



Staff Policy Manual

Personnel Policy and Procedures

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INTRODUCTION

Locust Hill Baptist Church (LHBC) is committed to a relationship with its employees that will demonstrate a high regard and appreciation for the individual and his/her service. LHBC will encourage current and future staff members to pursue excellence in ministry. LHBC expects each staff member to exercise good stewardship over all resources, including their time, for which they have been entrusted.

This Staff Policy Manual is the property of the Church. The policies, practices, methods, and benefits of this Manual pertain primarily to Church employees and have no bearing on any persons outside of an employment relationship with the Church. The LHBC Personnel Committee has approved the contents of this Manual. The contents of this Manual are provided for the employee's use as a reference guide of policies, practices, methods, and benefits. The LHBC Personnel Committee reserves the right to modify, revoke, suspend, terminate or change any or all such policies, practices, or plans with or without any advance notice. The language used in this Manual is not intended to create or be construed as constituting a contract of employment or a guarantee of benefits between the Church and its employees.

OUR MISSION

Locust Hill Baptist Church exists to glorify God by making disciples.

EMPLOYMENT AT-WILL

LHBC maintains an employment-at-will relationship with all of its employees. Both LHBC and the employee reserve the right and authority to terminate the employment relationship at any time, with or without cause or advance notice. While LHBC expects advance written notice, we also recognize that an employee may resign at any time and without notice should he/she decide to do so. Any form of oral, written, or implied agreement may not modify the employment-at-will relationship. The employee should never interpret any person's remarks as a guarantee of continued employment.

EQUAL EMPLOYMENT OPPORTUNITY

LHBC is committed to equal employment opportunity for all qualified persons, without regard to race, color, national origin, sex, disability, veteran's status, or age to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, terminations and benefits. LHBC does, however, reserve the right to employ persons who have a denominational background and philosophy of ministry similar to this Church and who, in the opinion of the Church leadership, have a work history and life style that is consistent with the scriptural principles of the Church.

IMMIGRATION LAW COMPLIANCE

LHBC is committed to employing U.S. citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin.

As a condition of employment and in compliance with the Federal Immigration Reform and Control Act (IRCA) of 1986, each team member must complete an Employment Eligibility verification form (Form I-9) and present documents that establish identity and employment eligibility.

NON-HARASSMENT & NON-DISCRIMINATION POLICY

It is the policy of LHBC that any unwelcome conduct (verbal, physical, or visual) that is based on a person's race, color, religion, sex, national origin, age, certain legally defined disabilities or sexual harassment, as defined below, will not be tolerated. LHBC does not tolerate harassing conduct that affects tangible job benefits, that interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment. Those who violate this policy will be subject to disciplinary action up to and including termination.

Requests for sexual favors and other verbal or physical conduct of a sexual nature creates an environment of sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, pay adjustment or job upgrade.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive working environment.

LHBC strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to LHBC policy or who have concerns about such matters should express their complaints to the Senior Pastor, who will immediately contact the Personnel Committee Chairman. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

In private counseling sessions with someone of the opposite sex, there must always be someone in a nearby room with a direct view of the individuals.

All reports of improper or inappropriate behavior or conduct will be investigated. After the investigation has been completed, a determination will be made regarding the resolution of the complaint by the Personnel Committee. When inappropriate behavior or conduct is found to occur, disciplinary action, up to and including termination, will be taken.

The Church will cooperate fully with Law Enforcement officials in a criminal investigation.

OUTSIDE EMPLOYMENT

LHBC does not have a policy against outside employment. A LHBC staff member may, if desired, hold an outside position. However, outside employment should not interfere in any way with the proper performance of a staff member's duties and responsibilities. All LHBC staff members are held to the same performance standard and scheduling expectations regardless of any outside employment. If it is determined that outside employment is unfavorably impacting the performance of a LHBC staff member for any reason, the staff member may be asked to terminate the outside employment. Additionally, if a staff member's outside employment has an undesirable impact on LHBC, it will be considered to be a conflict of interest and will be addressed as described herein.

CONFLICTS OF INTEREST

Employees shall avoid outside employment, activities, investments and other interest that involve obligations which may compete with or be in conflict with the interests of the Church. A conflict of interest can arise in dealing with anyone that the Church transacts business: i.e., members, owners, suppliers, banks, insurance companies and people in other organizations with whom we contract and make agreements.

Conflicts of interest may include the following examples:

- Working for any group mentioned above for personal gain.
- Engaging in part-time activity for profit or gain in any field in which the Church is engaged.
- Borrowing from or lending money to individuals representing organizations with whom business dealings are conducted.

All potential conflicts should be discussed with the Senior Pastor.

ETHICS AND CONDUCT

The successful ministry and reputation of LHBC is built upon the principles of ethical conduct by all employees. Our reputation for honesty, respect, caring, integrity, and excellence requires employees to carefully observe the spirit and letter of all applicable laws and regulations, as well as to exhibit the highest standards of personal and professional integrity and conduct, and to refrain from illegal, dishonest, unethical, or unbiblical conduct.

Please refer to the LHBC Staff Statement of Ethics, Attachment A, located at the end of this manual.

CONFIDENTIALITY/NON-DISCLOSURE

It is very important to LHBC that confidential information is protected. Confidential information includes, but is not limited to, the following:

- Compensation information
- Information discussed in Committees
- Member and attendee lists
- Member preferences
- Financial/giving information
- Premature communication of possible changes, events, plans, etc.

Improper use or disclosure of confidential information inside or outside of the Church may result in corrective action up to and including termination of employment. This applies even if a staff member does not receive any benefit from the release of such information. Employees are also prohibited from storing or divulging information outside the Church (either in verbal, written, or electronic form) about any matter of the Church's business.

Due to the especially sensitive nature of compensation and benefits, additional explanation of compensation confidentiality is warranted. The Personnel Committee is responsible for determining individual employees' compensation amounts with the approval of the Deacons and the Senior Pastor. The total amount of salary and benefits, not the individual amounts, will be presented/reported to the Finance Committee for Budget approval purposes.

CATEGORIES OF EMPLOYEES

Pastors—Full-time or part-time salaried personnel serving in a ministry area, and will be ordained ministers.

Ministers—Full-time or part-time, these individuals may or may not be ordained or licensed ministers. The classification includes individuals such as a Ministry Director (e.g., ministers serving in a specific Church-wide ministry area and those serving in ministry areas intended to support the overall ministry of the Church).

Support Staff—Full-time or part-time, these men and women have been hired with the primary responsibility of supporting the ministry through the fulfillment of administrative, technical, clerical, secretarial or custodial duties. Their roles are mostly task-oriented, but they may also be involved in recruiting volunteers or leading teams.

Interns—Full-time or part-time, paid or unpaid, personnel who desire hands-on ministry experience and provide support, direction and management under the coaching of one of the ministerial staff. Their roles are generally task-oriented, but may also consist of directing, coaching, and pastoring.

Temporary—Individuals employed on an as needed basis, for a specific time period, or for a specific project(s).

CLASSIFICATIONS

In addition to the above categories, each employee belongs to one other employment classification:

Each employee is designated as either NONEXEMPT or EXEMPT from federal overtime requirements under the specific provisions of the Fair Labor Standard Act (FLSA).

NONEXEMPT employees are non-ordained, hourly employees and are eligible for overtime pay when they exceed 40 hours in a workweek. In an effort to maintain integrity, stewardship and a healthy work/life balance, all overtime must be pre-approved by Senior Pastor.

EXEMPT employees are ordained, salaried employees and are not eligible for overtime pay.

LHBC prohibits deductions from an exempt employee's salary except as allowed by federal law. If an employee is aware of improper deductions from an exempt employee's salary, this violation should be reported immediately to the Senior Pastor. All reported or suspected improper deductions from an exempt employee's pay will be investigated. If the Church determines that improper deductions were made from an exempt employee's salary, the Church will promptly reimburse the employee the amounts improperly deducted.

HOURS OF WORK & EMPLOYEE EXPECTATIONS

Hours of Work

- All normal hours for the Church offices are 8:00 am to 4:00 pm, Monday-Thursday.
- All employees should maintain regular hours as approved by the Senior Pastor. The Pastor should know the specifics of your schedule.
- There are certain staff members that, due to their area of responsibility, are required to keep structured office hours. These office hours are at the discretion of the Senior Pastor in collaboration with the Chairman of the Personnel Committee.
- For all Nonexempt employees, Monthly Employee Timecards, Attachment B, must be filled out and signed, and will be retained in the employee's Personnel file.
- Support Staff may be asked to be in attendance at Church events as assigned.
- All Pastoral and Ministerial staff should make every effort to take 2 days off per week.

Employee Expectations

- All pastoral and ministerial staff should attend a Life+Group. If not attending, the Senior Pastor should be notified.
- All pastoral and ministerial staff are expected to attend and be involved at all major or assigned Church events. These include, but are not limited to: Baptism, all Church-wide fellowships, concerts, outreach events, etc.

Guidelines for Hazardous Weather Conditions and Emergency Closing

- If the office is officially closed due to extreme or hazardous weather conditions, the time missed will be paid as time worked and paid at the regular rate of pay for the normally scheduled hours.
- If the office is open, and the employee is unable to or decides not to come to work, then the employee will need to account for the time away by using vacation time or taking the time without pay. All other alternatives to perform work away from the office must be approved by the Senior Pastor.
- LHBC will follow Greenville County Schools as it relates to the office closing. If the school district is closed, the office will be closed. Any exceptions to this will be communicated through the Senior Pastor.

OVERTIME COMPENSATION

LHBC pays overtime (1.5 times the hourly rate) for hours worked over 40 hours in one workweek. The workweek is defined as 12:00 a.m. Monday through 11:59 p.m. Sunday. Holiday, vacation and other paid leave will not count towards overtime hours. In an effort to maintain integrity, stewardship and a healthy work/life balance, all overtime must be pre-approved by Senior Pastor.

Only Non-Exempt employees are eligible for overtime pay.

Non-Exempt employees who are identified as the primary leader for overnight camps, mission trips, retreats, etc... will be eligible for up to an additional 20 hours of work for the trip they are leading. If the trip requires the employee to exceed the 40-hour per week allotment, the Senior Pastor may approve additional hours in advance of the trip and overtime would be paid to the employee for any hours approved over 40.

If an employee chooses, he/she may perform duties on a volunteer/ministry basis in addition to his/her scheduled compensated hours. However, employee cannot volunteer in the same capacity for which they are compensated.

PERSONNEL FILES

Personnel files will be maintained for all full-time and part-time Ministerial and Support staff. The Personnel file will contain the following documents including, but not limited to:

- Immigration Law documents
- Signed LHBC Staff Statement of Ethics
- Signed Receipt & Acknowledgement of Staff Policy Manual
- Signed LHBC Child Abuse Prevention Policy
- Monthly Employee Timecards (Support staff only)
- Employee Performance Evaluations
- Any written warnings, write-ups for Corrective Action, commendations, etc.

EMPLOYEE PERFORMANCE EVALUATIONS

For all full-time, part-time, Ministerial and Support staff, the Senior Pastor is encouraged to regularly discuss, plan and review job performance, goals, and expectations, as well as any issues or concerns regarding the employee that are brought forward to the Pastor by Church members or other team members. In addition, the Senior Pastor and his ministry area leader will conduct a formal Employee Performance Evaluation, Attachment C, to discuss job performance, goals, and expectations, identifying areas of strength and areas in need of improvement, including those issues or concerns regarding the employee that are brought forward to the Pastor by Church members or other team members.

Performance evaluations are done every 12 months.

SALARY INCREASES

A positive performance evaluation does not always result in an automatic salary increase. Depending on the financial condition of the Church and the overall score of the performance evaluation, LHBC may give merit-based pay adjustments to employees in recognition of good performance.

Salary increases if considered and if warranted, will be determined by the Personnel Committee and the Senior Pastor.

PAID TIME OFF

Vacation

Vacations are granted for two-fold purpose. (1) a reward for faithful performance during the year and (2) to extend to the employee the benefit of rest and recuperation in preparation for another year of service.

An employee shall be eligible to receive a one (1) week vacation after six (6) months employment, two (2) weeks of vacation after one (1) year and for the first five (5) years of employment, and three (3) weeks of vacation thereafter.

The Church may recognize previous full-time work experience when determining the number of days to be given the employee. Such experience must be directly applicable to the position filled at the Church and agreed to at time of hire.

Vacation Guidelines:

- The employee's anniversary date corresponds to the month and day the employee was hired, subject to adjustment for the portion of any leave of absence in excess of 30 days.

- A full-time employee cannot take more than four (4) Sundays and four (4) Wednesdays off in a calendar year.
- Requests for vacation time off must be submitted to the Senior Pastor, in writing, at least two months prior to the requested time off unless extenuating circumstances prevent advance notice.
- Although the Church will try to honor the requested date(s), it reserves the right to deny the request if the employee's assistance is needed during the requested time period.
- No staff member shall receive vacation pay in lieu of taking vacation.
- Vacation time will not be advanced to an employee.
- Vacation time does not accrue during any unpaid leave of absence.
- When the Senior Pastor is on vacation, he will insure the Associate Pastor or the Chairman of Deacons is in charge of operations & ministry.

Holidays

LHBC recognizes the following holidays:

- | | |
|----------------|-----------------------------------|
| New Year's Day | Wednesday before Thanksgiving Day |
| Memorial Day | Thanksgiving Day |
| Fourth of July | Friday after Thanksgiving Day |
| Labor Day | Christmas Eve |
| Birthday | Christmas Day |
| | New Year's Eve |

When the holiday occurs on a Saturday or Sunday, LHBC will follow Greenville County Schools as it relates to the office closing. Office hours are at the discretion of the Senior Pastor in collaboration with the Chairman of the Personnel Committee. Paid time off for designated holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed. If employee works on a holiday, the holiday hours may be taken on another day, based on approval by Senior Pastor. Additional holidays may be added at the discretion of the Personnel Committee.

Sick Leave

Locust Hill Baptist Church is desirous of protecting its employees' income during time lost due to sickness or injury; however, there are certain limitations that must be placed on sick leave. Sick pay benefits may only be used in the case of personal illness and/or a non-work related injury or that of an immediate family member. Immediate family member is defined as: spouse, children, parents, grandparents, grandchildren, brothers, sisters, mother-in-law and father-in-law.

When an employee is ill or injured and unable to work, he/she will be eligible for sick leave with pay as follows:

- Up to two (2) work weeks annually
- When serious illness or maternity leave occurs, up to four (4) workweeks, cumulatively, will be granted annually

Sick leave with pay is not privileged time off to be taken each year. It is to be used only for personal illness or injury. Leave for serious illness requires documentation from a medical professional as to reason for, and amount of, time needed and must be approved by the Personnel Committee.

Medical Appointments:

Employees are expected to be considerate when it is necessary to make medical appointments during working hours. It is assumed that work scheduled will be completed on time.

Family Illness:

Days taken off for sickness of family members will be counted against an employee's sick leave or vacation time.

Death:

Death in immediate family (parent, spouse, or child):

- Four (4) working days for employees will be given.
- Others, based on approval of the Senior Pastor.

Additional Rules Governing Sick Leave:

Any deviation from policy manual must be approved by the Senior Pastor and the Finance Committee upon recommendation from the Personnel Committee.

Jury Duty

LHBC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Except as otherwise required by state law, when summoned to court for jury duty, employees will be paid their regular base salary, less any juror's fees received, for up to 30 calendar days in a rolling 12-month period.

Jury duty pay will be calculated based on the employee's base pay rate at the time of absence, times the number of hours the employee would otherwise have worked on the day of absence, less any jury pay received.

Employees must show the jury duty summons to the Senior Pastor as soon as possible so that the Pastor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

LHBC will continue to provide health insurance benefits for the first 30 calendar days of jury duty leave. Jury duty leave will not count as hours worked for purposes of calculating overtime.

ABSENCES

When any member of the staff finds it necessary to be away from the office during office hours for any reason, it is expected that the staff member will notify the Senior Pastor as early as possible. The staff member will communicate the expected time to be away, how he/she can be reached, and when they plan to return. If the notification given is verbal, then the staff member needs to follow the verbal notification with a written notification.

If an employee does not report to work and/or fails to communicate the employee's absence status, the employee may be terminated for job abandonment.

An employee's attendance is evaluated as part of the Employee Performance Evaluation. Excessive absenteeism will lead to disciplinary action up to and including termination of employment.

All absences must come from appropriate leave time sources (sick, vacation, bereavement, jury). If an employee is absent and has exhausted all leave time available, the time missed will be unpaid.

TARDINESS:

Three (3) unapproved incidences of tardiness within a rolling 12 months of the first occurrence will result in disciplinary action unless due to extenuating circumstances. However, the Senior Pastor must be notified.

MILITARY LEAVE

Staff members who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent pay and benefits. LHBC will pay the difference between military pay and regular wages/salary for up to one month or as deemed appropriate by the Senior Pastor. Employees are requested to notify the Senior Pastor as soon as they are aware of the military obligation.

Questions regarding the LHBC military leave policy; applicable state and federal laws and continuation of benefits should contact the Senior Pastor.

UNPAID LEAVE OF ABSENCE

Unpaid leave may be granted by the Senior Pastor on a case-by-case basis, depending on Church position and impact to Church operations. Extended leaves of absence will be authorized and approved by the Personnel Committee. This type of leave will be unpaid if all available leave sources (sick and vacation) have been exhausted. All requests for leave will run concurrent. The Senior Pastor, in collaboration with the Personnel Committee will have the discretion to terminate the position on leaves longer than 6 months.

UNPAID MATERNITY AND PATERNITY LEAVE

Medical maternity leave will be extended to the female staff of LHBC until released for doctor's care but no more than eight (8) weeks maximum depending on sick leave remaining. For the purposes of bonding, paternity leave will be granted for up to one (1) week. This includes both the birth and adoption of a baby.

All unpaid leave will run concurrent with available sick and vacation leaves. All paid leaves must be used first before unpaid leave of absence will be taken.

SABBATICAL POLICY

A Sabbatical leave is an intensive spiritual or educational experience for a period of time away from a Pastor's normal assignment for the purpose of personal growth. It may involve participation in a specific sabbatical (seminary) program, or a combination of different elements that fit the particular personal and ministerial needs of the person.

The Pastoral Leaders are eligible (upon approval) for a paid Sabbatical leave after each fifth (5) year of continuous full-time service to LHBC. Only Ordained Ministers qualify.

It is understood that the Pastor will not misuse the Pastoral Sabbatical as a means of seeking another position or to become established elsewhere at LHBC expense. The individual will be expected to return from a sabbatical leave and be committed to at least two years of service within LHBC.

To prevent interruption in your Ministry Plan, the request for Sabbatical Leave must be submitted at least three (3) months in advance. The request must be submitted in writing, with the focus of the Sabbatical stated as well as the plan for spiritual development.

Goals

- To give the Pastor spiritual, emotional, mental and physical rest, restoration and renewal;
- To benefit the well-being of the entire congregation as well as the Pastor;

- To expect that the Pastor’s renewal will, on his/her return, permeate the people with renewed zeal and enthusiasm;
- To contribute to the professional and spiritual growth of the pastor so as to benefit him/her in his/her continued ministry to LHBC.

Duration

Sabbatical Duration – 1 Month

Only one Pastor may take a Pastoral Sabbatical in any one calendar year. In the case where more than one pastor applies, the pastor with the longest term of service at LHBC will most likely take priority.

Expenses

Sabbatical expenses are the responsibility of the employee and will not be paid by the Church.

CORRECTIVE ACTION

Corrective action is sometimes necessary when a team member fails to perform his/her job as required, or misconduct occurs. There are some violations that will require stronger action or immediate dismissal. The following outlines the general steps in the corrective action process, however, LHBC leadership reserves the right to adjust steps as deemed appropriate for specific incidents:

<u>Violation</u>	<u>Verbal Warning</u>	<u>Written Warning</u>	<u>Discharge</u>
Attendance	X	X	X
Poor Job Performance	X	X	X
Negligent Conduct		X	X
Insubordination		X	X
Theft		X	
Gross/Unbecoming Misconduct		X	
Harassment		X	

Probation may occur while an investigation is being conducted and Personnel Committee will determine if probation is paid or unpaid. Written documentation of one-on-one meetings, verbal conversations, interviews, reviews and actions taken shall be retained in the team member’s Personnel file.

Any corrective action and/or dismissal regarding the Senior Pastor’s performance is outlined in the Church By-Laws, not herein.

TERMINATION OF EMPLOYMENT

Employment at LHBC is on an “At Will” basis and may be terminated for any reason, without notice, by the employee or LHBC. However, this termination policy, if regarding the Senior Pastor, is superseded by the Church Bylaws.

There are two categories of termination:

Resignation: Voluntary termination on the part of the team member requires a written resignation letter to the Senior Pastor. LHBC expects resigning team members to give a minimum two-week notice of resignation. The time it takes to rehire and train new team members actually requires more than two weeks; therefore, notification of a planned resignation several weeks in advance is appreciated. LHBC reserves the right to decline the resignation notice period with or without pay.

Involuntary Termination: Involuntary termination is termination made by LHBC. Such termination may include but is not limited to termination for cause, layoff, or position elimination. The Senior Pastor, in collaboration with the Personnel Committee should recommend dismissal when there is unbecoming conduct, neglect of duty, or for reasons sufficient unto itself. Dismissal will be immediate, with a minimum of two (2) weeks’ severance pay only if said termination is without cause.

GRIEVANCE PROCEDURE

All grievances by an employee must be first taken to the Senior Pastor. When all efforts to solve the concern are exhausted, he/she then shall be given permission to present his/her grievance to the Personnel Committee. If a staff member goes outside the grievance procedure to a minister or other persons in the Church, this is grounds for dismissal of the staff member without due process of the procedure. This grievance policy, if regarding the Senior Pastor, is superseded by the Church By-Laws.

WORKER’S COMPENSATION

All employees are covered by worker’s compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or during work. Employees must report any accident or injury immediately to the Senior Pastor so that the necessary paperwork may be completed.

SAFETY AND ACCIDENTS:

The Church strives to provide safe working conditions for all employees. No one will knowingly be required to work in any unsafe manner. Safety is every employee’s responsibility. Notify the Senior Pastor with any concerns of potentially dangerous conditions.

COMPUTERS, ELECTRONIC MAIL, INTERNET USE AND OTHER ELECTRONIC DEVICES

The Church's computer and other electronic equipment enable some or all employees to utilize services that are provided to help meet the needs of the Church. Computers and other equipment are management, informational and operational tools to facilitate more efficient internal and external communications and to increase the efficiency of employees.

Any information or matter created, received, transmitted or stored on individual computers or on the Church's computer system (including e-mail and internal access), answering machines or computer disks is the sole property of the Church.

- Modifying electronic equipment beyond its intended use is prohibited.
- Distributing passwords is prohibited.

E-MAIL POLICY

Responsible and proper use of the LHBC e-mail system is of utmost importance. Staff members are expected to be accountable and responsible with the stewardship of their time, excellence in communication, and integrity in content.

Legal Risk: E-mail is a communication tool and users are obligated to use this tool in a responsible, effective and lawful manner. Although by its nature e-mail seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- Staff should not communicate any libelous, defamatory, offensive, racist or obscene remarks.
- Communication should maintain excellence in communication and integrity in content.
- Do not disclose any information that is confidential or proprietary to LHBC or to any third party that has disclosed information to LHBC.
- Blogging and participation in on-line communities for personal reasons should not interfere with the staff member's job or the mission of LHBC.

MEDIA COMMUNICATION

There will be times when newspaper, radio, or television representatives will approach LHBC team members about interviews. Please refer them to the Senior Pastor. If approached unannounced for an interview, be honest, positive and respectful and try to guide them to the proper people. Under all circumstances, the positive, open relationship that LHBC has with the media should be portrayed.

ALCOHOL, TOBACCO, AND DRUG POLICY

The Church intends to provide a drug free, tobacco free, healthy, safe, and secure work environment. Employees should not do anything that would compromise the Church's goal in this area. Employees are expected to report to work in appropriate mental and physical condition to meet the requirements of their positions.

Alcoholic beverages and illegal drugs are prohibited on Church property or at a Church event. Church employees are prohibited from having any of these substances on the Church property, at a Church event, or being under the influence of these substances while working. Employees are not to use any type of tobacco product while working, on the Church grounds, or in a Church vehicle. An employee found violating this policy will be subject to disciplinary action, up to and including immediate termination.

PROFESSIONAL DRESS

LHBC considers the appearance of its staff of the utmost importance, and appearance is a reflection of LHBC in the community. As a member LHBC staff, an individual should be mindful of the demographic the Church is trying to reach and dress accordingly. The Church staff should dress in such a way that their appearance in the office and at Church on Sundays would appear neat, clean, professional and in congruence with our style. It is not the desire of LHBC to specifically outline a "dress code" or any other such policy. Instead, it is the responsibility of all ministry area leaders to dress appropriately and to ensure staff under their supervision does the same. Staff should be sensitive to audiences and situations and wear appropriate attire (e.g., no shorts at a funeral).

If a staff member's appearance is deemed inappropriate, they will be asked to correct the situation in the future and/or to return home to change.

INCIDENT REPORTING

Every reasonable and prudent effort should be made to assist persons injured on the Church premises. The Senior Pastor should be notified promptly. For anyone 17 years of age or under, every effort should be made to contact the parents with notification on the incident. A full report of the accident by all witnesses should be obtained promptly, together with their names, phone numbers and addresses. Staff members will not make any statements or discuss the accident and injury with anyone except the Senior Pastor.

MISSION TRIPS

It is the vision of LHBC that all staff and members engage in mission activities.

If the mission trip is a Church-initiated trip, then any staff persons who have been given a designated leadership role with the trip will be paid for time worked on the trip. The number of

staff that will be allowed to go will be based on requirements to properly execute the trip, and the proper execution of Church operations. All decisions on which staff members will be authorized for the mission trip will be made by the Senior Pastor.

CONFERENCES

Church staff members are encouraged to attend conferences promoted by the Southern Baptist Convention and/or South Carolina Convention. During such conferences, the staff will be paid for time worked on the trip and expenses will be paid as allocated and outlined according to the annual budget.

MOVING ALLOWANCE

We realize that in some cases for persons to accept employment with our Church, it would place a burden in the form of moving their household effects.

In order that negotiations and specifics be clear to parties so engaged, we the Locust Hill Baptist Church, hereby establish a policy that we may agree to pay a portion or all of moving expenses up to the amount agreed upon by the Personnel Committee in collaboration with the Deacons and the Finance Committee. This will be confined to the moving of personal household effects, and specifically excludes outdoor equipment including shrubbery, trees, or flowers.

Any exceptions or interpretation of this policy shall be referred to the Personnel Committee.

Locust Hill Baptist Church

STAFF STATEMENT OF ETHICS

Members of Locust Hill Baptist Church staff (“staff”) are expected to exhibit a Christ-centered, servant attitude in the execution of their responsibilities.

- Staff are members of the Church and have agreed to live by the covenants of membership.
- Staff will make every reasonable effort to provide care to the congregation in times of need or crisis.
- Staff will be radically committed “champions” of LHBC’s mission, vision, values and purposes, and will encourage others to assist in the implementation of these foundational beliefs.
- Staff are loyal to other staff and lay leaders.
 1. Concerns or personal conflicts will be dealt with on a personal level with the person(s) involved, following the Matthew 18 principle.
 2. Staff will not communicate negative opinions about a staff person to another staff or lay person (there are obvious exceptions in the case of job reviews, performance, leadership thresholds, etc.).
 3. Decisions will be thoroughly processed privately (one-on-one, staff meetings, etc.) but should be supported publicly.
- Staff will be “above reproach” in all areas of contact with the opposite sex. This includes...
 1. In private counseling sessions with someone of the opposite sex, there must always be someone in a nearby room with a direct view of the individuals.
 2. A married staff man should avoid meeting alone with another woman (excluding relatives) in public. A married staff woman should avoid meeting alone with another man (excluding relatives) in public. Single staff should avoid meeting (or riding in car) with a married person of the opposite sex alone.
 3. Do not show affection with the opposite sex (other than spouse) in any fashion that could be questioned.
 4. Do not discuss detailed sexual problems with the opposite sex in counseling. Refer them.
 5. Do not discuss your marriage problems with a LHBC attendee of the opposite sex.
 6. Be careful in answering emails, instant messages, chat rooms, cards, or letters from the opposite sex.
- Staff will have the highest standards of morality.
 1. Although much care will be given on a personal level to restore the individual, sexual sins (such as fornication, adultery, use of pornographic material, etc.) may result in immediate termination of employment.

2. Other public sins (stealing, drunkenness, abuse of others, etc.) that reflect poorly on the cause of Christ and reputation of this Church will be dealt with severely and may result in immediate termination of employment.
- Locust Hill Baptist Church acknowledges the unique pressures of public ministry on staff families and the need for family members to experience unity within the larger community of faith at Locust Hill Baptist Church. To this end, staff spouses are expected to support their partner by their full participation as a Locust Hill Baptist Church member.

Staff Signature _____

Staff Name (Print) _____

Date _____

[Retain Copy in Personnel File]

MONTHLY EMPLOYEE TIMECARD

Employee: _____ Dates: _____

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Regular Hrs.														
Overtime														
Vacation														
Holiday														
Sick														
Bereavement														
Jury Duty														
Parental Leave														
Travel														
Training														
Other														
Total														

	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Regular Hrs.														
Overtime														
Vacation														
Holiday														
Sick														
Bereavement														
Jury Duty														
Parental Leave														
Travel														
Training														
Other														

Staff Signature

Date

[Retain Copy in Personnel File]

EMPLOYEE PERFORMANCE EVALUATION

Staff Name: _____

Job Title: _____

Evaluation Period: _____

Date of Review: _____ **Date of Hire:** _____

Knowledge of Work

- (5): Well informed on all phases of work.
- (4): Well rounded job knowledge. Infrequently requires assistance.
- (3): Adequate grasp of essentials. Some assistance required.
- (2): Requires considerable assistance.
- (1): Inadequate knowledge. Requires improvement to retain.

Comments: _____

Quality of Work

- (5): Exceptional quality. Work is essentially error free.
- (4): Above average quality. Infrequent errors or rejections.
- (3): Acceptable; seldom necessary to check work.
- (2): Often unacceptable; frequent errors or rejections.
- (1): Excessive errors or rejections. Requires improvement to retain.

Comments: _____

Quantity of Work

- (5): Rapid worker. Produces exceptionally high volume.
- (4): Above average volume.
- (3): Average volume.
- (2): Volume below average.
- (1): Inadequate volume. Requires improvement to retain.

Comments: _____

Initiative

- (5): Consistently and aggressively works toward approved goals.
- (4): Frequently sets and works toward approved goals.
- (3): Initiates activity within normal routine.
- (2): Seldom initiates activity during normal routine.
- (1): Need frequent direction. Requires improvement to retain.

Comments: _____

Teamwork in Ministry

- (5): Exceptional team player; consistently puts vision of church ahead of his/her own vision.
- (4): Above average team player; frequently puts vision of church ahead of his/her own vision.
- (3): Team player.
- (2): Below average team player; seldom puts vision of church ahead of his/her own vision.
- (1): Often unacceptable; puts own vision ahead of the church. Requires improvement to retain.

Comments: _____

Interpersonal Relationships

- (5): Use of exceptional tact and diplomacy in dealing with people.
- (4): Cooperates well with others. Frequently promotes harmony and positive feedback from others.
- (3): Adequate skills at interpersonal relationships.
- (2): Has difficulty interacting with people.
- (1): Frequent conflicts with others. Requires improvement to retain.

Comments: _____

Dependability/Responsibility

- (5): Consistently fulfills all job responsibilities and duties. Totally reliable.
- (4): Can be depended upon to get the job done with little or no follow up. Very reliable.
- (3): Assumes all responsibilities specifically assigned. Reliable.
- (2): Accepts some responsibilities, but must be reminded.
- (1): Fails to accept responsibility even when specifically assigned. Requires improvement to retain.

Comments: _____

Attendance/Punctuality

- (5): Consistently regular and prompt in attendance. Adjusts schedule to work needs.
- (4): Regular in attendance. Frequently considers work load when requesting leave.
- (3): Generally present. Usually considers work load when requesting leave.
- (2): Frequent absences or tardiness. Impacts job performance.
- (1): Excessive absences or tardiness. Requires improvement to retain.

Comments: _____

Overall Rating, based on average of above performance factors

- (5): Exceptional
- (4): Above average.
- (3): Average
- (2): Below average.
- (1): Unacceptable. Requires improvement to retain.

Additional Comments/Improvement Objectives: _____

Employee's Comments:

I have discussed this evaluation with my supervisor.

- I agree with the conclusions reached.
- I do not agree with the conclusions reached.

I feel my performance review

- was fair and impartial.
- was not fair and impartial.

Comments:

Signatures

The employee's performance was reviewed with the employee.

Signature of Employee: _____ Date: _____

Signature of Reviewer: _____ Date: _____

[Retain Copy in Personnel File]

LOCUST HILL BAPTIST CHURCH STAFF MEMBER EVALUATION INFORMATION

PERFORMANCE FACTOR DEFINITIONS

Knowledge of Work – Understands principles, concepts, techniques, requirements, etc. necessary to accomplish job duties. Keeps abreast of trends, developments, and new concepts in the field which may improve the ability to perform the job function. Manages the various responsibilities of the position in such a way that priority items are accomplished and other responsibilities are met.

Quality of Work – Provides adequate documentation where expected. Goes beyond stated requirements as appropriate to produce a better product or result. Accuracy, thoroughness, clarity, and usefulness evident in completed assignments. Caliber of work produced or accomplished is appropriate or exceeds expectations.

Quantity of Work – Accomplishes job objectives by following assignments and self-initiated projects through to completion. Completes acceptable volume of work compared with what may reasonably be expected under existing job circumstances. Meets reasonable deadlines for work completion. Organizes work to maximize efficiency in use of time.

Initiative – Takes action in appropriate areas without being told. Effective in coping with unusual situations and problems. Has new ideas, starts projects, and uses originality to meet and handle work situations. Amount of direct supervision required.

Teamwork in Ministry – Acts as a part of the overall ministry of the church, puts vision of church ahead of his/her own interests. Willingness to fit in with and contribute to church, fellow-workers, individual church members, and community. Maintains good relationships with others. Carries out role of leading others as expected and required by the position.

Interpersonal Relationships –

Church Members: Establishes, maintains, and improves relationships with church members. Mixes well with all areas of the church family. Reaches out to meet new people.

Supervisor: Keeps supervisor informed of progress on the job and possible problems which may develop. Transmits information in a timely and effective manner. Complies with supervisor's instructions, and works through rather than around him or her. Keeps supervisor informed of work attendance, punctuality, or associated problems.

Church Staff: Works well with Ministerial and Support staff. Responds as a team member to help accomplish the entire work effort of the staff. Seeks and offers assistance and advice as needed or requested.

Dependability/Responsibility – Punctuality, responsibility, apparent dedication to task completion, amount of direct supervision required. Plans and organizes work to achieve maximum efficiency of own time and to avoid causing negative impact for teammates. Carries out responsibilities and completes tasks or projects according to expected time schedules. Controls costs and meets budgetary objectives through good planning. Eliminates unnecessary costs, and uses resources prudently. Maintains confidentiality that is required of position.

Attendance/Punctuality – Is consistent in attendance & punctuality. Considers responsibilities at work when taking time off for appointments and vacations. Uses sick leave for personal illness or injury or that of a family member and not as a privilege. Communicates clearly with supervisor as to notification of absence and time out necessary.

Attachment D

Receipt & Acknowledgment of the Locust Hill Baptist Church Staff Policy Manual Employment At-Will Status and Confidentiality Requirements

This manual is intended to help you become acquainted with some of the current policies of Locust Hill Baptist Church (LHBC) in effect on the date of this manual. This manual serves as a guide; it is not the final word in all cases. Individual circumstances may be handled on an individual basis at the Church's sole discretion.

Please read the following statements and sign below to indicate your receipt and acknowledgment of LHBC's Staff Policy Manual and your understanding that you are an employee-at-will.

- * **I have received a copy of the LHBC Staff Policy Manual. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Church at any time without prior notice. I understand that this manual replaces and supersedes all other previous handbooks, policies, or guides. In the event that any mandatory language appears in this manual, the terms of the disclaimer on the cover of this manual shall govern over any such apparently mandatory language so that no contract is created.**
- * **I understand that my employment is "at-will", which means that it may be terminated at will, either by myself or the Church, regardless of the length of my employment or my performance. This means I can leave the Church at any time with or without notice and with or without cause, and the Church has the same right to end my employment at any time without notice and without cause as long as it acts lawfully.**
- * **I am aware that during the course of my employment confidential information may be made available to me. I understand that this information is critical to the success of the Church and must not be disclosed or used outside of the Church's premises or with non-employees. I agree that I may be held liable for damages resulting from my disclosure or unauthorized use of such information. In the event that my employment is terminated, no matter how the termination is caused, I hereby agree not to use, utilize, or disclose confidential information with or to any other individual or company.**
- * **I understand that the Church has adopted the Non-Harassment and Non-Discrimination Policy and the Child Abuse Prevention Policy contained herein, and I agree to abide by the terms.**

Employee's Printed Name

Employee's Signature

Date

[Retain Copy in Personnel File]