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PERSONNEL POLICIES

1.1 Conditions of Employment

A. Appointment

An employee who is hired for a position is a probationary employee for the period of three months. The probationary period may be extended three months. He or she then becomes a regular employee if so designated by the Personnel Committee. A temporary employee is one who is hired for less than a 12-month period or hired for work that has not been established by classification.

No husband, wife, or member of an employee's immediate family as defined in section 1.5.B shall be employed by the church during his/her tenure at Dorrisville Baptist Church.

1.2 Personal History File

Once hired, a personal history file will be established for each regular employee. These files will be maintained by the Senior Pastor and housed in his office. All pertinent information, such as salary increases, evaluation conditions or any other employee records, will be contained in the file. This file will be kept in a locked file cabinet and may be reviewed, upon written request to the Personnel Committee, by the employee at any time during regular office business hours.

1.3 Work Hours

A. Flexible Hours

DBC is open for the transaction of business from 8:00 a.m. until 5:00 p.m. each working day.

The Pastor and Pastoral Staff: the hours shall be flexible in order for the Pastoral staff to perform job tasks as stated in the job descriptions.

B. Overtime

There is no regular scheduled overtime for salaried employees. It is implicit in the nature of their positions that time beyond the normal work schedule may necessarily be spent on the job. Overtime for hourly employees must be approved by the supervisor or can be supplemented

by compensatory time. A record of earned compensatory time will be maintained by the Administrative and Communications Assistant.

1.4 The Pay Plan

A. Pay Day

Paydays are determined by the finance committee and will be weekly. The Senior Pastor can arrange to give an employee his/her paycheck in advance for any pay day(s) that will occur while said employee is on vacation. Paychecks will reflect certain deductions. The federal government requires a deduction for Withholding Tax (Income Tax), Social Security Tax (FICA) and Medicare Tax. The State also requires the church to deduct Withhold Tax (State Income Tax). When applicable, retirement and insurance will also be deducted from paychecks. Upon request, the Personnel Committee will explain deductions in greater detail. Ordained Ministers are eligible to be exempt from Social Security and Medicare Tax.

B. Evaluation

1. Each regular employee is evaluated throughout the year, but receives one formal review annually by the Senior Pastor, usually the last week of October or the first week in November. This performance review is discussed with each employee and the Personnel Committee and becomes a part of his/her personnel file.

2. The Senior Pastor will evaluate each probationary employee twice during his/her initial three months in the new position, with the first being after 30 days and the second being after 60 days. The Personnel Committee then reviews this evaluation and makes a decision on employment status.

An employee is on probation until notified in writing that he/she has achieved regular employment status.

C. Salary Increases

The church approves all salary increases annually.

1.5 Sick Time

A. Accumulation

All employees, excepting those in intermittent, part time or temporary status, shall accumulate sick leave at the rate of five-twelfths (5/12) day

for each month's service, for a total of five (5) days per year. A maximum of 10 sick days may be accumulated.

B. Use

Sick leave may be used for illness, disability or injury. Sick time may be used in two-hour increments for appointments with doctors, dentists or other professional medical practitioners, and also may be used for not more than ten (10) days in one calendar year in the event of illness, disability, injury or death of a member of the employee's immediate family. The first three (3) days of bereavement leave shall be at full pay and will not be charged against the employee's accrued vacation or sick leave.

The definition of "immediate family" for sick leave purposes is as follows:

Such members of the employee's family as his/her father, mother, brother, sister, son, daughter and spouse." The term also includes adoptive, custodial and "inlaw" individuals when residing in employee's household.

For bereavement purposes, that is, for attendance at funerals, the term "immediate family" also includes grandparents, grandchildren, parents-in-laws, brother or sister-in-law, and children-in-law. This expansion of the term "immediate family" is for bereavement purposes only.

DBC may require evidence to substantiate that such sick days were used for the purposes herein set forth for periods of absence of ten (10) consecutive work days or less, or in cases of chronic uses of sick time. For periods of absence of more than ten (10) consecutive workdays, the employee shall provide verification for such absence.

An employee is to request approval of the use of leave reasonably in advance of the time it will be used, except when the use of unscheduled sick leave is necessary because of a sudden illness or medical emergency. An employee must notify the Senior Pastor or other designated person within one hour of the start of the scheduled work shift; however, for long-term illnesses, an acceptable physician's statement may be utilized in lieu of call in daily.

1.6 Vacation

A. Accumulation

Full-time employees earn vacation days at a rate based upon the employee's length of continuous service. The employee must be in pay status at least one half of the workdays in a month to earn vacation for that month.

When an employee has an interruption in continuous service, for the purpose of computing earned vacation, previous service will be counted as continuous with current service upon the employee's documented, written request. Employees shall earn vacation time in accordance with the following schedule:

B. Full Time Pastoral Staff Based On Years Of Service Within The Southern Baptist Convention:

1. From the date of hire until the completion of the fifth (5th) year of continuous service: ten (10) workdays per year.
2. From the start of the sixth (6th) year of continuous service until the completion of ten (10) years of continuous service: fifteen (15) working days per year.
3. From the start of eleven (11) years of continuous service: twenty (20) workdays per year.

C. All Other Full Time Employees:

1. From the start of one (1) year of continuous service until the completion of five (5) years of continuous service: ten (10) workdays per year.
2. From the start of six (6) years of continuous service: fifteen (15) workdays per year.

D. All Part-Time Employees:

1. From the start of one (1) year of continuous service: One (1) regular work week per their employment agreement.

E. Use

Employees may not accumulate unused vacation time.

A new pastoral staff person may take 1 week vacation each quarter for weeks due to him for the remainder of the year at a given time.

Vacation may be divided as follows:

Senior Pastor and Associate Pastors may take vacation time in units of one week but not to exceed two weeks at a given time. The Senior Pastor and Associate Pastors shall not all be away from the church at the same time with the exception of the SBC National and State Conventions or Evangelism Conference, unless authorized by the church. Vacations are

not to precede or follow convention or conferences. At least one ministerial staff shall be present for Wednesday and Sunday services. All hourly staff may choose to divide one week of the vacation while the remaining week(s) must be taken in one week units. Vacations taken in less than one week periods may not be taken in consecutive weeks.

An employee should request the use of vacation time four (4) weeks in advance of the date(s) it is planned to be taken, unless approved by the Senior Pastor. In approving the use of vacation time, the Senior Pastor will consider both the employee's preference and the operating needs of the Church.

Vacation time may be used only in half or full day increments.

Records of used vacation time will be maintained by the Administrative and Communications Assistant, and forwarded to the head of the Personnel Committee on a quarterly basis.

Upon termination of employment, an employee is entitled to receive a lump sum payment for the equivalent value of the vacation time earned but not taken, provided the employee has at least six (6) months of continuous service. Upon the death of an employee, the lump sum is paid to the employee's estate or other person entitled to payment under the Probate Act.

Observed holidays that occur during an employee's vacation are not counted as a day of vacation leave. An employee may not work his vacation and receive double pay.

1.7 Time-Off

A. Holidays

All employees receive these observed paid holidays, if they fall on scheduled workdays:

- | | | |
|----------------------------|----------------------------------|-------------------------|
| 1. New Year's Day | 5. Labor Day | 9. Christmas Day |
| 2. Good Friday | 6. Thanksgiving Day | |
| 3. Memorial Day | 7. Day after Thanksgiving | |
| 4. Independence Day | 8. Christmas Eve | |

When holidays fall on Saturday or Sunday, employees are entitled to the preceding Friday or following Monday, if that day is a regularly scheduled workday for them.

B. Personal Days

Each full time employee shall be allowed personal days at the rate of one-twelfth (1/12) day for each months service. Employee must have completed one full year of service to be eligible to earn personal days. Personal days should be requested at least two weeks (2 weeks) in advance of the date(s) that is planned to be taken, unless approved by the Senior Pastor. The Senior Pastor will consider both the employee's preference and the operating needs of the office when approving the use of the personal day(s). Employees may not accumulate unused personal days.

1.8 Return to Work Following Temporary Disability Leave

An employee disabled from regular job duties as the result of a work-related or non-work related injury shall be returned to duty following the release date specified by the treating or consulting physician. In any case involving a work release date that is contingent upon temporary or permanent work restrictions, the Senior Pastor shall make every reasonable effort to provide suitable work within the prescribed restrictions.

1.9 Maternity-Paternity Leaves

It is the policy of DBC to grant a maternity leave of absence without pay to an employee in order to continue the employment relationship with the church during a period of pregnancy and recovery from childbirth. Maternity cases are allowed to work as long as their health permits, with the approval of their physician. All leaves granted would expire three months form date of delivery. If after 90 calendar days complications arise, an additional leave of absence may be granted by the Senior Pastor upon written request by the employee.

1.10 Leave of Absence Without Pay

The Senior Pastor may grant a leave of absence without pay to any employee because of sickness, injury, personal hardship, or so that the employee may engage in activities that will increase his value to the church when he returns

1.11 Leave of Absence With Pay

The Personnel Committee may grant a leave of absence with pay to any employee for a period not exceeding 30 working days for reasons the Senior Pastor deems are in the best interest of the church.

1.12 Inclement Weather

In case of inclement weather, the Senior Pastor will determine if the office is to be opened.

When the office is open but weather prevents employees from reaching their work sites, employees must account for such absences by use of accrued time such as vacation, personal business days or accrued compensatory time or through "borrowing" a vacation day, or by excused absence without pay.

When the office is closed after the start of a work shift by the Senior Pastor because of inclement weather, all employees will be released with pay for the balance of that day.

In the absence of the Senior Pastor, an Associate Pastor will make these decisions.

1.13 Jury Duty

Employees who are required to report to jury duty are granted a leave of absence with pay until released by the court. Employees must return to their job as soon as possible after being released by the court. The employee shall endorse his/her payment check for jury duty to the Church as a partial offset for full-pay benefits and as proof of jury duty.

1.14 Military Leave

The Illinois State Military and the Veterans Code will govern the granting of military leave of absence and the rights of employees returning from such absence.

1.15 Fringe Benefits

A. Insurance

The Church shall provide health insurance for all full-time pastoral staff and their immediate families. The Church shall also provide each full-time pastoral staff person with \$10,000 term life policy plus long-term disability coverage. The Church shall provide health insurance for all other full-time employees and \$10,000 term life insurance.

B. Retirement

The Church shall pay into the Southern Baptist Annuity Fund for its Pastors and full time Pastoral Staff. The Church shall pay into the Southern Baptist Annuity Fund for non-ministerial full time employees after

5 years of service at DBC. The first initial contribution will be \$500 and not less than this amount annually.

C. Professional Involvement and Continuing Education

Active membership in professional societies and organizations is encouraged. The Church can reimburse fees. Reimbursement of fees will be considered on a case-by-case basis.

Educational opportunities for staff development shall be provided such as, staff meetings, conferences, specialized courses, and other means.

Enrichment is budgeted each year by the Finance Committee. No staff member shall miss more than two Sundays annually for enrichment.

EMPLOYEE CONDUCT

2.1 Courtesy

When a person accepts employment with Dorrisville Baptist Church, he/she becomes a spokesperson of the Church. When working with or talking to any individual, employees represent our church. In a large measure what people think of the Church will depend on our employee's actions and words; therefore, be courteous at all times. Questions should be answered to the best of one's ability. Employees should listen carefully to complaints and refer them to the Senior Pastor for action.

2.2 Outside Employment

Neither the Pastor nor full time Pastoral staff shall be involved in secondary employment while being employed at DBC.

Employees other than pastoral staff are not precluded from holding outside employment, so long as it does not interfere with their normal job activities and responsibilities, and is not judged to be a conflict of interest.

Outside employment is defined as "the performance of any service which results in payment of money, goods, or services and/or the exercise of control of an enterprise, either public or private, which results in profits."

Limitations to holding outside employment include:

- a. Employees shall not compete with DBC services through outside employment.
- b. Employees may not hold outside employment if such employment involves the use of information secured as a result of working at DBC.

- c. Employees may not use equipment issued or available to them from DBC in any outside employment, nor can they conduct outside employment during DBC work hours without approval of the Church.
- d. Employees should not hold jobs that could cause embarrassment to himself or herself or DBC.
- e. Employees may not hold outside jobs if such employment causes physical or mental exhaustion, which would demonstrably impair employees' efficiency or capability to carry out the Church's duties.

2.3 Dress Code

A clean and neat appearance sends a positive message that we take our jobs seriously, and that we respect ourselves, those we work with and the people we serve.

The employees of DBC are frequently highly visible to the public. Each employee's good judgment should dictate appropriate personal hygiene and neat, clean dress to reflect a professional image.

Each employee is expected to observe standard rules of personal hygiene. Each employee is also expected to observe a standard of personal grooming and dress which is considered to be in good taste appropriate for the duties performed and appropriate with the Church's position in the community. The objective of this dress code is to ensure that clothing worn by both male and female employees will create a businesslike appearance in our office and in the employee's dealings with the public.

2.4 Security

Employees who have been provided building and office keys will insure that these keys are not available to unauthorized personnel. Promptly report the loss or misplacement of your key to the Senior Pastor. At no time may keys be transferred from one employee to another without authorization.

2.5 Drug and Alcohol Use

Drug and alcohol abuse is a serious problem in the workplace. It affects a person's physical and mental capabilities, and inhibits a person from functioning productively on the job. Any employee who possesses or uses alcohol, narcotics or other habituating drugs during office hours, or who reports to work under their influence is subject to dismissal.

The use of tobacco in any form on church property is prohibited.

2.6 Workers' Compensation

Workers Compensation is designed to pay partial wages and medical bills if an employee is injured in a job-related accident or contracts a job-related disease.

In the case of an injury, the employee must notify the Senior Pastor immediately, and complete the paperwork as soon as medically possible. The Illinois Workers' Compensation Act states an employee must notify the employer within 45 days to protect his or her rights under the Act. The employee is responsible for completing a packet consisting of three forms: the Notice of Injury Form, the Information Release Authorization, and having his or her treating physician complete the Workers' Compensation Medical Report.

2.7 Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964.

Sexual harassment not only includes cases where demands are made as conditions of employment, including hiring, firing, promotions, pay increases or work assignments, but also "environmental harassment." The Equal Employment Opportunity Commission (EEOC) defines environmental harassment as "verbal or physical conduct of a sexual nature, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." Such harassment can involve the actions of either co-workers or non-employees.

An employee who believes that he or she has been sexually harassed is to inform the offending party that such actions are not welcome. This warning is extremely important in pursuing further action if the offense is repeated. If warranted, the first offense should be reported to the chairman of the Personnel Committee. If the offense is repeated, report it at once to the chairman of the Personnel Committee.

Once the employer has been notified of alleged instances of sexual harassment, that employer must show prompt corrective action to minimize his own liability. If an investigation reveals that sexual harassment has occurred, appropriate disciplinary action must be taken against the offender. EEOC guidelines specify employer liability for sexual harassment of employees by co-workers and nonemployees if "the

employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective actions.”

2.8 Miscellaneous

A. When an Employee Moves

If an employee moves to a new address or acquires a new phone number, notify the secretary immediately.

B. In Case of Fire

Learn the location of the fire extinguisher in your area. Instructions for their operation are printed on the extinguisher. Know the location of the closest exit to your work area. Remember: In case of fire, report it to the fire department; then use the extinguisher.

C. Equipment Care

Good work habits include taking proper care of the equipment with which you have been furnished. Clean the equipment regularly. Keep your work area neat and clean.

D. Telephone Use

Telephones are installed for official business and shall not be used for personal calls either by employees or by visitors except when absolutely essential. When visitors to our office request the use of our office telephone, the employee shall see that such use is kept to a minimum.

E. Daily Office

At the end of the workday, office lights should be turned off. The office should be locked as you leave.

2.9 Employee Grievance Procedures

The Senior Pastor may not cause nor allow conditions, which are inhumane, unfair, or undignified and may not differentiate among employees on other than clearly job-related individual qualifications and performance. In the event an employee has a grievance that arises from employment, all efforts should be made by the employee and the Senior Pastor to settle the matter as judiciously and quickly as possible. If this is not possible, an employee with a grievance shall have the right to appeal to the Personnel Committee.

EMPLOYEE STATUS

3.1 Layoffs

Employees may be laid off whenever there is introduction of mechanical equipment, improved procedures, reorganization, lack of work or funds, or the curtailment of functions directly or indirectly creating a surplus of employees for the workload of the office.

The Church may deduct from the final salary payment an amount equal to the value of any property damaged or taken by the employee, or which is missing and for which the separated employee was accountable.

3.2 Resignations

An employee resigning his position should, if he desires to leave the service in good standing, give sufficient notice of his intention to enable the Church to make proper provisions for the filling of his position. Sufficient notice shall be at least two (2) weeks before the effective date of leaving for all staff other than pastoral staff. Pastoral staff would need to give four (4) weeks notice. All resignations shall be in writing. Where for any reason it is impossible or impracticable to secure the letter, the Senior Pastor shall explain in the employee's personnel file the reason for leaving.

3.3 Discipline

When the conduct or the ability of an employee is such that he does not perform the duties of his or her position in a satisfactory manner, it shall be the duty of the Senior Pastor to evaluate and assess the problem, and recommend to the Personnel Committee what action should be taken.

The employee shall be given a detailed written statement stating the reasons for the action taken. Copies of this action shall be included in the employee's personnel file.

A. Reprimands

On occasions, employee action may not warrant formal disciplinary action, such as suspension, or discharge, but may warrant a formal or verbal reprimand.

When such situations occur, the Personnel Committee shall meet with the employee, ascertain the reasons for the act and, if warranted, reprimand the employee and state what the consequences will be if the act is

repeated. A memorandum shall be written by the Personnel Committee for placement in the employee's personnel file.

B. Suspensions

Suspensions are temporary separations for disciplinary purposes where the cause is not sufficiently grave for dismissal, or until such time as an investigation may be made and the case disposed of. An employee may be suspended at the discretion of the Personnel Committee without pay for a period not to exceed 14 calendar days.

An employee who has been suspended without pay shall be paid for the time lost and restored to duty if his conduct or ability is found, after investigation, to be such as to not warrant disciplinary or corrective action.

C. Dismissals

Dismissals are discharges or separations made for fraud, misconduct, inefficiency or other just cause. An employee may be recommended for dismissal at any time by the Personnel Committee.

An employee shall be reprimanded, suspended, dismissed or demoted for acts including, but not limited, to the following:

1. Failure to obey any lawful official regulation or order, or failure to obey any proper direction made or given by the Senior Pastor.
2. Reporting to work or while on duty any employee under the influence of intoxicants or drugs.
3. Falsifying the office or Church records.
4. Careless, negligent or improper use of the monies or other property of the Church.
5. Absent from duty without permission, habitual tardiness, or misrepresentation of material facts relating to use of sick leave.
6. Taking from any person for personal use any fee, gift, or other valuable thing in the course of work or in connection with it when such gift or valuable thing is given in the hope or expectation of receiving a favor or better treatment than accorded other persons.
7. Theft of property from the church or other employees.
8. Assault on superior or other employees.

9. Laziness.

10. Lack of dependable character and good conduct.

D. Appeals

Any employee who has disciplinary action may, within 14 calendar days following receipt of a written statement giving detailed reasons for the action or within 14 days upon learning of such action, appeal to the Personnel Committee.

3.4 Employee Termination

All items owned by DBC must be returned when an employee terminates services with the church. If an employee fails to return the church's items promptly, the final paycheck will be delayed. If an employee refuses to return items, the value of the items will be deducted from the final paycheck.

INFORMATION REQUESTS

4.1 Confidentiality and Privacy of Employee Information

While the Church complies with the Illinois Freedom of Information Act, it also complies with the Federal Privacy Act of 1974 to protect against improper disclosure of personal information in the church's files.

In the event an individual requests access to protected records, employees should indicate that they are confidential and not available for inspection.

The following records are confidential and are not available for public inspection in the absence of an order of property authority:

- a. An employee's personal history although the employee or the authorized agent of the employee may inspect the personal history and personnel file;
- b. A report of medical, psychological or psychiatric examination, although the employee or the employee's authorized agent may inspect any report pertaining to the employee.
- c. All parts of employee evaluations, although an employee may inspect his or her evaluation.

