acknowledge that I have read and understand the contents of this handbook explaining the computer use policies of the First Baptist Church of Dardanelle, Arkansas and will to the best of my abilities comply with the regulation stated therein.

Signature of Employee _____ Date _____

I hereby certify that I have explained the computer policies put forth in this handbook to the employee noted above and have answered their questions to the best of my ability.

Signature of supervisor _____ Date _____

Computer Use Policy (Non-Employee) Form

I hereby acknowledge that I have read and understand the contents of this handbook explaining the computer use policies of the First Baptist Church of Dardanelle, Arkansas and will to the best of my abilities comply with the regulation stated therein.

Signature of User _____ Date _____

I hereby certify that I have explained the personnel policies put forth in this handbook to the non-employee computer user noted above and have answered their questions to the best of my ability.

Signature of Senior Pastor _____ Date _____

Note: N/A all signature and date slots that do not apply.