

First Baptist Church of Gilmer

Staff Guidelines and Benefits Program Handbook

2017 Personnel Committee:

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Employee Acknowledgement and Receipt of Staff Guidelines and Benefits Program

Please read the following information and return this acknowledgment form dated and signed, to the Personnel Committee Chairman for inclusion in your personnel file.

These Staff Guidelines and Benefits Program are provided to you for information pertaining to workplace policies, expectations, benefits, and as an immediate reference source. Because First Baptist Church of Gilmer (herein after referred to as FBC Gilmer) is a dynamic and changing church, policies included in this handbook are subject to change, revision, deletion, or addition by FBC Gilmer from time to time. Employees will be notified in writing of these changes and understand they are responsible for inserting all amendments in their Staff Guidelines and Benefits Program handbook (hereinafter referred to as the "handbook").

In addition, FBC Gilmer reserves the right to amend or terminate any of the benefit programs, or to require or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

No policy in this handbook should be interpreted as in any way changing, altering, or nullifying our policy of voluntary, at-will employment. Your employment with this organization has no specified duration, and either you or the organization may terminate the employment relationship whenever either of us believes it is desirable to do so, without consideration of cause or notice. The at-will nature of our relationship may not be changed except by a separate written agreement specifically entered into for such purpose and signed by the Senior Pastor, church administrator, and chairperson of the Personnel Committee.

The employee also acknowledges that the employee will read the complete handbook, and acknowledges that if the employee has questions with respect to the contents, he/she will get clarification from the Personnel Committee. The employee understands that he/she must return the handbook upon separation of service from FBC Gilmer.

Acknowledgment

The employee acknowledges that this form and the handbook are not an employment contract, and does not create an employment relationship. The employee acknowledges that the employee's employment with FBC Gilmer is "at-will," and may be terminated by either FBC Gilmer or the employee at any time and for any reason without notice.

Acknowledged (Please print, then sign and date where indicated)

Name (Print): _____

Title: _____

Signature: _____ Date: _____

FBC Gilmer Personnel Committee Chairperson: _____

Signature: _____ Date: _____

(After completion, remove this page and make a copy for yourself then submit it to the Personnel Committee Chairman to be filed in your permanent employment file.)

Introduction

Welcome to the staff of FBC Gilmer. We are excited that you joined our dedicated team that strives for excellence in serving the Lord. It is a privilege to use your God-given gifts and abilities to serve our loving God, and we know God will be honored through your service.

We are providing you this handbook to help you understand the guidelines and benefits we have developed for the staff. This handbook is not a contract of employment and the policies and benefits may change periodically. You will be notified in writing when any of the information in your employee handbook is updated. Please read the handbook thoroughly and don't hesitate to contact the Personnel Committee with any questions.

We hope that you feel the sense of community and respect that is an integral part of the FBC Gilmer staff. God has united the hearts of the FBC Gilmer staff to serve Him in attracting and winning people to Christ and together building fully devoted followers of Him.

We hope you'll join us in seeking to glorify God in everything we do. The challenge, while requiring extraordinary effort, will be equally rewarding. The eternal impact of your service in ministry will outweigh anything the world has to offer.

Throughout your reading of the handbook you will notice "**Scriptural Principles**". Each principle is based on a verse from the Bible that provides us with a guideline from God relating to policies contained in this handbook.

Underlying what we are communicating in this handbook is FBC Gilmer's desire to support individual performance and development and to provide the information necessary for all of us to make good decisions as we go about our daily work.

Please read the entire handbook and sign the acknowledgement at the front of the handbook and return it to the Personnel Committee within the first week of employment. You are responsible for knowing and understanding the contents of the handbook and using it as guide while employed at FBC Gilmer. If you have any questions about policies or benefits contained in the handbook, please contact the Personnel Committee at any time.

We know you'll enjoy serving Christ with the best hours of your day. You'll be challenged and stretched in ways you've never anticipated. Welcome to the FBC Gilmer team!

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving."

Colossians 3: 23-24

Purpose of FBC Gilmer

The purpose of this church shall be to maintain a continuing vital relationship with God through Christ; a loving, caring fellowship within the body of believers constituting this church; to reach out to others in witness and ministry, and to bring all persons who will receive Christ as Savior and Lord into this relationship and fellowship.

Personnel Committee Duties

The Personnel Committee duties are set forth in the COMMITTEE POLICY MANUAL for FIRST BAPTIST CHURCH OF GILMER, GILMER, TX.

Policy Amendments

In accordance with FBC Gilmer Constitution and By-Laws, FBC Gilmer Body adopted these policies and procedures. The Personnel Committee will consider edits and amendments to this handbook periodically in the following manner:

- a. Church Members may submit recommendations in writing to the Personnel Committee, including their name and complete contact information. Anonymous recommendations will not be considered.
- b. Upon review of recommendations by the Personnel Committee, a meeting of the Personnel Committee and Senior Pastor may be held to consider the relevancy of the recommendation(s).
- c. Following approval by the Personnel Committee and in consultation with the Senior Pastor, the handbook revisions will be presented to FBC Gilmer Body for approval in accordance with Church Constitution and By-Laws.

Our Beliefs

THE SCRIPTURES

The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ.

Ex 24:4; De 4:1-2; 17:19; Jos 8:34; Psa 19:7-10; 119:11, 89, 105, 140; Isa 34:16; 40:8; Jer 15:16; 36:1-32, Mat 5:17-18; 22:29; Lu 21:33; 24:44-46; Joh 5:39; 16:13-15; 17:17; Ac 2:16; 17:11; Rom 15:4; 16:25-26; 2Ti 3:15-17; Heb 1:1-2; 4:12; 1Pe 1:25; 2Pe 1:19-21

GOD

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience.

The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Gen 1:1; 2:7; Ex 3:14; 6:2-3; 15:11; 20:1; Lev 22:2; De 6:4; 32:6; 1Ch 29:10; Psa 19:1-3; Isa 43:3, 15; 64:8; Jer 10:10; 17:13; Mat 6:9; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Rom 8:14-15; 1Co 8:6; Gal 4:6; Eph 4:6; Col 1:15; 1Ti 1:17; Heb 11:6; 12:9; 1Pe 1:17; 1Jo 5:7

God the Son, Jesus Christ

Christ is the eternal Son of God. In His incarnation as Jesus Christ he was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, partaking of the nature of God and of man, and in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

Gen 18:1; Psalm 2:7; 110:1; Isa 7:14; 53:1-12; Mat 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16, 27; Mat 17:5; 27; 28:1-6, 19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18, 29; 10:30, 38; 11:25-27; 12:44-50; John 14:7-11, 16:15-16, 28; 17:1-5, 21-22; 20:1-20, 28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5, 20; Rom 1; 3-4; 3:23-26; 5:6-21; 8:1-3, 34; 10:4; 1Co 1:30; 2:2; 8:6; 15:1-8, 24-28; 2Co 5:19-21; Gal 4:4-5; Eph 1:20; 3:11; 4:7-10; Php 2:5-11; Col 1:13-22; 2:9; 1Th 4:14-18; 1Ti 2:5-6; 3:16; Tit 2:13-14; Heb 1:1-3; 4:14-15; 7:14-28; Heb 9:12-15, 24-28; 12:2; 13:8; 1Pe 2:21-25; 3:22; 1Jo 1:7-9; 3:2; 4:14-15; 5:9; 2Jo 7-9; Rev 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16

God the Holy Spirit

The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness and of judgment. He calls men to the Saviour, and effects regeneration. He cultivates Christian character, comforts believers, and bestows the "spiritual gifts" by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believer into the fulness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Gen 1:2; Jud 14:6; Job 26:13; Psa 51:11; 139:7; Isa 61:1-3; Joel 2:28-32; Mat 1:18; 3:16; 4:1; 12:28-32; 28:19; Mk 1:10, 12; Luke 1:35; 4:1, 18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17, 26; 15:26; 16:7-14; Acts 1:8; 2:1-4, 38; 4:31; 5:3; 6:3; 7:55; 8:17, 39; Acts 10:44; 13:2; 15:28; 16:6; 19:1-6; Rom 8:9-11, 14-16, 26-27; 1Co 2:10-14; 3:16; 12:3-11; Gal 4:6; Eph 1:13-14; 4:30; 5:18; 1Th 5:19; 1Ti 3:16; 4:1; 2Ti 1:14; 3:16; Heb 9:8, 14; 2Pe 1:21; 1Jo 4:13; 5:6-7; Rev 1:10; 22:17

MAN

Man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence; whereby his posterity inherit a nature and an environment inclined toward sin, and as soon as they are capable of moral action become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that

God created man in His own image, and in that Christ died for man; therefore, every man possesses dignity and is worthy of respect and Christian love.

Gen 1:26-30; 2:5, 7, 18-22; 3; 9:6; Psa 1:1-6; 8:3-6; 32:1-5; 51:5; Isa 6:5; Jer 17:5; Matt 16:26; Acts 17:26-31
Rom 1:19-32; 3:10-18, 23; 5:6, 12, 19; 6:6; Rom 7:14-25; 8:14-18, 29; 1Co 1:21-31; 15:19, 21-22; Eph 2:1-22;
Col 1:21-22; 3:9-11

SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, sanctification, and glorification.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.

Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.

B. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

C. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Gen 3:15; Ex 3:14-17; 6:2-8; Mat 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14, 29; 3:3-21, 36; 5:24; 10:9, 28-29; John 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; Acts 17:30-31; 20:32;
Rom 1:16-18; 2:4; 3:23-25; 4:3; Rom 5:8-10; 6:1-23; 8:1-18; 29-39; 10:9-10, 13; Rom 13:11-14; 1Co 1:18, 30;
6:19-20; 15:10; 2Co 5:17-20; Gal 2:20; 3:13; 5:22-25; 6:15; Eph 1:7; 2:8-22; 4:11-16; Php 2:12-13; Col 1:9-22;
3:1; 1Th 5:23-24; 2Tim 1:12; Titus 2:11-14; Heb 2:1-3; 5:8-9; 9:24-28; 11:1-12:8, 14; James 2:14-26; 1Pe 1:2-23;
1Jo 1:6-2:11; Rev 3:20; 21:1-22:5

GOD'S PURPOSE OF GRACE

Election is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is a glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the cause of Christ, and temporal judgments on themselves, yet they shall be kept by the power of God through faith unto salvation.

Gen 12:1-3; Ex 19:5-8; 1Sa 8:4-7, 19-22; Isa 5:1-7; Jer 31:31; Mat 16:18-19; 21:28-45; 24:22, 31; 25:34
Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45, 65; 10:27-29; John 15:16; 17:6,
12, 17-18; Acts 20:32; Rom 5:9-10; 8:28-39; 10:12-15; 11:5-7, 26-36; 1Co 1:1-2; 15:24-28; Eph; 1:4-23; 2:1-

10; 3:1-11; Col 1:12-14; 2Th 2:13-14; 2Ti 1:12; 2:10, 19; Heb 11:39-12:2; 1Pe 1:2-5, 13; 2:4-10; 1Jo 1:7-9; 2:19; 3:2

THE CHURCH

A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth.

This church is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. In such a congregation, members are equally responsible. Its Scriptural officers are pastors and deacons.

The New Testament speaks also of the church as the body of Christ which includes all of the redeemed of all the ages.

Mat 16:15-19; 18:15-20; Acts 2:41-42, 47; 5:11-14; 6:3-6; 13:1-3; 14:23, 27; Acts 15:1-30; 16:5; 20:28; Rom 1:7; 1Co 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Eph 1:22-23; 2:19-22; 3:8-11, 21; 5:22-32; Php 1:1; Col 1:18; 1Ti 3:1-15; 4:14

BAPTISM AND THE LORD'S SUPPER

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Mat 3:13-17; 26:26-30; 28:19-20; Mk 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Rom 6:3-5; 1Co 10:16, 21; 11:23-29; Col 2:12

For further details see the Baptist Faith & Message 1963.

FBC Gilmer Staff Values

1. **Lead a spiritually surrendered life:** Bring the gift of self that is fully yielded to the Holy Spirit. Approach your work and your life with Spirit-controlled hearts. *"Do not merely listen to the word, and so deceive yourselves. Do what it says."* (1 Timothy 4:7, James 1:22)
2. **Maintain an infectious, optimistic, and enthusiastic attitude:** Ask people with whom you work, "What can I do to help you?" Expect to be a team player that has the best interests of the team at heart. (1 Thessalonians 5:11)
3. **Engage coworkers in honest communication:** Let's not allow things to go underground. Conflict resolution and meaningful communication and listening must take place in an environment of openness, honesty, patience, and sensitivity. (Ephesians 4:25, James 1: 19-20)
4. **Approach your work with intensity:** Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty. Put your hand to the plow and don't look back! Do all you can heartily, and serve the Lord with fortitude. (Colossians 3: 23-24)

5. **Honor and value volunteers:** Motivate and encourage the lay ministers around you by giving them words of encouragement and appreciation whenever you have an opportunity. Write the note, make the call, give the gift that says, "You and your ministry matter to God." (1 Peter 2:17)
6. **Keep one eye on eternity:** Don't lose the big picture and God's ultimate desire and plan for your life and ministry. Remember why you're in the ministry. (1 Corinthians 15:58)
7. **Get on your knees and humble yourselves:** Pray for God's supernatural intervention in the life of FBC Gilmer, your family, your ministry, and your personal walk with Jesus. Humble yourself before God and expect Him to do great things as you seek to serve Him with all your might. (1 Thessalonians 5:17, 1 Peter 5: 6-7)

Godly, Balanced Lifestyle

As we seek to care and minister to the FBC Gilmer family, we believe it is important for you to maintain an authentic relationship with Jesus Christ. As a staff member of FBC Gilmer, you should maintain a lifestyle of integrity consistent with Biblical truths. It is important to keep your life balanced with respect to your family relationships and your own physical health.

Employment "At-Will" Status

At FBC Gilmer, we are committed to the philosophy that employment relationships are both personal and voluntary. By this we mean that although we hope for mutually beneficial working relationships with our employees, we recognize that changing circumstances make it impossible to guarantee employment. Your employment with FBC Gilmer has no specified duration, and either you or FBC Gilmer may end the employment relationship whenever either of us believes it is best to do so, without consideration of cause or notice.

While we maintain and revise written and other personnel policies in order to adapt to changing organizational needs, any personnel policies or programs that may be in effect from time to time do not affect our policy of voluntary employment relationships. The voluntary nature of our employment relationship may not be changed except by a separate written agreement specifically entered into for such purpose and signed by the Senior Pastor, church administrator, and chairperson of the Personnel Committee.

The handbook is not intended to create nor should it be construed to constitute a contract.

Equal Opportunity Employment Statement

FBC Gilmer is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our church. We will not discriminate against an employee or applicant for employment because of race, color, sex, national origin, age, physical or mental disabilities, political affiliation, marital status, ancestry, pregnancy or childbirth, or military service membership. Our equal employment philosophy applies to all aspects of employment, including recruitment, screening, training, promotion, demotion transfer, benefits, compensation, and dismissal. Opportunity is provided to all employees on the basis of qualifications and job requirements.

It is the responsibility of FBC Gilmer staff to conduct their ministry in conformity with this policy. In addition, each employee is expected to support FBC Gilmer in its efforts to provide a work environment free from bias, unfairness and harassment.

FBC Gilmer does, however, reserve the right to employ persons who have made a life commitment to Jesus Christ and who have a work history and a lifestyle that is consistent with scriptural principles in the Bible.

All employment decisions will be made in compliance with applicable labor laws.

The Personnel Committee is assigned overall responsibility for the effectuation of this policy.

"My brothers, as believers in our glorious Lord Jesus Christ, don't show favoritism." James 2:1

Employment of Minors

Any prospective employee younger than age eighteen is required to provide a valid work permit prior to commencement of employment. State and Federal regulations restrict the types of jobs that may be performed and the number of hours per day or week a minor is allowed to work while school is in or out of session.

Workplace Diversity

We cultivate a work environment that encourages fairness, teamwork, and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds may grow personally and professionally.

Sexual and Other Harassment Policy

It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital or veteran status, citizenship, disability, or other personal characteristics. Harassment includes making derogatory remarks about personal characteristics, making jokes about ethnic or other groups, and other verbal, physical, and visual behavior.

Sexual harassment is also prohibited. Propositions, repeated requests for dates, dirty jokes, sexually provocative pictures or cartoons, and other verbal, non-verbal, physical, and visual harassment of a sexual nature are prohibited. The harassment of any staff member will lead to immediate disciplinary action up to and including termination.

Any staff member who feels harassed has the right to file a charge with the Equal Employment Opportunity Commission and with a State of Texas agency.

To ensure that all employees understand what constitutes sexual harassment, the following guidelines are offered:

Federal and state laws identify two kinds of sexual harassment: The first type is **"quid pro quo" harassment**. This occurs when sexual favors are sought in exchange for tangible job benefits (such as hiring, promotion, training, or job retention), or threats of reprisals (such as demotion, termination, etc.). This type of harassment is illegal and could be grounds for disciplinary action including immediate termination.

The second type is **"hostile work environment" harassment**. This is a less obvious, more common form of sexual harassment. In a hostile work environment, employees are subjected to verbal abuse, physical contact, graphic displays of sexually oriented material, or similar offensive or inappropriate conduct. Any employee or a non-employee can create a hostile work environment. This type of harassment is illegal and could be grounds for disciplinary action including immediate termination.

Both men and women can be victims of sexual and other harassment, or be the harasser. The victim may also be the same gender as the harasser.

This policy is applicable to all FBC Gilmer employees/staff and also extends to those whom we conduct business with or minister to, internally and externally, including those in the FBC Gilmer family, volunteers, and vendors.

Reporting Process for Sexual and Other Harassment

1. Employees who have a complaint of sexual or other harassment at work are encouraged to bring this matter to the attention of the Personnel Committee and/or the Senior Pastor who will handle the matter in a confidential matter.
2. The pastoral staff member and/or Senior Pastor will meet with the employee to discuss the complaint and the nature of the claimed harassment.
3. A complete and thorough investigation will be conducted.
4. This investigation will be handled in a confidential manner, to the extent possible.

Although we will attempt to maintain confidentiality, it may be necessary to disclose certain information in order to conduct a proper investigation, including possible disclosure of the allegations to the alleged harasser. All confidential documentation of investigations will be retained in the Personnel Committee's files, not in employee personnel files.

After completing the investigation, FBC Gilmer will take appropriate corrective action, including disciplinary measures when justified, to remedy all violations of our policy on sexual or other harassment. The disciplinary measures taken will depend on the specific facts determined during the investigation. Certain conduct can lead to immediate termination even when there are no prior disciplinary warnings on file.

FBC Gilmer will not tolerate any retaliatory action against any individual who files a complaint by anyone who has knowledge of such complaint, or by any individual receiving disciplinary action as a result of a complaint.

Following are some general guidelines to be used by the pastoral staff, Senior Pastor, or Personnel Committee regarding reports of allegations of sexual or other types of harassment:

1. Do not treat any report as frivolous. Treat each report as serious until proven otherwise.
2. **DOCUMENT EVERYTHING!**
3. Name and address of the individuals involved;
4. Date(s) the incident(s) occurred;
5. Description of the incident(s);
6. Location of the incident(s);
7. Identify the individual allegedly responsible for the behavior;
8. Names of any witnesses or potential witnesses to the alleged misconduct;
9. Exact words used and actions taken;
10. Are there any records or other forms of evidence that may support the existence of similar behavior?

11. Maintain the confidentiality of the report. (Do not discuss with spouse, employee, other pastors, or any volunteer or church family member except if the investigation requires the employee to do so.)

All sexual or other types of harassment incidents will be brought to the attention of the Deacons.

“But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking which are out of place, but rather thanksgiving.” Ephesians 5: 3-4

Workplace Conduct

All employees at FBC Gilmer share responsibility for observing certain standards of conduct. These standards emphasize personal and professional integrity in all activities. Generally, treating others with the respect and consideration with which they expect to be treated and maintaining open, ongoing communication with their associates will create a basis for a successful work experience.

It is the obligation and responsibility of each employee at FBC Gilmer to work on resolving problems and conflicts by focusing on solutions, keeping issues work-related (as opposed to personal), and communicating directly with the person or persons with whom they have a conflict. In most cases, discussing a situation will clear it up.

“Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.” Colossians 3:13

Open Door Policy

FBC Gilmer has an open-door policy that encourages employee input in decisions that will affect them and their daily professional responsibilities. This policy also encourages employees to discuss with their supervisor any job-related problems or complaints. FBC Gilmer believes that employee concerns are best addressed through informal and open communication.

If for some reason the employee’s problem cannot be resolved, or if they are uncomfortable in discussing the problem with their supervisor, they should feel free to meet with the pastoral staff that oversees their ministry or the Senior Pastor.

FBC Gilmer will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential. However, in the course of investigating and resolving concerns, some dissemination of information to others may be appropriate.

No employee will be disciplined or otherwise penalized for raising a concern in good faith.

“Everyone should be quick to listen, slow to speak and slow to become angry.” James 1:9

Disability Accommodation

FBC Gilmer is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of their job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Reasonable Accommodation

Upon request, FBC Gilmer provides reasonable accommodations to individuals with disabilities. Under the employment provisions (Title I) of the Americans with Disabilities Act, or ADA (PL 101-336), employers are required to provide “reasonable accommodation” as a means of overcoming unnecessary barriers that prevent or restrict employment opportunities for otherwise qualified individuals with disabilities.

The ADA defines a qualified individual with a disability as a person who “satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.” The term “reasonable accommodation” means a modification or adjustment to the job, the work environment, or the way things are usually done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

It is the policy of FBC Gilmer to extend reasonable accommodation to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of the applicant or employee with a disability to inform FBC Gilmer that an accommodation is needed in order for him or her to participate in the application process, to perform the essential job functions, or to receive benefits and privileges of employment.

All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Moreover, employment opportunities shall not be denied because of the need to make reasonable accommodations for an individual’s disability. To request a reasonable accommodation, the employee should contact their supervisor and make their request known. At that time, it will be necessary to contact the Personnel Committee and submit a written request.

If there are questions at any time during the process, the employee may contact the Personnel Committee chairperson.

Identification of Special Needs

Individuals are encouraged to report any special needs to their supervisor and Personnel Committee so they may be protected during emergency procedures. The employee should plan with their supervisor if assistance exiting a building during an emergency is needed.

Medical and Disabled Person Parking Information

FBC Gilmer provides special parking for individuals with temporary or permanent disabilities that create ambulatory problems. Special parking is clearly marked.

New Employee Orientation

To help acclimate new employees to FBC Gilmer, all new employees are required to attend an orientation meeting with the Personnel Committee for an overview of the employee handbook, a tour of the main

office, completion of the required employment and benefit forms, compensation, benefits, and general conditions of employment.

Supervisors are responsible for orienting the new employee to their respective ministry area and introducing the new employee to FBC Gilmer staff.

Immigration Reform and Control Act

FBC Gilmer complies with the Immigration and Control Act. As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service I-9 form. Before commencing work, newly rehired employees must also complete the I-9 form if they have not previously filed an I-9 form with FBC Gilmer, if their previous I-9 form is more than three years old, or if their previous I-9 form is no longer valid.

Introductory Period

The introductory period for all employees is meant to provide the employee and FBC Gilmer with an opportunity to become acquainted with each other and to evaluate the working relationship. All employees will complete a minimum ninety (90) day introductory period and their ministry leader may extend this period beyond ninety (90) days upon review. The introductory period begins with an employee orientation, which includes a handbook review, a review of their job description, and short-term performance objectives. The remainder of the introductory period is spent increasing their familiarity with FBC Gilmer and their job. Supervisors should hold assimilation reviews each month for the first six months with new employees to provide feedback regarding their performance and to answer any questions they may have. However, the employee should feel free to discuss their job description or the contents of this handbook with their ministry leader at any time.

Completion of their introductory period is not a guarantee of continued employment. Their employment is a mutual relationship between them and FBC Gilmer, which either party may end during or after their introductory period without cause or advance notice.

Employee Classifications

FBC Gilmer employee classification is based on their job description and on the nature of the position, consistent with the Fair Labor Standards Act (FLSA) and all applicable state laws. The employee's classification determines how they are paid, to what benefits they are entitled, and whether or not they receive overtime pay.

All employees are classified as either exempt or non-exempt based on their position and the type of work they perform.

Exempt Employees: An executive, administrative, or professional employee who is exempt from the provisions of the FLSA. Exempt employees are generally paid a salary and their salary is intended to constitute their entire compensation, regardless of the number of hours they work.

Non-exempt Employees: Employees whose work does not meet the qualifications for exemption as defined by the FLSA. Non-exempt employees are generally paid by the hour and are entitled to at least a thirty (30) minute paid lunch break; and overtime pay for working more than forty (40) hours in one workweek.

Regular Full-time Employees: Employees who are assigned a regular work schedule of 32 or more hours per workweek and whose employment has no specified end date.

Regular Part-time Employees: Employees who are assigned a regular work schedule of less than 32 hours per workweek and whose employment has no specified end date.

Introductory Employees: Employees who are still working within the introductory period (as defined in the Introductory Period section).

Temporary Full-time or Part-time Employees: Employees are those assigned to work for a specified and limited period of time, usually less than six (6) months.

Interns: Interns are individuals who work on a full-time or part-time basis as an educational opportunity. Internships are available on a limited basis through specific departments.

Staff Classifications

Pastoral Staff (Exempt): Any ordained or licensed person hired specifically for the purpose of ministering to FBC Gilmer Body and the community. This category includes full and part-time staff. This category includes the Senior Pastor, Minister of Education, Minister of Music, Minister of Youth, Minister of Activities or positions combining any of these titles.

Director Staff (Non-exempt): Any person hired specifically for the purpose of supporting the Pastoral staff in a ministerial position. This category includes full and part-time staff. This category includes positions such as the Children's Director, Office Manager, etc.

Support Staff (Non-exempt): Any full or part-time secretarial, clerical or employee working in a department other than a service area.

Service Staff (Non-exempt): Any full or part-time employee working in a service area such as custodial/maintenance, food service, nursery, instrumentalist, etc.

Intern (Non-exempt): Any person hired at the recommendation of the Senior Pastor and the Personnel Committee for the purpose of training for a ministry and assisting a pastoral staff person.

FBC Gilmer may use interns, consultants, and independent contractors from time-to-time. These individuals are not considered employees and therefore are ineligible for employee benefits, regardless of the length of the employment relationship.

FBC Gilmer's Personnel Committee determines employment classifications and overtime eligibility based on job responsibilities and Federal and state laws. The Personnel Committee will inform the employee of their employment classification and overtime eligibility status during employee orientation and if their job status changes.

Changes in Employee and Staff Classifications

An employee's classification (which determines eligibility for benefits and overtime pay) may change during their course of employment with FBC Gilmer. If at any time there is a question about a possible change in classification, they should contact their supervisor or the Personnel Committee chairperson.

Changes in employee classification may result from a job change, a promotion, or a change in work hours or job description. Normally a temporary change in job duties or work hours — for a period of up to four (4) months — will not affect employee classification.

When an employee changes classification, no adjustments are made to years of service for determining benefits such as vacation, health or other insurance, etc. One year of service in any employee classification equals one year of service in any other employee category.

Authority to Employ and Terminate

The Personnel Committee is responsible to employ (with consultation from the Senior Pastor and Stewardship Committee) and terminate (with consultation from the Senior Pastor) all Support, Service and Intern staff without church vote. Pastoral and Director staff are employed and terminated by church vote. (In the event of ethical or criminal misconduct, any employee may be terminated immediately by the approval of the Personnel Committee, in consultation with the Senior Pastor and Deacon Body.) See section on Voluntary and Involuntary Separation.

WORK-LIFE BENEFITS PROGRAM

Employee Benefits Summary

FBC Gilmer is committed to providing its staff with benefits that are equitable and cost-effective. The cost to provide these benefits is a substantial addition to an employee’s compensation package. Eligible employees at FBC Gilmer are provided a wide range of benefits. A number of the benefit programs (such as Social Security and workers’ compensation) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification.

Details of many of these programs can be found elsewhere in the Staff Guidelines. The chart below summarizes the different benefit options available to employees and which employee classifications are eligible for these benefits.

In the event of any contradiction or misinterpretation of any information pertaining to Staff Guidelines and Benefits Program, the master copy, in FBC Gilmer administrator’s office will govern in all instances.

If there is a change in family status or a spouse has had a significant change in their employment status, please notify the Personnel Committee immediately.

Some common examples of family or spousal status changes include:

- Marriage or divorce;
- Birth, adoption or legal guardianship;
- Death of a covered family member;
- Loss of outside coverage because spouse’s employment ends;
- A change from full-time to part-time employment (or vice versa) by the employee;
- A significant change in medical coverage because of a change in spouse’s employment; or
- Benefits cease upon termination of employment or retirement.

At this time, FBC Gilmer offers medical insurance; but no life, disability or dental insurance coverage. Payroll deductions are available upon request.

Benefit	Regular Full-time	Regular Part-time	Introductory	Temporary	Interns
Worker’s Comp.	X	X	X	X	X
Social Security Tax	X	X	X	X	X
Vacation Benefits	X				

Holiday Benefits	X				
Personal Time Off: (Sick, Personal, Bereavement, Voting, etc.)	X				
Maternity Leave (See Extended Leave)	X				
Court/Jury Witness Leave	X				
Revival, Convention, Mission Trip, & Conference Leave	X				
Sabbatical Leave	X (Senior Pastor only)				
Staff Meetings	X		X		X
Lunch & Rest Breaks	X	X	X	X	X

“Praise the Lord, O my soul, and forget not all his benefits – who forgives all your sins and heals all your diseases...” Psalm 103: 2-3

Workers' Compensation

All employees are protected by our workers' compensation insurance policy while employed at FBC Gilmer. The policy is available at no cost to the employee and covers injury or illnesses resulting from legitimate work activities. By law, we are required to report injuries covered under workers' compensation within twenty-four (24) hours. Employees are expected to report any on-the-job injury to the church office and their supervisor immediately.

If the injury requires emergency care, the injured party should receive immediate treatment. The employee should have the hospital/clinic/physician contact their supervisor, and the Personnel Committee chairperson regarding any questions about verification of coverage and/or request for services.

Neither FBC Gilmer nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by FBC Gilmer.

Complete information about workers' compensation and on-the-job injuries is available from FBC Gilmer office.

Social Security

Employees and FBC Gilmer are required to contribute toward Federal Social Security benefits in accordance with the provisions of the law. The amount of Social Security tax deducted from an employee's compensation is combined with FBC Gilmer's contribution to fund Social Security benefits. The rate of Social Security tax for employees and FBC Gilmer are established by law and represent a percentage of earnings. Social Security provides four benefits: retirement income, disability income, death benefit and Medicare. Booklets explaining these benefits are available at the nearest Social Security Department office.

Vacation Benefits

Provision for paid vacation is made for full-time Pastoral, Director, Support and Service staff. Part-time employees or interns are not eligible for vacation. We strongly encourage our staff to take available vacation time for rest, relaxation, and personal pursuits.

Vacation time must be taken in units of no less than one-half day.

The Senior Pastor will coordinate vacation scheduling. Vacations may be taken at any time during the year provided they are not taken at a time that will seriously handicap FBC Gilmer and its programs. If two employees desire the same vacation period and their work is of such nature that only one may be permitted to leave, preference is determined by the Senior Pastor in consultation with the Personnel Committee.

The Personnel Committee in consultation with the Senior Pastor must approve vacations of more than two consecutive weeks. Employees are encouraged to take vacation time during the calendar year for which it is accrued. Only one week of vacation time may be carried over from year to year. First year full-time staff will earn vacation on a percentage basis - 1/12 of the year per month.

Prior years of full-time ministerial experience of the Pastoral staff will be applied toward the vacation time block.

Scheduling

Employees are expected to exercise consideration and good judgment when requesting vacation days from their supervisor. If they request vacation during a particularly busy time, or at a time when many others have also requested time off, they may be required to postpone their vacation. Generally, FBC Gilmer ask an employee request vacation time at least 2 weeks (and preferably 3-4 weeks) in advance.

Regular Full-time Employees

Pastoral staff should limit the number of Sundays off to the number of vacation weeks they have accrued. For example, if a minister has two weeks paid vacation, then he should only take off two Sundays.

During their first year of employment, regular full-time employees may borrow against vacation accrual for the calendar year before the time is actually accrued per pay period up to a maximum of 10 working days or 80 hours. Any borrowed time not earned may be subtracted from the last paycheck as determined by the Personnel Committee. As a regular full-time employee, their length of service determines their paid vacation time:

Pastoral Staff – Annual VACATION Accrual Chart for Regular Full-Time Employees	
Accrual rates increase upon the employee’s anniversary date of hire, not the calendar year	
Years of Service in total ministry	Vacation Allowable per Year
1 – 5 years	80 hours (10 days) per year (maximum of 2 Sundays)
6 – 9 years	120 hours (15 days) (maximum of 3 Sundays)
10+ years	160 hours (20 days) (maximum of 4 Sundays)
Director, Support & Service Staff - Annual VACATION Accrual Chart for Regular Full-Time Employees	
Accrual rates increase upon the employee’s anniversary date of hire, not the calendar year	
Years of Service at FBC	Vacation Allowable per Year
1 – 9 years	80 hours (10 days) per year (maximum of 2 Sundays)
10 – 19 years	120 hours (15 days) (maximum of 3 Sundays)
20+ years	160 hours (20 days) (maximum of 4 Sundays)

Vacation Rollover

Employees classified as regular full-time on December 31 of each calendar year will automatically rollover up to 40 hours of unused accrued vacation into the next calendar year. Any balance over 40 hours will be forfeited for the purposes of vacation.

Holiday Schedule

All regular full-time employees will receive paid time off for the following holidays:

New Year's Day, plus 1 day	(January 1 & 2)
Memorial Day	(last Monday in May)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Yamboree	(Wednesday noon – Friday)
Good Friday (PM)	(Friday before Easter)
Thanksgiving Day	(fourth Thursday in November)
Day after Thanksgiving	(Friday)
Christmas Eve	(December 24)
Christmas Day	(December 25)

FBC Gilmer office is closed on the above holidays. All full-time staff will be entitled to this time off. In the event the holiday falls on a Sunday, the Pastoral staff will be expected to perform their normal duties and FBC Gilmer office will be closed the following Monday or on the day the Senior Pastor designates satisfactory to fulfilling the workload of FBC Gilmer office. If the holiday falls on a Saturday, the holiday shall be observed on the last scheduled church-working day before the holiday or on the day the Senior Pastor designates satisfactory to fulfilling the workload of FBC Gilmer office.

All Pastoral staff will be expected to fulfill their ministerial duties during the Christmas and Easter holiday seasons. The Personnel Committee must approve any exceptions to this policy after consultation with the Senior Pastor. Employees who are expected to work on a holiday may take equivalent time off on an alternate day. The alternative paid time off must be taken within one (1) month of the holiday worked.

Regular part-time, introductory, interns, or temporary employees, and employees on an unpaid leave of absence are not eligible for holiday pay.

FBC Gilmer reserves the right to alter the holiday schedule from year to year.

"Come to me, all you who are weary and burdened, and I will give you rest." **Matthew 11:28**

Absences

When staff members are going to be absent, they are expected to call their supervisor (church office) before 8:15 a.m. each day they are absent. Each absence from work must be explained to their supervisor. For this reason, any employee who has been absent from work for two consecutive days and has not contacted his or her supervisor (church office) will be considered as having voluntarily resigned from FBC Gilmer.

A staff member who anticipates an all-day absence should receive prior approval from his or her supervisor. Anticipated absences include all absences except Sabbaticals.

Tardiness

A tardy or absence is excused only when the employee calls ahead of time and the tardy or absence is for a compelling reason. The supervisor reserves the right to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason and/or failing to call in will be considered unexcused.

Documentation for each tardiness will be kept for up to one year.

FBC Gilmer considers unexcused tardiness and absence to be a serious problem. Employees who are tardy or absent excessively, whether excused or unexcused, will be subject to disciplinary action up to and including possible termination.

PTO (Personal Time Off)

FBC Gilmer Paid Time Off (PTO) Policy is a paid benefit that is made available for regular full-time staff to use throughout the year to allow staff to step away and maintain a work-life balance, by taking time off from work. PTO may be used for any reason. Part-time employees are not eligible for PTO.

PTO includes sick and/or personal time. PTO must be scheduled in advance with an employee's supervisor, when possible, to conform to an orderly flow and operation of our ministry. Employees are responsible for directly notifying their supervisor before the scheduled start of their workday (if possible) when they are unable to report to work due to illness or injury. If an employee must leave during the workday due to illness or injury, they are expected to contact their supervisor before leaving. Employees must also keep their supervisor informed about the expected duration of the time away from work.

PTO may be taken in ½ day increments. The employee's supervisor must approve PTO. A supervisor has the right to deny a PTO request that has been submitted because of workload or coverage needs. There may also be times when the supervisor cannot grant PTO because of an annual inventory, year-end closing, etc. PTO accrual information is available in the office to all regular full-time employees. Employees are responsible for managing their PTO balance to ensure hours are available throughout the entire year. Any discrepancies with the official PTO office sheet should be brought to the attention of their supervisor immediately.

PTO is accrued on an annual calendar year basis. Newly hired employees will be provided with a PTO bank based on the month they were hired, after the introductory period. New employees will be provided a memo in their first week of employment establishing their PTO bank. Regular full-time employees receive a total of five (5) days of paid PTO per year.

A maximum of five (5) PTO days may be rolled over into a new calendar year until there is an accumulation of no more than 15 days. Any additional days beyond the accumulated amount will be forfeited.

Employees should utilize their PTO ratably throughout the calendar year. In other words, FBC Gilmer frowns upon front-loading the use of the entire PTO balance in the beginning of the year. While special circumstances may arise, that necessitate such front-loading; we believe spreading the PTO balance throughout the calendar year better serves the purposes of this benefit.

Payment in Lieu of Accrued PTO Hours

When employment ends either by FBC Gilmer or by an employee's own decision, FBC Gilmer will pay ½ of the employees accrued, unused, pro-rata PTO hours.

Bereavement Leave

Families are in greatest need of love and support when a loved one dies. Employees are encouraged to attend a funeral of their family.

Immediate Family Member

Defined as: Employee's husband or wife, son or daughter, mother, father, brother, sister, step-parent, step-child, grandchild and immediate in-laws.

A regular full-time employee will be granted up to five (5) days off, with pay for the death of an immediate family member.

Other Family Members

A regular full-time employee will be granted up to three (3) days off with pay for the death of a grandparent or step-grandparent.

The Senior Pastor in consultation with the Personnel Committee may approve additional time off if necessary. The amount of time depends on specific needs such as travel time. Employees may also request time off with pay to attend funerals of current employees, or relatives of current employees. Each request should be for a reasonable amount of time out of the office on the day of the service, and is subject to Personnel Committee approval with consultation with the Senior Pastor. Employees may use PTO or vacation time to attend a funeral for someone who is not mentioned in this policy. Part-time, interns, and temporary employees will not receive paid time off for funerals.

The Personnel Committee reserves the right to request proof of relationship. In addition, the Personnel Committee will request that the church send a suitable floral tribute or donation to convey condolences on behalf of the church for immediate household family members.

"Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me." Psalm 23:4

Family or Medical Leave

Only regular full-time employees may be granted an unpaid leave of absence for a medical condition that is certified by a licensed physician. The medical condition could be that of an employee or an employee's spouse, child, or parent. The length of time granted for a medical leave, defined as an illness requiring a leave of absence for more than ten (10) consecutive workdays, will be based upon the licensed physician's recommendation.

An unpaid leave of absence for immediate family or medical leave of absence may be taken for up to twelve (12) weeks within a twelve (12) month period. The twelve (12) month period is measured beginning with the month in which the requested leave starts.

Who Can Take Family and Medical Leave?

A regular full-time employee is eligible for family or medical leave after having worked for FBC Gilmer for more than twelve (12) months.

What Restrictions Apply to the Way Leave Is Taken?

Leave may also be taken intermittently—in two or more blocks of time—or by reducing the employee's normal weekly or daily work schedule. Employees should try to schedule leave in a way that minimizes disruption to FBC Gilmer's operations.

How Will Taking Family and Medical Leave Affect My Job?

Employees who take family and/or medical leave will return to the same or a comparable position.

What Effect Will Family and Medical Leave Have on My Benefits?

FBC Gilmer will maintain existing benefits coverage during the leave period. A family and/or medical leave will not be considered working time for the purposes of accrual of vacation.

Can I Use Accrued Paid Time Off (PTO) During This Leave?

Employees are required to first apply any accrued paid time off (vacation and PTO days) toward the twelve (12) week family and medical leave.

How Much Notice Must I Give Before Taking Family and Medical Leave?

Employees are required to provide thirty (30) days advance notice of the need to take leave when the need is foreseeable and such notice is possible. Thirty (30) days prior to taking the leave or, if less, as soon as the need for a leave is known, employees should inform both their Senior Pastor, supervisor and the Personnel Committee Chairperson of their intention to take the leave.

Can Family and Medical Leave Be Denied?

In certain circumstances, an employee may be denied a leave if it will cause substantial disruption of ministry activities to FBC Gilmer.

“Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me.” Psalm 23:4

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.” Romans 13:1

Court/Jury Duty/Witness Leave

Regular full-time employees who are summoned to serve as a juror or witness in Federal, state, or local court proceedings will be granted the necessary time off with pay. Their supervisor must be notified of the summons on or before the first business day after it is received.

Employees must report to work whenever they are scheduled to work and the court doesn't require their presence. Part-time, interns, and temporary employees will not be paid for court/jury duty/witness service.

FBC Gilmer will not reimburse employees for meals, lodging, and travel expenses they incur while serving as a juror or witness. Employees may keep any jury duty fees paid to them.

If the employee is subpoenaed as a witness in a court or administrative hearing not involving personal litigation, or service as a paid expert witness, they will be granted paid leave, and they may keep any witness fees. As in instances of jury duty, FBC Gilmer will not reimburse them for meals, lodging, and travel expenses.

If the employee is subpoenaed in line of duty to represent FBC Gilmer as a witness or defendant, their appearance will be considered a part of their job assignment (time worked) rather than being covered by

leave. In these instances, they will be paid per diem and travel expenses, but may not keep any fees received from the court.

Court/witness leave will not be granted for court attendance if the employee is engaged in personal litigation or service as a paid expert witness. In these instances, however, they may be approved to use unpaid personal days or vacation time.

Military and National Guard Service Leave

Legal requirements will be followed.

Extended Leave

It is occasionally necessary for an employee to be absent briefly from work for personal reasons. Most personal business should be conducted during the lunch break. Longer periods of time may be necessary and must be arranged through the employee's supervisor after PTO and vacation time are exhausted. Only regular full-time employees qualify for this benefit.

Occasionally, employees face compelling personal needs that may require them to take time off from work for a more extended time (Maternity Leave, medical reason, etc.). FBC Gilmer would prefer that an employee request an unpaid personal leave of absence rather than resign. This allows us the possibility of working through the situation rather than losing a valued employee.

To be eligible for a personal leave, the employee must have completed at least one (1) year of continuous employment and have received a satisfactory performance evaluation. All personal leaves are granted at the discretion of the Senior Pastor in consultation with the Personnel Committee, based on FBC Gilmer's needs related to their position and the hardship that might result from the employee's absence at a particular time.

If granted, personal leaves cannot exceed thirty (30) consecutive days. These leaves are unpaid, although FBC Gilmer will continue to provide existing benefits coverage for the duration of the leave. Employees on personal leave do not accumulate service time. At any time during a leave of absence for medical reasons, an employee may be asked to provide medical evidence of disability or inability to work.

All applicable paid time (personal days, vacation, etc.) must be exhausted before being eligible to apply for unpaid leave. Failure to return to work immediately following the leave of absence is regarded as a voluntary resignation.

FBC Gilmer is not able to guarantee reinstatement in all cases. Employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying they are able to safely perform their duties will normally be returned to their former job classification if an opening exists; or, if there is no such opening, they will be considered for a comparable position if one is available.

Revival, Convention, Mission Trip and Conference Leaves

The Pastoral staff may from time to time have opportunity to lead revivals, attend mission trips and/or attend or lead conferences and conventions. FBC Gilmer will allow two weeks with pay for these purposes. This benefit applies only to full-time Pastoral staff. Time away at conventions, conferences, and revivals should only include two Sundays. Specific times and days must be scheduled with the Senior Pastor. The Senior Pastor will coordinate with the other staff and through the Personnel Committee.

Attendance at conferences, revivals and conventions for other staff members will be considered on an annual basis with input from the Senior Pastor, Personnel Committee and Stewardship Committee.

Sabbatical Leave for the Senior Pastor

The purpose of sabbaticals is sometimes misunderstood. It is important to understand that a sabbatical is not a vacation. Unlike vacations, “sabbaticals involve a plan, a goal and accountability.” Sabbaticals “should be taken in addition to earned vacation time.” It is not academic leave. Theological education is extremely demanding and does not allow for emotional, spiritual, and relational renewal. It is not escape. A sabbatical is not a way for pastoral staff to escape a troubled ministry. They must face such troubles and deal with them before true rest is possible. Similarly, a sabbatical should never be viewed as a time to search for a new place of ministry. A positive outcome of the sabbatical is a feeling of wanting to start over and new enthusiasm for ministry.

- 1) **Qualification:** The Senior Pastor will be eligible for sabbatical leave after completing a minimum of seven (7) years in his position as Senior Pastor of FBC Gilmer. A sabbatical leave is a privilege, not a right, and is not automatic as a condition of employment unless agreed upon at the time of hiring.
- 2) **Term:** The duration of the sabbatical leave is flexible depending on needs and objectives. It should be a minimum of one month, up to a maximum of three months. The sabbatical will not affect vacation time.
- 3) **Activities:** The activities, during sabbatical, will be for the improvement of the physical, emotional, and spiritual wellbeing of the Senior Pastor as well as the congregation he serves.
- 4) **Status after sabbatical:** It will be understood that the Senior Pastor is expected to continue in his position up to one year after his sabbatical is completed, otherwise, the Senior Pastor may be expected to repay FBC Gilmer, part or all costs incurred for, and during, his sabbatical.
- 5) **Request:** The Senior Pastor may request a sabbatical leave, giving ample time for needed planning and education of the congregation. The request for Sabbatical and a written plan must be submitted to the Deacon Body six (6) months before it is to begin.
- 6) **Plan:** Proposals for sabbatical study leaves shall be presented by the Senior Pastor to the Deacon Body and should include the following:
 - a. Personal objectives and program objectives
 - b. A description of the major elements of the sabbatical leave
 - c. Proposed beginning date and end date
 - d. Suggestions of how current job responsibilities will be handled during the leave
 - e. A description of any anticipated budgetary implications
- 7) **Accountability:** The Senior Pastor will seek out and be accountable to a spiritual / accountability partner, who is approved by the Deacons, for the duration of the sabbatical.
- 8) **Finances:** Normal compensation will continue during the sabbatical (salary, housing, medical insurance, staff development, expenses and books). If additional expenses are to be incurred during the sabbatical these must be recommended by the Stewardship Committee and approved by FBC Gilmer membership.
- 9) **Approval:** The sabbatical will be recommended by the Deacons and approved by FBC Gilmer body. They will consider these factors:
 - a. Needs of the individual and/or congregation
 - b. Relevance of the Senior Pastor’s plans to the ministry of FBC Gilmer

- c. Finding a suitable, committed, accountability partner
- d. Prior job performance
- e. Satisfactory provisions for carrying out the Senior Pastor's responsibilities during his absence
- f. Availability of financial resources to provide for additional needed staff and/or speakers.

10) **Education / Communication:** It is the responsibility of both the Senior Pastor and the Deacons to educate the congregation about the sabbatical and why it is being considered. This should include, at minimum, the rationale for a sabbatical, the plan for the sabbatical, and the proper response of members of the congregation to the Senior Pastor during sabbatical.

11) **Reporting:** An analysis / report will be given to the Deacons no more than two (2) months following the sabbatical completion, and disseminated to the congregation as appropriate.

403(b) Tax-Deferred Retirement Savings Plan

FBC Gilmer realizes the importance of retirement planning for its staff members. As a result, all qualified employees are entitled to participate in the 403(b) tax-deferred retirement savings program administered through GuideStone Financial Resources. Employees are eligible to participate in the plan beginning with their first day of employment unless they are in their introductory period. If the employee is interested in participating in the plan, they should contact the church financial secretary.

Contribution Limitations

The Internal Revenue Service imposes a limit on the amount a person can contribute to a 403(b) retirement savings plan. The amount may vary from year-to-year depending on an individual's tax situation. The employee should contact their tax advisor for current contribution limitations.

Employee Contributions

Employee contributions will be deducted on a pre-tax basis from their paycheck on their base compensation.

Changes in Contribution Amounts

Employees may change the amount or percentage they contribute to the plan by completing a revised salary reduction agreement during the annual enrollment period. The new amount or percentage will be effective on January 1 of the following year.

BGCT Contributions

One of GuideStone Financial Resources' retirement products is a 403(b) plan designed for ministers and employees who receive taxable income from a Southern Baptist Church or association. In this plan, the Baptist General Convention contributes \$1 per month to their retirement account for each \$3 per month they and/or their church contributes in excess of \$52.50 per month, not to exceed \$17.50 per month. This plan also provides a disability income benefit up to \$500 per month and a survivor benefit up to \$100,000. GuideStone Financial Resources reserves the right to change these plans at any time. The employee must contact GuideStone if they are interested in participation.

"Plans fail for a lack of counsel, but with many advisers they succeed." **Proverbs 15: 22**

Staff Leadership and Ministry Development

FBC Gilmer offers staff members the opportunity to enrich their knowledge of their respective ministries through ongoing leadership development and conferences. We believe it is important to invest in the ongoing development of our church ministry leaders. The employee should contact the Senior Pastor with details of the leadership course or conference they have an interest in attending.

Employees other than pastoral staff may be granted special permission from the supervisor and Senior Pastor for conference, mission trip or convention leave if it benefits the employee and FBC Gilmer through attending or leading a conference (training or otherwise). However, this is not guaranteed and is contingent upon workload and upcoming church events.

"Let the wise listen and add to their learning, and let the discerning get guidance," Proverbs 1:5

Staff Meetings, Staff Prayer, and Staff Team Building

Periodically, the staff will get together for a time of meeting together for updates, a time of staff prayer, and a time of staff team building. These activities will be scheduled as necessary in approximately 1½-hour increments. From year to year, an annual staff retreat may be scheduled as the budget and finances of FBC Gilmer allow.

"Blessed is the man who finds wisdom, the man who gains understanding"... Proverbs 3:13

Work Hours and Compensation Guidelines

Workweek

The workweek commences at 12:01 a.m. Sunday and ends at midnight Saturday. The standard workweek for a regular full-time employee is a minimum of 32 hours.

Work Schedules

The offices at FBC Gilmer are open to the public, volunteers, and visitors Monday through Thursday from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. (and closing at noon on Friday). These hours are subject to change.

Although our staff members work during these hours, some may work alternative schedules based on arrangements with their supervisor. Therefore, it is important for all ministers to keep administrative assistants informed of their schedules and whereabouts. All other full-time employees should also inform the supervisor and/or church office when they are away from the building during normal church office hours.

Work schedules at FBC Gilmer are based on ministry or facility functions and individual job responsibilities. Work schedules may vary from ministry to ministry and employee to employee. All schedules are subject to change and require an employee's supervisor's approval.

Full-time employees are expected to work an average of 32 - 40 hours per week. Pastoral staff will observe the office schedule as much as possible. Pastoral Staff will have one day off during the week as well as Saturday. The Senior Pastor will coordinate the work day-off schedule for all pastoral staff. All other full-time

employees will be granted two days off each week, normally Saturday and Sunday, unless the employee's supervisor has approved other days.

Pay Periods

Pay weeks begin at 12:01 a.m. on Thursday and ends at midnight on Wednesday for hourly employees paid weekly or bi-weekly. Compensation is paid semi-monthly for all staff members and checks are distributed on the 15th and the last working day of the month. When a payday falls on a weekend or holiday, paychecks will be distributed on the last working day prior to the weekend or holiday. Nursery workers are paid once per month (shortly after the last Sunday of the month).

Issuing Paychecks

FBC Gilmer appoints a secretary to issue payroll checks. Employees should periodically review their paychecks for accuracy. If there is a mistake or an item is misunderstood, please report it to the appropriate FBC Gilmer secretary. In the event a paycheck is lost or stolen, please advise the FBC Gilmer secretary immediately.

Various payroll deductions are made each pay period to comply with Federal and State laws pertaining to taxes and insurance, and other items designated by the employee.

Employees will be provided with a Wage and Tax Statement (W-2) by January 31 of the year following each year of employment as required by Federal and state laws. If there are any questions about the W-2 form, the employee should see FBC Gilmer financial secretary and/or the accountant's office.

Employees may change the number of withholding elections at any time by completing a new W-4 form. Please contact FBC Gilmer financial secretary for a new W-4 form.

In the event of an employee's death, FBC Gilmer will pay the full amount owed to the employee's spouse, children, or other dependents who lived with the deceased employee, parents, or siblings, in that order.

"For the Scripture says...The worker deserves his wages." 1 Timothy 5: 18

Meal and Rest Periods

We maintain an informal atmosphere and do not have a formal system for scheduling breaks during the workday. All employees are encouraged to pause during the workday to rest, take a brief break, and have fun with their associates.

Employees are entitled to up to a one hour, unpaid lunch break for every seven hours they work per day. Said lunch break must be between 11:00 am and 2:00 pm. We ask that all employees coordinate lunch and rest breaks with coworkers to ensure adequate coverage for all functions. The staff conference room is available to employees for meals and breaks.

Timekeeping Requirements

All non-exempt staff members must complete a timecard, which accurately reflect the hours they have worked for the pay period. Non-exempt staff members should record actual hours worked plus use of all paid time off. Timecards should be submitted to the designated FBC Gilmer secretary at the end of the pay period. The employee's supervisor must sign all timecards.

Exempt and non-exempt staff members must report paid days off to the designated secretary to be recorded on the Time Away Form, and need to personally track the use of paid days off.

Overtime Pay

Non-exempt employees are paid at the rate of one and one-half (1.5) times their regular rate of pay for hours worked in excess of forty (40) hours in a workweek.

All overtime hours must be pre-approved by the employee's supervisor. FBC Gilmer does not provide compensatory time off as a substitute for overtime pay. Vacation, holiday, and PTO time do not constitute hours worked for the purposes of computing overtime.

Replenishment Time

Because of the nature of our ministry and our involvement with lay ministers, it is common for regular full-time staff who are not eligible for overtime pay to work more than their regular weekly work hours.

On occasion, regular full-time staff that aren't compensated for overtime may work periods of excessive overtime. In these cases, regular full-time employees may be granted replenishment time. Replenishment time is awarded to staff that aren't eligible to receive overtime pay to give them time to refresh themselves physically, emotionally, and spiritually, and to renew family relationships that may have been hampered during these overtime periods.

Supervisors are responsible for determining whether replenishment time is appropriate, and if so, the amount of time that will be given and when it will be taken. Replenishment time is not an attempt to provide eligible employees compensatory time off on an hour-per-hour basis. It is an attempt to provide regular full-time staff, which have gone through periods of excessive overtime without pay, some additional time off to refresh themselves.

It is generally understood that these "seasons of intense ministry" are exceptions to the normal working schedule at FBC Gilmer, rather than the rule. If the employee feels these "seasons" become the rule rather than the exception, they should speak with their supervisor concerning their job description.

Compensation Advances

All staff members are encouraged to be good stewards of their finances and to administer them according to sound budgetary principles. Therefore, salary advances will not be given to employees.

Garnishment of Wages

FBC Gilmer will comply with all legally authorized orders to garnish wages for the requested amount and time. Employees may not be discharged for garnishment of wages unless the employee's earnings have been subject to garnishment for a second time or for subsequent debts.

Payroll Deductions

Attached to the employee's paycheck is a stub showing the number of hours they worked during the pay period, the amount of their total earnings, specific contributions to benefit plans, and the amounts of specific deductions as required by law or authorized by them. We suggest that they review their pay stub carefully each pay period and they retain it for their records. If they have any questions about their deductions, they should contact the designated secretary in the church office.

Compensation Philosophy

It is important to us, as leaders in our community, that our compensation levels reflect the outstanding capabilities of our employees. The primary objective of our compensation program is to encourage and reinforce the attraction and retention of talented and dedicated employees. Compensation ranges are reviewed annually by the Personnel Committee and are designed to reflect competitiveness and equity based on internal and external factors. We use a national church compensation survey in developing compensation ranges in addition to area compensation information. If an employee has questions or concerns about their salary level, they are encouraged to speak frankly with their supervisor.

Performance Reviews

The Senior Pastor in consultation with the Personnel Committee will provide all employees with an annual written performance evaluation. The purpose of the evaluation is to let the employee know how well they are doing. The performance evaluations may include commendation for good work as well as specific recommendations for improvement. If improvement recommendations occur, the employee will be given an opportunity to write a plan of action to address the recommendations.

The employee will have the opportunity to discuss their evaluation with their supervisor. This is a good time to ask questions and clarify important points. Performance evaluations help FBC Gilmer make important decisions about job placement, training, development and pay increases. A satisfactory performance evaluation does not guarantee a salary increase nor does it alter, modify or amend the at-will employment relationship between the employee and FBC Gilmer.

The Performance Review selected by the Senior Pastor and Personnel Committee shall be used to conduct staff annual reviews. The purposes are to determine salary increases, job productivity, staff harmony, interpersonal relationships, improve church program areas and award recognition where deserved. Evaluations will be conducted in an attitude of Christian love.

All employee performances will be evaluated using an objective, written evaluation instrument/form.

All evaluations should be completed by the 1st of August each year and submitted to the Personnel Committee by the second Monday of August each year.

FBC Gilmer grants compensation increases on the basis of job performance, and increases are never guaranteed. The FBC Gilmer pay-for-performance program is designed as an incentive to reward outstanding job performance. FBC Gilmer considers the following factors when determining a performance-based compensation increase:

- Budget available for increases.
- Employee's overall job performance over the previous twelve (12) months.
- Performance of employee's entire ministry area in meeting annual ministry objectives.
- Employee's compensation in relation to comparable salaries in like positions inside the organization.
- Changes in the cost of living.

In addition, the employee may receive a salary increase if they are promoted or given substantially new responsibilities or if it is determined that their compensation level is not equitable in comparison with that of others in like positions with similar levels of experience.

Performance Improvement Process: It may become necessary for the employee and the supervisor to address a problem by identifying unacceptable behavior and establishing a clear plan for correcting it. This usually occurs after informal attempts through coaching to resolve the situation have failed. It is the goal of the Personnel Committee to be encouraging through the performance improvement process and help employees learn from their mistakes.

The performance improvement process for addressing a problem is a progressive process that includes the following steps:

Oral Caution: This is a formal step to inform an employee of what rule has been stretched or broken or what work performance falls short of the required mark. The supervisor will clearly communicate what improvement(s) must be made and explain the consequences of another infraction. This oral caution will be documented in writing, which the employee and supervisor will both sign. The supervisor should retain a copy. However, a copy will ***not*** be placed in the employee's personnel file.

Written Warning: In this step, the supervisor and Senior Pastor will meet with the employee and once again document the problem in writing. The supervisor will describe what the employee must do to improve their performance and the consequences for not performing as required. The employee will be asked to sign the written warning form, a copy will be placed in their personnel file and all parties will receive a copy. An employee may write a contrasting version of the situation to be placed in their personnel file. If a contrasting report is written it will be followed up on at the discretion of the supervisor.

If after one year, an employee's performance pertaining to a specific problem improves, all warnings pertaining to that problem will be removed from their personnel file.

Dismissal: If the employee continues to perform poorly, this may be grounds for termination.

Disclaimer: All personnel must realize that the steps in the progressive performance improvement process serve as *general guidelines* and are *not mandatory*. There are varying degrees of seriousness that pertain to performance and/or infractions of policies. There are certain instances where conduct and/or performance are of such a serious nature that immediate termination, without prior warning or consultation, may be the justified course of action. Proper Christian protocol should be used in all cases.

Job Descriptions

Job descriptions are valuable tools in recruiting new employees, employee orientation, and helping employees understand performance expectations. Upon hire and after any changes, employees will receive a written job description consisting of job identification including job title, hours of work, reporting relationships, and job qualifications; summary of responsibilities, and a detailed list of responsibilities. The Personnel Committee in consultation with the Senior Pastor will periodically review job descriptions for accuracy. FBC Gilmer reserves the right to revise and update job descriptions as deemed necessary and appropriate.

Workplace Health and Safety Guidelines

Safety Policy

Every effort will be made to ensure the safety and wellbeing of the employees, volunteers, church members, and visitors of FBC Gilmer. This will include while they are on the premises of FBC Gilmer, involved in church related or sponsored activities, and while using church owned equipment.

We provide all employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. We ask them to approach their work with a thoughtfulness that reflects their respect for their own health and safety and that of their fellow employees.

FBC Gilmer strives to comply with all workplace safety laws and regulations; employees are responsible for taking the opportunities provided to understand them and observe them. Our fundamental belief is that no one task is so important that it warrants risking the health or safety of any employee at any time. Safety and emergency procedure information is available from the church office.

If an employee has an on-the-job accident, please report it to the church office and their supervisor immediately, no matter how minor the accident may seem to be. When a work-related injury occurs, Workers Compensation Insurance covers all FBC Gilmer employees. (Refer to Worker's Compensation section in handbook.)

If the employee has any questions or concerns about workplace health or safety, they should speak to their supervisor.

Drug and Alcohol-Free Workplace

All employees are expected to review and comply with the following guidelines regarding the use of drugs or alcohol in the workplace:

1. FBC Gilmer prohibits the unlawful use, possession, distribution, sale, or manufacture of all illegal drugs on our premises.
2. FBC Gilmer prohibits all staff members from being under the influence of drugs or alcohol while on the job. Exceptions are made for medicines prescribed by a physician.
3. Failure to follow FBC Gilmer's drug-free workplace policy may result in disciplinary action including suspension without pay, mandatory participation in a drug rehabilitation program on the first offense, and termination on the second.
4. If an employee is convicted of violating any criminal drug statute in the workplace, they are required to notify the Personnel Committee Chairman within five (5) calendar days of the conviction.

Physical Examinations

If at any time a supervisor observes that an employee's mental and or physical condition is detrimental to the employee's work performance, safety, or to the welfare of other employees, a complete evaluation and physical examination by a physician may be requested at the expense of the employee. FBC Gilmer prefers employees who suspect they are sick with fever or contagious in any way, to take a PTO day and stay home. All employees are expected to be considerate of their fellow co-workers.

Seat Belt Usage Required When Traveling In Driving Vehicles

State law and the policy of FBC Gilmer is that all employees and passengers must wear a seatbelt at all times in vehicles.

Smoking

In consideration of the health and safety of all FBC Gilmer employees, FBC Gilmer maintains a smoke-free environment with the exception of any designated area as approved by the FBC Gilmer pastoral staff and as required by any state law.

Use of Personal Fragrance

Some employees may be sensitive to perfumes, colognes, and other personal fragrances. FBC Gilmer expects all employees to be considerate of others in their area.

Work Practices, Conduct, and Environmental Guidelines

Punctuality and Attendance

It is important that employees work their assigned schedules as consistently as possible. However, FBC Gilmer understands that because of illness, emergency or personal business, employees may be unable to come to work or need to work a modified schedule for a day or two. Employees who are unable to report for work for any reason must notify their immediate supervisor as soon as possible and practical. If at all possible, contact should be made within one hour of their regularly scheduled starting time. It is the employee's responsibility to keep their supervisor informed on a daily basis during a short-term absence and to provide medical verification when asked to do so. Documentation will be made for each day or partial day, and kept for up to one year.

In general, all employees with set schedules are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. These are factors considered in evaluating overall job performance.

If a supervisor determines that an employee's job and schedule is conducive to flextime scheduling, a flextime scheduling arrangement may be established and kept in the appointed secretary's office.

Outside Employment

All full-time employees are prohibited from engaging in outside employment, private business or other activity that might have an adverse effect on or create a conflict of interest with FBC Gilmer. It is the Senior Pastor's responsibility to determine if outside work will interfere with the employee's job performance.

Use of Church Facilities and Property

FBC Gilmer expect all employees to exercise care when using FBC Gilmer property and equipment. If one discovers office or other equipment is damaged or malfunctioning, they are expected to let the church office or their supervisor know immediately.

Security

FBC Gilmer strives to provide a secure work environment for our employees, volunteers, and visitors. We provide for the security of our buildings and facilities by maintaining alarms and other security systems. We expect all employees to comply with all security procedures established in their work area and they immediately report any breach of security to the facilities manager.

We encourage employees to be prudent about bringing personal items to work. FBC Gilmer is not responsible for losses resulting from theft of property while an employee is away from their work area.

Immediately report lost or stolen keys or missing church property to FBC Gilmer office. Copying or giving keys or lock combinations to an unauthorized individual will be considered grounds for immediate dismissal.

Personal Property

Employees should not bring large sums of money, jewelry or other valuables to work. FBC Gilmer will not be responsible for personal property that is lost, damaged, stolen or destroyed.

Telephone Usage

The telephone is one of our most important service tools. Employees are expected to use a phone manner that reflects care and courtesy toward our church family, volunteers, vendors, and the public.

From time-to-time it may be necessary for employees to make or receive personal phone calls. Please use good judgment when it comes to personal phone calls.

If an employee must make a long-distance call, they are required to reimburse FBC Gilmer when the monthly phone bill arrives.

Personal cell phone usage should be held to a minimum.

Falsification of Documents

Providing false information on the employment application or any other documents will result in disciplinary action up to, and including, immediate dismissal.

Personal Mail

FBC Gilmer office receives a large amount of mail each day, so staff members are asked to receive their personal mail at home.

Use of Personal Automobile

Employees who use their own automobiles for travel on authorized church business will be reimbursed for mileage at the rate established by the Internal Revenue Service. Employees must carry, at their own expense, the minimum insurance coverage for property damage and public liability. Staff members are strongly encouraged to maintain a supporting mileage log.

Business Expense Reporting

Upon submission of accurate expense reports with receipts, employees will be reimbursed for business-related expenses when approved by their supervisor.

Accountable Reimbursement Policy

Appropriate and allowable travel and entertainment expenses include transportation, lodging, conference registration, and business meals outside of the local business area. Travel and entertainment expenses should be reasonable and appropriate given the location and purpose.

Attire and Personal Hygiene

All employees are expected to dress in a manner appropriate for the nature of work in their department. Hair should be clean and well-groomed and a daily regimen of good grooming and hygiene is also expected. Supervisors are responsible for assuring that employees are neat in appearance and avoid extremes in dressing during work hours. Questions regarding appropriate dress should be directed to the supervisor.

It is expected that employees will maintain a clean and neat appearance and will project a professional, Christ-like image in dealing with other employees, FBC Gilmer family, volunteers, and the general public. FBC Gilmer reserves the right to define appropriate standards of appearance for the workplace.

Guidelines for Problem Solving

The ministry staff members at FBC Gilmer are encouraged to follow the scriptural example in Matthew 18 for resolving disagreements or conflicts.

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother." **Matthew 18:15**

- Staff members are expected to be leaders and men and women of the highest integrity; they are expected to model forgiveness, cooperation, and honest communication.
- In accordance with God's Word, all FBC Gilmer staff members are asked to abide by the following steps in resolving disagreements and conflicts:
 - ✓ In all conflicts, I will seek to act in a Christ-like manner and not give in to my natural and human feelings and emotions.
 - ✓ I will pray and seek the Lord's comfort and guidance in the matter. I will not share an offense with another person.
 - ✓ I will not seek to find others who have been offended, nor will I seek to validate my hurt by finding potential mediators before meeting with the person who has offended me.
 - ✓ I will first go to the person alone who has offended me and seek to resolve our differences and restore the relationship. I will value the restoration of the relationship above the exposing of that person's possible sin or wrongdoing. I will actively listen to his/her point of view and seek to understand his/her perspective on the issue.
 - ✓ If going to the person first does not resolve the conflict, I will seek the help of a third party to help both of us to see what we need to do to glorify God in our relationship. I will make sure this third party is a spiritually mature person who is neutral in regard to this issue. I will keep an open mind to the advice of the third party and seek to change my attitude and actions as I'm advised.
 - ✓ If the third party cannot affect a resolution, and agrees with my concern, I will seek the guidance of two or three other witnesses who can intercede in the matter and seek God's glory in this conflict.
 - ✓ I will not allow anyone to criticize another staff member without first following the scriptural guidelines in resolving conflict. In order to avoid gossip and hurt feelings, I will not discuss this matter without the offending party present.
 - ✓ As a last resort, if the conflict cannot be resolved, I will act in a manner pleasing to God, even if it means removing myself from the source of the conflict.

Work Rules and Performance Standards

It is impossible to provide a complete list of every work rule or performance standard. As a result, the following are presented as examples. Employees are responsible for understanding and following these standards and work rules. Confidentiality must be observed unless there is a threat of harm to self or others, or a violation of the law.

Job Performance

Employees may be disciplined, up to and including termination for poor job performance, as determined by FBC Gilmer. Some examples of poor job performance are as follows:

- Below average quality or quantity of prescribed work;
- Poor job outlook, including rudeness or lack of cooperation;

- Excessive absenteeism, tardiness or abuse of break or meal privileges; or
- Failure to follow instructions from supervisors.

Misconduct

Employees may also be disciplined, up to and including termination, for misconduct. Some examples of misconduct are as follows:

- Conduct unbecoming to a Christian;
- Insubordination;
- Abuse, misuse, theft or unauthorized possession or removal of FBC Gilmer property or the personal property of others;
- Falsifying or making a material omission of FBC Gilmer records, reports or other documents, including payroll, personnel and employment records;
- Divulging confidential Church information to unauthorized persons;
- Disorderly conduct on Church property;
- Violation of any law adversely affecting FBC Gilmer or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment; or
- Under the influence of illegal drugs or alcohol.

Grievance Procedure

Each employee shall make his/her inquiries, requests, problems, and grievances known to his/her supervisor, who is responsible for reporting or recommending response to the Senior Pastor. In the event that satisfaction cannot be gained, an appeal may be made to the next in line for supervision, and/or ultimately to the Personnel Committee and FBC Gilmer if necessary. The Personnel Committee will hear such reports, requests, inquiries, and grievances only after the employee shall have given assurance that he/she has talked with his/her supervisor and the Senior Pastor without satisfaction. After hearing the appeal, the Personnel Committee shall follow established guidelines.

Fundraising Policy

Individual ministries within FBC Gilmer may not raise funds on their own or endorse the fundraising efforts of other groups without the approval of the Stewardship Committee and/or FBC Gilmer. This policy is designed to maintain the financial accountability and to protect the integrity of FBC Gilmer and its operating budget.

The Stewardship Committee seeks to meet the reasonable financial needs of our ministries and makes those decisions after a comprehensive budget review process. If your ministry should require additional resources, a request may be made through your supervisor according to proper church procedures. If your ministry is dependent upon one or more fundraisers to conduct certain ministries, submit your requests for fundraisers at the time of annual budget approval. Otherwise, submit them as needed and at least 3 months prior to the fundraiser to allow Stewardship approval and time for promotion.

We are also very careful about endorsing or supporting fundraising efforts of groups outside of FBC Gilmer. If you have a question about endorsing the fundraising efforts of an outside group, please contact your supervisor or the Senior Pastor for church policies.

Designated Giving

From time to time individuals attending FBC Gilmer may offer financial assistance for a specific ministry or purpose. Although we are grateful for their contribution, designated giving can undermine FBC Gilmer and the concept of a unified budget. Therefore, no staff member should encourage designated giving or the purchase of certain items for a given ministry area without Stewardship Committee and/or Church approval.

Exceptions may be made if it becomes clear that the money was not solicited by a staff member, is above and beyond the normal giving of the person, and flows out of what the individual considers to be a leading by the Holy Spirit. If after talking with the donor, you think the designated giving meets the criteria for an exception, please contact your supervisor and Senior Pastor for church policies.

Employment of Relatives

Employees are prohibited from hiring or influencing the hiring of their relatives, and from having these individuals reporting within their direct or immediate chain of command. Normally, related employees may be hired and permitted to work at the same location, providing no direct reporting or supervisory relationship exists. For purposes of this policy, relatives are defined as spouse, parents, stepparents, son/daughter, grandparents, grandchildren, brother/sister, stepchildren, aunts, uncles, cousins, nieces and nephews, and in-law relationships (including relationships by adoption or guardianship).

Personal or Romantic Relationships

Situations may arise where employee friendships develop into personal, romantic relationships or marriage. Romantic relationships between co-workers can create difficulties for the parties involved, FBC Gilmer, and even other employees.

When this occurs, and one employee is anywhere in the chain of authority or influence over the other, we expect the employees to report the relationship to their supervisor(s). When this type of reporting relationship is allowed to occur, it affects employee morale by perceptions of favoritism and potential violations of the sexual harassment policy. Therefore, reporting the relationship is mandatory.

The employees must report the relationship at any time it appears the relationship could result in romantic attachment (e.g., dating).

It is the supervisor's responsibility (if he/she is not one of the employees involved) to determine whether a direct reporting or supervisory relationship exists. If the supervisor is one of the employees involved, the Senior Pastor will make this decision.

If two employees marry or become involved in a romantic relationship which conflicts with this policy, one employee must either move to a different ministry position or find alternative employment within ninety (90) days (or sooner if the Personnel Committee in consultation with the Senior Pastor deems it necessary).

If the employees cannot agree as to which employee must move to a different ministry position or find alternative employment, the decision will be made by the Personnel Committee in consultation with the Senior Pastor.

Weather Emergency

Inclement weather conditions may occur that require closing FBC Gilmer. In the event of a weather emergency, the Senior Pastor or his designee will make the determination as to whether it is necessary to

close FBC Gilmer. If FBC Gilmer is closed due to inclement weather, "One Call" will inform families of cancellation.

The Senior Pastor or his designee will post the closing message on the website, answering machine or any other means necessary to adequately communicate the closing.

Workplace Violence

To ensure employee safety at our facility, FBC Gilmer has "zero tolerance" for violence in the workplace.

Employees who engage in conduct or behavior that is verbally or physically threatening or intimidating, or who carry or use any weapons in the workplace may be subject to severe discipline or termination for the first offense. Employees who wish to report conduct of this nature should contact FBC Gilmer office.

Spending Requests

Employees must adhere to spending policies (especially any purchase order policy) before purchasing items expected to be reimbursed.

Church Credit Cards

Credit card purchases may be made using FBC Gilmer's credit card only after a purchase order has been approved. Please complete the required forms and contact the appointed office secretary to make a credit card purchase with FBC Gilmer credit card.

Signing of Contracts

All contracts must be signed by two of FBC Gilmer Trustees. FBC Gilmer trustees are authorized to sign contracts that are approved by FBC Gilmer. A trustee may sign a contract if FBC Gilmer has pre-authorized the trustees to sign such a document. Other contracts (such as office equipment) may be signed by one trustee if the item is included in a budget line item that FBC Gilmer has already approved. The Senior Pastor in consultation with the trustees and/or the Stewardship Committee chairperson may make an exception if the situation constitutes an emergency that cannot wait for church approval.

Employee Parking

During the workweek parking is available adjacent to FBC Gilmer or in any parking lot. FBC Gilmer will not be responsible for theft or damage to any vehicles parked on church property nor for personal property left in vehicles.

Lost and Found

FBC Gilmer will not be responsible for personal property that is lost, damaged, stolen, or destroyed. An employee who finds personal property that has been lost by another person should turn it in to the office.

Conflict of Interest

Any staff member should report to their supervisor any material interest or affiliation, which might conflict with their official duties.

No one should place himself or herself in a position where their personal interests, or the interest of those for whom he or she acts, is likely to be in conflict with the interests of FBC Gilmer. An actual or potential conflict would exist if the actions of any staff member might result in improper gain or advantage to themselves or a third party.

Employees who have a question concerning a possible conflict of interest should contact their supervisor and/or the Senior Pastor.

Emergency Contact

Emergency contact information for each employee is maintained in the employee's personnel file in FBC Gilmer office. All employees should keep the information current by completing an updated form when information changes. This information provides FBC Gilmer with information to promptly contact the emergency contact person designated by the employee in the event of an emergency.

Name Changes

When an employee has a name change, he or she should first change the records at the Social Security office, then bring the corrected social security card to FBC Gilmer office and complete a new W-4 form changing name and withholding status if necessary.

Keys

Staff members may receive keys giving them access to FBC Gilmer depending on their job assignments and responsibilities. FBC Gilmer secretary will issue keys to new employees. They must be returned to FBC Gilmer office upon termination of employment. The employee is required to sign for the key.

Lost keys must be reported to FBC Gilmer office immediately, even while the employee is still searching for them. The objective is to maintain security and avoid unauthorized access to FBC Gilmer.

Criminal Background Checks

FBC Gilmer conducts criminal background checks of all new employees to determine suitability of employment. FBC Gilmer also reserves the right to conduct criminal background checks of existing employees. In the event a criminal record exists, consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held. A relevant job-related conviction is grounds for termination of employment or non-selection of an applicant. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position that does not require driving. For positions that do require operation of a motor vehicle, the term conviction shall include minor traffic violations. Falsification of application materials, including failure to disclose criminal convictions is grounds for termination of employment or non-selection of applicant.

Solicitations

No outside solicitation is allowed on church premises. Employee solicitations are restricted to non-work areas (staff lounge, mail room, etc.) and may be restricted in a specific area by the supervisor. Employees should report unauthorized solicitation activities to their supervisor.

Electronic Communications and Information Guidelines

Computer Policies

FBC Gilmer will provide pastoral, director and support staff with computer access if needed for their job. This may include a dedicated PC in a workspace or office. Under no circumstances will FBC Gilmer provide more than one computer per employee.

FBC Gilmer does not supply hardware, software or connectivity services for home PCs. Computer resources are provided at the office for legitimate ministry needs.

FBC Gilmer will provide networking, operating and general business software in the office. Other software requests for ministry-related purposes will be considered on a case-by-case basis. Ministries may be required to fund the software. Under no circumstances will software of any kind be installed on a FBC Gilmer workstation without prior approval by the Senior Pastor and the appropriate committee with responsibility to govern such purchase.

All computer resources are subject to monitoring. No computing resources at FBC Gilmer should be considered private. Special precautions to protect sensitive information must be made with FBC Gilmer office on a case-by-case basis.

Personal (non-ministry related) use of FBC Gilmer computer resources shall be limited to casual usage that does not interfere with the availability of the network or other computer resources for legitimate ministry use.

Any media brought in from outside must be scanned for viruses. Virus outbreaks can cause great damage to the network.

All FBC Gilmer computer users must log out of the network when leaving the office. PCs should be turned off. Unattended PCs represent a security risk, and PCs left turned on during off-hours represent an unnecessary cost.

Because e-mail sent from FBC Gilmer contains the fbcGilmer.com address, it represents FBC Gilmer. Therefore, all computer users must exercise care in their use of the Internet, e-mail, web surfing, and news groups. Internet access is intended for ministry use. Occasional personal use is acceptable. Participation in or usage of illegal, unethical or pornographic material is not acceptable and will result in disciplinary action that may include termination.

E-mail Policies

This section sets forth FBC Gilmer's policies with regard to access to, review of, or disclosure of electronic mail ("e-mail") messages sent or received by FBC Gilmer employees using FBC Gilmer e-mail system. It also sets forth policies on the proper use of FBC Gilmer e-mail system.

Use for Ministry Purposes, Church Access, Review, Deletion, And Disclosure

The e-mail system is provided to employees at church expense to assist them in carrying out the ministry of FBC Gilmer. The e-mail system permits employees to communicate with each other internally and with selected outside individuals and organizations that FBC Gilmer, in its sole discretion, decides should be connected to the system.

The e-mail system is to be used only for ministry-related purposes and for the transmission of ministry information. FBC Gilmer treats **ALL** messages sent, received or stored in the e-mail system as ministry messages.

FBC Gilmer has the capability to access, review, copy and/or delete any messages sent, received or stored on the e-mail system. FBC Gilmer reserves the right to access, review, copy and/or delete all e-mail system messages for any purposes and to disclose e-mail messages to any party (inside or outside FBC Gilmer) it deems appropriate.

Should employees make incidental use of the e-mail system to transmit personal messages, such messages will be treated no differently from other messages, i.e., FBC Gilmer reserves the right to access, review,

copy, delete or disclose them for any purpose. Employees should treat the e-mail system like a shared system that will be available for review by any authorized representative of FBC Gilmer for any purpose.

Confidential Church Information

Employees must exercise a greater degree of caution in transmitting confidential church information on the e-mail system than they take with other means of communicating information, (e.g., written memoranda, letters or phone calls). Confidential church information should never be transmitted or forwarded to outside individuals or organizations not authorized to receive that information and should not even be sent or forwarded to other employees inside FBC Gilmer who do not need to know the information. Always use care in addressing e-mail messages to make sure that messages are not inadvertently sent to outsiders or the wrong person inside FBC Gilmer. In particular, exercise care when using distribution lists to make sure that it is appropriate for all addressees to receive the information. Distribution lists are not always kept current; individuals using distribution lists should take measures to ensure that the lists are current. Refrain from routinely forwarding messages containing church confidential information to multiple parties unless there is a clear need to do so.

Viewing and Protecting E-mails

To guard against dissemination of confidential church information, employees should not access their e-mail messages for the first time in the presence of others. E-mail windows should not be left open on the screen when the computer is unattended.

Attorney-Client Privileged Communications

Some of the messages sent, received or stored on FBC Gilmer e-mail system will constitute confidential, privileged communications between FBC Gilmer and its attorneys. Upon receipt of a message from counsel, do not forward it or its contents to others inside FBC Gilmer without counsel's authorization. Never forward such messages or their contents to any non-employee.

Copyrighted Information

Use of the e-mail system to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited.

E-mail Etiquette

Employees should be aware their e-mail messages may be read by someone other than the addressee and may even someday have to be disclosed to outside parties or a court in connection with pending litigation. Accordingly, all employees should take care to ensure their messages are courteous, professional, and businesslike.

Other Prohibited Uses

Use of the e-mail system to engage in any communications that are in violation of church policy, including but not limited to transmission of defamatory, obscene, offensive or harassing messages, or messages that disclose personal information without authorization, is prohibited.

Storing and Deleting E-mail Messages

FBC Gilmer strongly discourages the storage of large numbers of e-mail messages for a number of reasons. First, because e-mail messages frequently contain confidential church information, it is desirable to limit the number, distribution, and availability of such messages to protect FBC Gilmer's information. Second, e-mail retention fills up large amounts of storage space on the network server and personal hard drives, and can slow down the performance of both the network and an employee's personal computers. Finally, in the event that FBC Gilmer needs to search the network server, backup tapes, or individual hard drives for

important documents, the fewer documents it has to search through, the more economical the search will be.

Accordingly, employees are to promptly delete any e-mail messages they send or receive that no longer require action or are not necessary to an ongoing project. Employees should audit their stored e-mail messages weekly to identify messages that are no longer needed and should be deleted.

Software Policies and Procedures

FBC Gilmer licenses the use of computer software from a variety of third parties. The software developer usually copyrights software. Unless expressly authorized to do so, FBC Gilmer may not make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity of FBC Gilmer's computer environment from viruses.

It is the policy of FBC Gilmer to respect all computer software copyrights and to adhere to the terms of all software licenses to which FBC Gilmer is a party. The person designated by the Senior Pastor (referred to as the network administrator) is responsible for enforcing these guidelines.

FBC Gilmer employees may not duplicate any licensed software or related documentation for use either on FBC Gilmer premises or elsewhere unless FBC Gilmer is expressly authorized to do so by an agreement with the licensor. Unauthorized duplication of software may subject employees and/or FBC Gilmer to both civil and criminal penalties under the United States Copyright Act.

Employees may not give church-owned/registered computer software to any other employee or any church-owned/registered software to non-employees including: parents, contractors, students, and others. FBC Gilmer employees may use church-owned/registered software on FBC Gilmer's local area network or on multiple machines only in accordance with applicable license agreements.

Needs Assessment/Internal Controls Analysis

Software purchasing decisions will be assessed like any other church investment. FBC Gilmer defines its software requirements and the network administrator will determine which products are best for FBC Gilmer then evaluates software packages. Conducting this internal controls analysis will make the process as prompt and efficient as possible.

Budget

Computer hardware, software, and training must be budgeted as well as the resources necessary for technical assistance and maintenance of equipment. When purchasing software for existing computers, such purchases will be charged to the ministry's budget.

Approval of Spending Requests

To purchase software, employees must obtain the approval of their supervisor and the network administrator, and then follow established church procedures for the acquisition of church assets, which includes filling out the spending request form.

Acquisition of Software

All software acquired by FBC Gilmer must be purchased through the network administrator. Software may not be purchased with personal credit cards, cash, checks, or other financial resources. Software acquisition channels are restricted to ensure that FBC Gilmer has a complete record of all software that has been purchased for church computers and can register, support, track, and upgrade such software accordingly.

Registration of Software

FBC Gilmer will register every software package. The network administrator is responsible for completing the registration card and returning it to the software publisher. Software must be registered in the name of FBC Gilmer. Because of personnel turnover, software should never be registered in the name of the individual user. The network administrator shall maintain a register of all of FBC Gilmer's software and shall keep a library of software licenses.

Storage and Security

After a program has been installed on the hard drive, the network administrator will keep the original CD ROM and diskettes in a separate secured storage area. By ensuring secure storage of original media, the risk of software theft and unauthorized duplication of software is minimized. Original system disks should be stored so that they are not subject to damage by environmental factors such as heat, fire, and water. This process will be the responsibility of the network administrator.

Installation of Software

After the registration requirements have been completed, the network administrator will install the software.

Backup and Disaster Recovery – (for use when needed)

FBC Gilmer' network administrator is responsible for backing up the networks every day and bringing the prior day's disk off site. Individual users of hard drive and stand-alone software are responsible for backing up their own hard drives and software. If a disk is destroyed or if a network crashes, the network administrator must be notified immediately.

Viral Infection and Cleanup

Viruses are commonplace; therefore, all working disks and/or software must be given to the network administrator to check for viruses prior to loading on any church computer. If a virus should infect a network, a cleanup procedure will be necessary.

Home Computers

FBC Gilmer computers are church assets and must have legally installed software and be virus free. Only software purchased through the procedures outlined above may be used on church computers. Employees are not permitted to bring software from home and load it on church computers. Generally, church owned software cannot be taken home and loaded on an employee's computer if it also resides on FBC Gilmer's computer. If an employee is to use software on a home computer, FBC Gilmer must purchase a separate package and record it as an organizational asset in the software register. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. Before taking any software home, please check with the network administrator and follow the sign-out and sign-in procedures.

Software Log

A software log, maintained by the network administrator, will be used for recording all software owned or used by FBC Gilmer. The software log will be used to list all old and newly acquired software.

Software Security – (for use when needed)

The network administrator will manage the software on networks including procedures governing licenses and usage metering, backup and disaster recovery, viral infection protection and cleanup procedures, and procedures for handling hackers and other threats to security.

Important Employee Information

All employees are expected to work with the network administrator to ensure that all software license agreements are signed before any software is used.

Employees must not install software onto multiple hard drives for simultaneous use without a license agreement that allows such usage or install software onto a local area network or disk-sharing system without a license agreement that allows such usage.

Employees must not make or use unauthorized copies of copyrighted software, copy any original or installed software program, or install software or working disks without permission of the network administrator.

Computer Network and Internet Access Policies

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and/or inappropriate material.

Computer Network Restrictions

Without prior written permission from the network administrator, a FBC Gilmer computer may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Employees may not use the FBC Gilmer Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, employees may not use the computer network to display, store, or send (using e-mail or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials must notify his/her supervisor immediately.

“It is God’s will that you should be sanctified: that you should avoid sexual immorality; that each of you should learn to control your own body in a way that is holy and honorable, not in passionate lust like the heathen, who do not know God;” 1 Thessalonians 4: 3-5

Illegal Copying

Network users may not illegally copy material protected under copyright law or make that material available to others for copying. Employees are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material an employee wish to download or copy. Employees may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the network administrator of FBC Gilmer.

Communication of Trade Secrets

Unless expressly authorized by the Senior Pastor in consultation with the Personnel Committee to do so, every user is prohibited from sending, transmitting, or otherwise distributing proprietary information, data,

trade secrets or other confidential information belonging to FBC Gilmer. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and Federal Economic Espionage laws.

Accessing the Internet – (for use when needed)

To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the FBC Gilmer network must do so through an approved Internet firewall or other security device. Bypassing FBC Gilmer computer network security by accessing the Internet directly by modem or other means is strictly prohibited, unless the computer the employee is using is not connected to the FBC Gilmer network.

Frivolous Use – (for use when needed)

Computer resources are not unlimited. Network bandwidth and memory have finite limits, and all users connected to the network have a responsibility to conserve these resources. Therefore, users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: sending mass mailings or chain letters, spending excessive amounts of time on the Internet, surfing the internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-ministry-related uses of the Internet.

Virus detection

Files obtained from sources outside of FBC Gilmer, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services, files attached to e-mail, and files provided by customers or vendors may contain dangerous computer viruses that may damage a FBC Gilmer computer and/or network. Users must not download files from the Internet, open suspicious e-mail attachments from outsiders, or use disks from non-FBC Gilmer sources without first checking for viruses. If an employee suspects a virus has been introduced into a FBC Gilmer computer or network, notify the network administrator immediately.

No Expectation of Privacy

Employees are given computers and Internet access to assist them solely in the performance of their duties. Employees should have no expectation of privacy in anything they create, store, send or receive using FBC Gilmer computer equipment. The computer and/or network is the property of FBC Gilmer and may be used only for FBC Gilmer purposes.

Waiver of privacy rights

Every user expressly waives any right of privacy in anything he/she creates, stores, sends, or receives using FBC Gilmer's computer equipment or Internet access. The user consents to allow designated FBC Gilmer personnel access to and review of all materials created, stored, sent, or received by user through any FBC Gilmer computer and/or network or Internet connection.

Monitoring of computer and Internet

FBC Gilmer reserves the right to monitor and log onto any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with inappropriate content

FBC Gilmer reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate.

Social Engineering Fraud

Social engineering fraud is defined as the use of deception to gain information or customer confidence to make fraudulent telephone calls by using the information or cooperation of the customer. The deception may come in the form of someone impersonating a representative of a telephone company or law enforcement official.

To avoid this type of fraud employees should:

- Never transfer calls to an outside line
- If anyone claims to be with a telephone company, government, or law enforcement agency they should be transferred to FBC Gilmer office. These agencies will rarely contact a company soliciting information.
- Ask for names, phone numbers, and credibility information from an information-seeking caller and return a call to them to verify they are who they say they are.

Personnel Files

It is important that personnel files contain up-to-date information regarding each employee. Employees should inform FBC Gilmer office and the Personnel Committee immediately whenever there are changes in their personal data, such as address, telephone number, marital status, number of dependents, insurance beneficiary, and person to notify in case of emergency.

All personnel information will be stored in a safe, secure location and will be kept confidential and should never be taken from FBC Gilmer office. Only the employee and Senior Pastor and Personnel Committee chairperson will have access to the permanent personnel records. One temporary copy may be made of documents in the permanent personnel records for study and personnel matters. After use, a detailed reason for use should be written and placed in the file indicating which documents were viewed and recording the names of all persons viewing such documents. The copy should then be shredded.

Employees have the right to inspect their personnel file during regular office hours, given reasonable notice to the Senior Pastor or Personnel Committee chairperson. An appointment to inspect the file may be made with the Senior Pastor or Personnel Committee chairperson, who will accompany the employee while he or she inspects the file. Employees may obtain copies of any document in their personnel file to the extent required by law. Personnel records are the property of FBC Gilmer and are not allowed to leave FBC Gilmer office. Copies may be made in confidence upon written request to the Senior Pastor or Personnel Committee chairperson.

No reference information other than a verification of dates of employment, verification of current salary (that is, confirmation that the salary given to the interested party by the employee or former employee is correct), and job titles will be given out to a third party without prior written authorization by the employee.

Information required by the law in response to a summons, subpoena, judicial order, or written requests from law enforcement or regulatory agencies will be released without an employee's authorization.

References should not be given by phone without adequate verification of the caller's identity (for example, by return phone call). If a telephone reference is given, a written record of the date, time, and details should be maintained in the individual's personnel file.

No information, other than that itemized above, may be disclosed to third parties, unless an authorization signature is obtained from the employee or former employee. If an employment verification form is received without such authorizing signature, a notation will be made on the form to that effect, and the form will be returned to the third party requesting the information.

Employee Review of Personnel File and Disclosure of Inaccurate Information

In an effort to solve or alleviate the problem of disclosure of inaccurate information, employees, former employees, and applicants have the right to review, question, and request correction of their individual personnel files.

If information contained in the personnel file is verified to be incorrect, the Senior Pastor or Personnel Committee chairperson will assure the correction of the portion of the record that is inaccurate and furnish the correction to any third party who received the inaccurate information within the prior year.

If the Personnel Committee chairperson in consultation with the Senior Pastor cannot verify that the information in the file is inaccurate and disagrees with the individual about the validity of the information contained in the file, Personnel Committee chairperson and the Senior Pastor, will inform the individual of his/her refusal to change or correct the information and explain the reason for such refusal. The individual may then place a statement noting disagreement with the validity of the information in the file.

Confidentiality

Any staff member for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit may not use confidential information obtained during or through employment with FBC Gilmer. At no time should a staff member disclose non-public or sensitive information to anyone other than on a need-to-know basis.

Speaking to the Media

It is our goal to give the media clear, consistent, and up-to-date information about FBC Gilmer and its programs and services. Because information about our activities changes often, it is especially important not to give the press information that is inaccurate or misleading. Please refer all calls from reporters or the media (newspapers, magazines, radio, television, news agencies, and other news services) to the Senior Pastor or designated church representative.

Internal Communications

At FBC Gilmer, we believe that frequent, open communication of information about our ministries, programs, operations, and activities is an essential ingredient in maintaining a productive working environment. To encourage understanding and dialogue about FBC Gilmer among all employees, we provide a number of formal vehicles to facilitate communication throughout FBC Gilmer.

Employees may also communicate to the entire staff via "all staff" e-mail, or phone message. Last, we hold weekly staff meetings to provide an opportunity for all employees to share any information with everyone.

We expect employees to read published and posted information and to attend meetings in order to keep informed about their activities and the opportunities that are available to them.

Guidelines for Performance Improvement, Voluntary, and Involuntary Separation

Performance Improvement Process

It may become necessary for an employee and their supervisor to address a problem by identifying unacceptable behavior and establishing a clear plan for correcting it. This usually occurs after informal attempts through coaching to resolve the situation have failed. The root of the word discipline is the Latin *discipulis*, or learner. It is the goal of FBC Gilmer to be encouraging through the performance improvement process and help employees learn from their mistakes.

The performance improvement process is a progressive process that includes the following steps:

Oral Caution: This is a formal step to inform an employee of what rule has been stretched or broken or what work performance falls short of the required mark. The supervisor will clearly communicate what improvement(s) must be made and explain the consequences of another infraction. This oral caution will be documented in writing, which the employee and supervisor will both sign. The supervisor should retain a copy. However, a copy will ***not*** be placed in the employee's personnel file.

Written Warning: In this step, the supervisor and Senior Pastor will meet with the employee and once again document the problem in writing. The supervisor will describe what the employee must do to improve their performance and the consequences for not performing as required. The employee will be asked to sign the written warning form, a copy will be placed in their personnel file and all parties will receive a copy. An employee may write a contrasting version of the situation to be placed in their personnel file. If a contrasting report is written it will be followed up on at the discretion of the supervisor.

Decision Making Leave (optional)

If the performance behavior dictates, the employee may be notified by his/her supervisor and given a one-day paid leave of absence. The employee would be asked to write what changes in their behavior would he/she make to improve performance. The employee would be asked to think about whether he/she wants to remain employed and their willingness to change their behavior.

Dismissal

If the employee continues to perform poorly, their services will be terminated.

"He who ignores discipline comes to poverty and shame, but whoever heeds correction is honored."

Proverbs 13:18

Disclaimer

All personnel must realize that the steps in the progressive performance improvement process serve as *general guidelines* and are *not mandatory*. There are varying degrees of seriousness that pertain to performance and/or infractions of policies. There are certain instances where conduct and/or performance are of such a serious nature that immediate termination, without prior warning or consultation, may be the justified course of action. Proper protocol should be used in all cases.

If after one year, an employee's performance pertaining to a specific problem improves, all warnings pertaining to that problem will be removed from their personnel file.

Voluntary Separation

Resignation is a voluntary termination of employment initiated by the employee. It is expected that the employee will give at least ten (10) working days notice, including a reason for their resignation, in order to facilitate an orderly transition including recruitment and orientation of a new employee. For the church to consider any separation package advance notice must be given as stated.

Any employee may voluntarily resign at any time and for any reason. Pastoral staff should inform the Senior Pastor and the Personnel Committee prior to formally submitting a resignation to FBC Gilmer.

FBC Gilmer will consider an employee has resigned if they do not return from an approved leave of absence on the specified return date or fail to report to work without notice for two (2) consecutive days.

An employee who resigns will receive their final paycheck on the next regularly scheduled payday. Accrued PTO will be paid to employees in their last paycheck. Unused vacation days will be paid to the employee.

Before leaving on their last day of work, an employee must return all church property, including keys, access cards, credit card, employee handbook, and all other property and documents issued them during the course of their employment, to their supervisor Pastor or the Personnel Committee. **Before** receiving their last paycheck all items list above must have been received. No additional separation pay shall be offered unless the matter is voted upon and approved by FBC Gilmer.

Involuntary Separation

If FBC Gilmer should desire to terminate an employee's employment, the decision may be reviewed with their supervisor, Senior Pastor and/or Personnel Committee. In addition, the Deacon body will review certain terminations.

An employee may be terminated for any reason and especially for the following:

- Unbecoming conduct;
- Failure to perform the job duties outlined in the job description in a satisfactory manner;
- Incompatibility with other church staff or church members;
- Insubordination or refusal to follow job-related instruction;
- Divisive, immoral, unethical or illegal behavior;
- Sharing private information outside of the office.

FBC Gilmer relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented through the hiring process and employment. Any misrepresentation, falsifications, or material omission in any of this information or data may result in termination of employment.

Supervisors are responsible for maintaining proper documentation in each employee's permanent file regarding satisfactory or unsatisfactory job performance. In the event an employee's work or conduct is unsatisfactory or in violation of any of the policies and procedures outlined in this handbook, the proper chain of command should be followed:

- Requests for involuntary termination should first be discussed with the supervisor, Senior Pastor, Personnel Committee chairperson and the Deacon body.

- The supervisor and/or Senior Pastor will meet with the staff member involved to review and discuss the issue. The incident should be in writing but not filed in the permanent personnel file.
- If no resolution is found, a written complaint may be given to the Chairman of the Personnel Committee, and a copy placed in the permanent personnel file.
- The supervisor, Senior Pastor and Personnel Committee will then meet with the staff member involved to review and discuss the issue.
- The employee may be placed on a “Performance Improvement Plan” for thirty (30) days. Weekly meetings with the supervisor, the employee and a representative from the Personnel Committee must be part of the plan. The Senior Pastor may choose to be a part of the meetings if he is not the employee’s supervisor.
- At the end of thirty (30) days, the supervisor, Senior Pastor and the Personnel Committee, will review the case again.
- If the decision is made by the Personnel Committee in consultation with the Senior Pastor to terminate a non-pastoral staff employee, the termination will follow established guidelines without going to FBC Gilmer for approval. (In the event of ethical or criminal misconduct, an employee may be terminated immediately by the approval of the Personnel Committee, in consultation with the Senior Pastor and Deacon Body.)
- If the decision is made by the Personnel Committee in consultation with the Senior Pastor to terminate a pastoral staff employee, the termination must be brought before FBC Gilmer for a vote. (In the event of ethical or criminal misconduct, an employee may be terminated immediately by the approval of the Personnel Committee, in consultation with the Senior Pastor and Deacon Body.)

If the Personnel Committee cannot reach a majority vote to terminate, the matter can be brought before FBC Gilmer in written form if submitted to FBC Gilmer office one week prior to any business meeting.

If an employee is terminated, they may or may not be eligible for severance pay. Unused vacation pay will be paid to a terminated employee.

All employees must refrain from discussing the reason(s) regarding an employee’s termination.

Job Elimination and Layoffs

FBC Gilmer values its employees as its most important asset. In the unlikely event, a position is no longer needed due to changes in programs, funding, or forces beyond our control, affected regular full-time non-pastoral staff employees who have worked at FBC Gilmer for at least one (1) calendar year will receive the following:

1. All accrued, unused vacation time, plus one (1) week of severance
2. Continuation of the employee’s health and dental benefits coverage (**should FBC Gilmer ever provide such coverage**) under COBRA for up to eighteen (18) months with the employee paying the cost of the monthly premium

Pastoral Staff Employees

The Personnel Committee in consultation with the Senior Pastor will assess severance pay for pastoral staff employees on a case-by-case basis. Consideration will be given to the financial condition of FBC Gilmer

and/or resources available as well as the reputation of FBC Gilmer in the treatment and care of pastoral staff.

Benefits and Exit Interview Procedures

FBC Gilmer employees are not covered by unemployment compensation through the state of Texas.

In case of resignation or termination, employees have the option of continuing health and dental coverage ***(should FBC Gilmer decide to provide such benefits and the provider allow such action)***, at their expense, through the health and dental insurance policies of FBC Gilmer. This extension is available for the health and dental insurance portion only. Specific cost and eligibility information is available from FBC Gilmer office. *(This section is provided in the event FBC Gilmer should provide such benefits in the future.)*

The Personnel Committee will usually schedule exit interviews at the time of employment termination. This exit interview is meant to provide employees with the opportunity to reflect on their experience at FBC Gilmer and to offer comments, advice, or suggestions pertaining to our work policies and practices. The employee will also be provided information on employee benefit continuation – should such benefits exist.

All FBC Gilmer property must be returned on or before the last day of work, and **before** the employee receives their last paycheck. FBC Gilmer may withhold from the employee's final paycheck the cost of any items that are not returned or returned in an unusable state.

Information shared during an exit interview will be treated as confidential and acted on in an appropriate and timely manner.

Summary of Federal Human Resources Laws

These Human Resource Laws are for the employee's general education and does not mean that FBC Gilmer offers all benefits that pertain to these laws.

Workplace Labor Law Posters

Federal and State labor law posters are posted in the administration-building workroom and in the CDC work area. Posters are in both English and Spanish.

Health Insurance Portability and Accountability Act of 1996

The Health Insurance Portability and Accountability Act (HIPAA) went into effect on July 1, 1997. It protects an insured person's insurability. Before this law, if an insured person lost insurance coverage for some reason, losing a job for example, he or she could be required to prove insurability before obtaining new coverage. For most this wasn't a problem; however, for people with chronic health problems or whose health deteriorated while they were covered, it was a serious problem. Such people lived in constant fear of losing their jobs and thereby losing their health insurance. Now, if a person has been insured for the past 12 months, a new insurance company cannot refuse to cover the person and cannot impose pre-existing conditions or a waiting period before providing coverage.

Title VII of the Civil Rights Act of 1964

Title VII of the Civil Rights Act of 1964 prohibits discrimination against applicants and employees on the basis of race, color, sex, religion, or national origin. Title VII permits churches and other religious organizations to discriminate on the basis of religion.

The Civil Rights Act of 1991

Offers victims of discrimination the ability to collect awards for compensatory and punitive damages, including emotional harm and future losses.

The Age Discrimination in Employment Act (ADEA)

The ADEA prohibits employment discrimination against applicants and employees age 40 and older.

The Americans with Disabilities Act (ADA)

The ADA protects individuals with disabilities from employment discrimination. It outlaws discrimination in job application procedures, hiring, firing, advancement, compensation or other terms, conditions, and privileges of employment. It also requires employers to make reasonable accommodations for qualified applicants and employees with disabilities.

The U.S. Bankruptcy Code

Section 525(b) prohibits employers from terminating, or discriminating against, an employee because that individual is, or has been, a debtor or bankrupt.

The Fair Labor Standards Act of 1938 (FLSA)

The FLSA establishes laws pertaining to minimum wage, maximum hours and payment of overtime. Exempt and non-exempt classifications are set forth in the FLSA.

The Jury System Improvement Act

Employers are forbidden from discharging, threatening to discharge, intimidating or coercing employees because of jury service.

The Equal Pay Act

The Equal Pay Act addresses compensation discrimination by requiring that men and women be given equal pay for equal work in the same organization. The jobs need not be identical, but they must be substantially equal. It is job content, not job titles, that determines whether jobs are substantially equal.

Pay differentials are permitted when they are based on seniority, merit, quantity or quality of production, or a factor other than sex.

In correcting a pay differential, no employee's pay may be reduced. Instead, the pay of the lower paid employee(s) must be increased.

Title VII, the ADEA and the ADA prohibit compensation discrimination on the basis of race, color, religion, sex, national origin, or disability.

The Occupational Safety and Health Act of 1970 (OSH Act)

The Act assigns to the Occupational Safety and Health Administration (OSHA) two principal functions: setting standards and conducting workplace inspections to ensure that employers are complying with the standards and providing a safe and healthful workplace. OSHA standards may require that employers adopt certain practices, means, methods or processes reasonably necessary to protect workers on the job. It is the responsibility of employers to become familiar with standards applicable to their establishments, to eliminate hazardous conditions to the extent possible, and to comply with the standards. Compliance may include ensuring that employees have and use personal protective equipment when required for safety or health. Employees must comply with all rules and regulations that are applicable to their own actions and conduct. Even in areas where OSHA has not promulgated a standard addressing a specific hazard, employers are responsible for complying with the OSH Act's "general duty" clause. The general duty clause of the Act [Section 5(a)(1)] states that each employer "shall furnish . . . a place of employment that is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

Immigration Reform and Control Act of 1986 (IRCA)

Under IRCA, employers may hire only persons who may legally work in the United States (U.S.): citizens and nationals of the U.S. and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired that includes; completing and retaining the Employment Eligibility Verification Form (I-9). Employers must keep I-9s on file for at least 3 years (or one year after employment ends, whichever is greater).

The IRCA also protects U.S. citizens, and aliens authorized to accept employment in the U.S., from discrimination in hiring or discharge on the basis of national origin and citizenship status.

Employee Polygraph Protection Act of 1988

The EPPA prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or job applicant for refusing to take a test or for exercising other rights under the Act. Employers may not use or inquire about the results of a lie detector test or discharge or discriminate against an employee or job applicant on the basis of the results of a test, or for filing a complaint, or for participating in a proceeding under the Act.

Subject to restrictions, the Act permits polygraph (a type of lie detector) tests to be administered to certain job applicants of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

Subject to restrictions, the Act also permits polygraph testing of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in specific economic loss or injury to the employer.

Where polygraph examinations are permitted, they are subject to strict standards concerning the conduct of the test, including the pretest, testing and post-testing phases. An examiner must also be licensed and bonded or have professional liability coverage. The Act strictly limits the disclosure of information obtained during a polygraph test.

Title III, Consumer Credit Protection Act

Title III of the Consumer Credit Protection Act (CCPA) protects employees from being discharged by their employers because their wages have been garnished for any one debt and limits the amount of employees' earnings that may be garnished in any one week. Title III applies to all individuals who receive personal earnings and to their employers. Personal earnings include wages, salaries, commissions, bonuses and income from a pension or retirement program but do not ordinarily include tips.

Wage garnishment is a legal procedure through which the earnings of an individual are required by court order to be withheld by an employer for the payment of a debt. Title III prohibits an employer from discharging an employee whose earnings have been subject to garnishment for any one debt, regardless of the number of levies made or proceedings brought to collect it. It does not, however, protect an employee from discharge if the employee's earnings have been subject to garnishment for a second time or subsequent debts.

Uniformed Services Employment and Reemployment Rights Act

The Uniformed Services Employment and Reemployment Rights Act (USERRA) was signed by the President on October 13, 1994. The Act applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services." These services include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA. Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), and initial active duty training, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty. USERRA covers all employees except those serving in positions where there is "no reasonable expectation that employment will continue indefinitely or for a significant period."

Employee Protection (Whistleblower) Provisions

The employee protection provisions of these Acts prohibit employers from discharging or otherwise discriminating against employees in retaliation for their disclosure to the employer or to the appropriate

federal agency of safety and health hazards. They also protect employee participation in formal government proceedings in connection with safety and health hazards. The Acts specifically exclude from protection the disclosure of hazards deliberately caused by an employee. Additionally, the statutes do not protect "frivolous" complaints. Employees have the right under the Acts to refuse to work in hazardous or unsafe situations.

Employees who believe they have been discriminated against in violation of these protective provisions may file a complaint, within 30 days of the alleged violation, with OSHA.

Share Your Ideas With Us

We want to know if you have any concerns about the handbook. Please contact the Personnel Committee with your thoughts. Thank you!

Deacons' Thought Process on Terminations

FBC Gilmer staff members are expected to follow Biblical principles with regard to their conduct and integrity both at and away from FBC Gilmer. Failure to follow these principles may result in disciplinary actions up to and including dismissal.

In situations brought to the Deacons with potential employment ramifications, there are some general considerations relevant to the investigation, conclusion, and actions recommended. These general considerations are weighed with the specifics of each case recognizing that the situation, people, and ministry exposures are unique with each situation. The general considerations include such questions as:

1. Has there been a continuing pattern of sin involved?
2. What accountability has been in place? Has there been openness and honesty in that accountability?
3. What led to the beginning of the sin pattern? Were character/judgment issues involved?
4. Has there been full ownership and repentance for the sin?
5. What level of responsibility/visibility is involved? Teaching, leadership, and other up-front performance positions have a "higher bar" in terms of impact to the ministry and church body at large.

As is the policy of the Deacons, the details of the specific incident will not be discussed, to preserve the confidentiality of conversation with the affected parties. Questions about the specific incident should be directed to the staff member involved.

The Deacons do not take lightly the burdens carried by staff members in carrying out their responsibilities. Nor do they underestimate the trauma introduced to the affected staff members and to those remaining in ministry responsibility requiring the maintenance of high standards of staff integrity. When termination is necessary, a strong agenda item is "restoration of the affected staff member." Knowing that we are all sinners, our judgments must be based on whether ministry integrity and personal commitment to godly growth are in evidence.