

**Personnel Policies
Canopy Roads Baptist Church
Tallahassee, FL
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**PERSONNEL POLICIES
CANOPY ROADS BAPTIST CHURCH
TALLAHASSEE, FLORIDA**

Approved: August 28, 2007

1.00 PURPOSE

The purpose of these policies is to promote a clear understanding of the role and responsibilities of each employee, to describe a program of compensation and benefits and to provide general information relative to employment at the Church.

2.0 POLICY EXCEPTIONS

These policies have been developed and adopted by the Administrative Ministries Team (AMT) and shall serve as guidelines for the church staff. It is recognized that all circumstances and consequences of utilizing these policies cannot be fully anticipated. Therefore, the AMT shall have the authority to make exceptions to these policies. Appropriate records and documentation of unique circumstances as well as the vote of the AMT shall be made a part of an affected employee's personnel record.

3.0 ORGANIZATION OF PERSONNEL

3.01 Organizational Chart

An organizational chart for the Canopy Roads Baptist Church staff, which has been established and approved by the AMT, is available for review.

3.02 Job Descriptions

Each equipping minister and support staff position shall have a written job description outlining responsibilities pertinent to the position. The AMT shall review and approve job descriptions for equipping ministers and the senior pastor shall approve and review job descriptions for support staff as needed.

3.03 The Senior Pastor

The Senior Pastor shall be a full-time, ordained minister who serves as the primary spiritual and administrative leader of the church, Church personnel and performs other the spiritual and administrative leader of duties, as outlined in the Church Bylaws.

3.04 Equipping Ministers

The Senior Pastor is responsible for the supervision of the equipping ministers as needed to carry out the ministries and functions of the Church, as outlined in the church bylaws.

3.05 Support Staff

The Church shall employ other full-time and part-time personnel to carry out the ministries of the Church, as outlined in the Church bylaws.

4.0 EMPLOYMENT OF PERSONNEL

4.01 Establishing a Position

The establishment of an equipping minister position requires the recommendation of the Senior Pastor, approval of the AMT, availability of funds in the budget or through alternative funding, formulating of a job description and inclusion in the organizational chart. The establishment of support staff positions shall be the same as that of equipping ministers with the exception that approval of the AMT is not required. The employment procedure shall be careful and thorough to ensure that each employee meets the highest possible standard of character and performance.

4.02 Employment Procedure

A. Advertising

All positions shall be advertised in media appropriate to the position. The Senior Pastor shall have the discretion not to advertise a position if a suitable candidate for the position has already been identified.

B. Employment Application

Each prospective employee shall fill out an application form adopted by the AMT. The form shall include information on employment history, church membership and attendance, references, training and experience, education, skills, citizenship, residence history, personal statement as to suitability for the position and willingness to have references checked, arrest record (if any), certification as to correctness of application information and willingness for the Church to perform checks on background.

C. Screening of Applicants

The screening of applicants shall be performed by the Senior Pastor or his designee. At the Senior Pastor's discretion a ministry team may be used to review applications. Best-qualified applicants shall be interviewed by the Senior Pastor, or his designee, prior to an offer of employment. Applicants shall not be employed until application information, background and references have been checked.

D. Selection for Employment

The Senior Pastor or his designee shall have the authority to hire applicants for support staff positions. These hiring decisions will be reported to the AMT. Candidates for equipping minister positions shall be recommended by the Senior Pastor to the AMT for approval and hiring. The employment of the Senior Pastor shall be in accordance with the church bylaws.

E. Nepotism

In general, the hiring of spouses or relatives of employees should be avoided. However, it is recognized that in church-related employment, spouses and relatives may have the same strong sense of calling and dedication as current employees, and may therefore be the candidates best suited to fill a vacancy. Spouses or relatives may be employed, but the prior recommendation of the Senior Pastor and the approval of the AMT are required to ensure that this policy is exercised in the best interest of the Church. No current employee may participate in any way in decisions involving the hiring, assignment or promotion of a spouse or relative. The placement of a spouse or relative under the supervision of a relative shall be avoided.

F. Orientation

Each new employee shall be provided a thorough orientation appropriate to the position by the direct supervisor and peer employees and shall be required to attend and complete the membership class. Support staff shall not be required to sign the membership covenant.

G. Probationary Period

The first ninety (90) days of employment, for staff other than the Senior Pastor or other equipping minister, is recognized as a part of the employment process and shall be considered as a

probationary period. The employee shall be evaluated during this period and may be separated without statement of specific cause if job progress is not satisfactory. The probationary period shall end if the employee's ninety-day (90) evaluation is satisfactory. The use of paid time off is NOT available to probationary employees. However, upon retention following the probationary period the date for determination of paid time off shall be the initial date of employment.

5.0 COMPENSATION

5.01 Salary

The Church will endeavor to pay competitive salaries.

5.02 Pay Period

Employees will receive a paycheck bimonthly, on the 15th and 30th of the month. If the 15th or 30th falls on a weekend or holiday, employees will receive a paycheck on the previous business day.

5.03 Overtime Pay

The Senior Pastor, equipping ministers, and support staff not compensated on an hourly basis are not eligible for overtime pay. Other full-time and part-time personnel may work overtime only when specifically assigned by a supervisor. Supervisors will utilize overtime only when funds are available and when other alternatives such as compensatory time or realignment of the workforce are not feasible. The salary for overtime shall be in accordance with Federal Wage and Hour regulations. For purposes of calculating hours of overtime above the established forty- (40) hour workweek, the workweek commences and ends at 12:01 AM each Monday.

5.04 Compensatory Time

Compensatory time involves extending the workday or, working during other non-duty hours, in exchange for time off at a later date. Categories of personnel eligible for overtime must first be considered for compensatory time. Compensatory time is cumulative and must be used within the same calendar year at a time that does not interfere with the ministries or essential functions of the Church. Use of compensatory time shall conform to federal wage and hour guidelines.

5.05 Promotion

First consideration for filling vacancies involving promotion will be given to qualified current employees.

5.06 Christmas Bonuses

Permanent staff in good standing shall be entitled to an annual Christmas bonus. Support staff shall be entitled to receive \$50 for each year of service. The Senior Pastor and equipping ministers shall be entitled to receive \$100 for each year of service.

5.07 Severance Bonuses

Faithful, long-term employees shall receive a severance bonus upon the approval of the AMT.

5.08 Separation for Cause

Separation for cause may result in immediate suspension without pay upon recommendation by the Senior Pastor after consultation with the AMT.

6.0 BENEFITS

6.01 Social Security

The Church participates in the Federal Insurance Contributions Act (FICA) Program for appropriately covered employees.

6.02 Insurance

A. Disability Insurance

The Church shall provide long term disability (LTD) insurance with the carrier of its choice. In the event the employee does not qualify for LTD insurance due to medical problems the Church shall at the discretion of the Senior Pastor contribute an amount comparable to what it would have paid for LTD insurance to an investment account for the employee.

B. Health Insurance

The Church shall contribute one hundred percent (100%) of the cost of health/medical insurance for each equipping minister's entire immediate family. The Church shall contribute one hundred percent (100%) of the individual cost of each permanent support staff member's health/medical insurance. Additional coverage for family members of the administrative support staff may be purchased at the expense of the employee. In the event the employee does not qualify for health/medical insurance due to medical problems the Church shall at the discretion of the Senior Pastor contribute an amount comparable to what it would have paid for the insurance to medical savings account for the employee.

C. Life Insurance

As soon as possible after their date of hire the Church shall provide term life insurance for the equipping ministers and permanent support staff in the amount of three times their annual salary plus housing rounded up to the nearest \$50,000. In the event the employee does not qualify for life insurance due to medical problems the Church shall at the discretion of the Senior Pastor contribute an amount comparable to what it would have paid for the insurance at standard non-smoker rates to an investment account for the employee.

D. Worker's Compensation

The Church provides coverage for job-related injuries through Worker's Compensation insurance.

6.03 Paid Time Off

Time away from work at Canopy Roads Baptist Church is governed by this Paid Time Off policy, which incorporates aspects of both vacation and sick leave. The intent of this policy is to maximize the employee's flexibility with respect to time away from work. In this policy, "Days" refers to normal working days which are typically Monday through Friday for most employees. For ministerial staff and others whose job regularly requires at least 8 hours of Saturday, Sunday or evening work, these times are considered normal working days while a compensatory day off during the week is not considered a normal working day. For employees whose regular work week is less than 40 hours (part-

time), “days” means the portion of a day they would normally work.

A. Paid Time Off

The basic paid time away from work per calendar year for full-time employees, based on tenure at Canopy Roads Baptist Church, is as follows:

- | | | |
|----|--------------------|--------------------------------|
| 1. | Years 1 through 3 | -17 days (including 2 Sundays) |
| 2. | Years 4 through 6 | -20 days (including 2 Sundays) |
| 3. | Years 7 through 15 | -24 days (including 2 Sundays) |
| 4. | Years 16 and above | -27 days (including 3 Sundays) |

B. Revival/Conference Leading.

The basic paid time away for ministerial staff to lead or attend conferences is 10 days (including 2 Sundays).

C. Continuing Education.

Canopy Roads Baptist Church values the growth of staff through continuing education opportunities. Paid time away for continuing education is to be approved on a case by case basis by the Senior Pastor.

D. Prorated Paid Time Off in the First Year.

Persons employed between January 1 and March 15 will be eligible for their entire Time Away allowance during the first calendar year of their employment. Persons employed between March 16 and June 30 will be eligible for one-half of their Paid Time Off during the remainder of that calendar year. Time away from work without pay may be granted during that time upon consultation with the Senior Pastor and the employee’s supervisor.

E. Termination of Employment.

Persons who resign or retire from the church during the calendar year will be paid for Paid Time Off not taken that year based on the percentage of the year they were employed rounded to the nearest full day. There is no provision for pay in lieu of days not taken for conference leading or continuing education upon retirement or resignation. There is no provision for pay in lieu of Paid Time Off in the event an employee is dismissed from the

staff.

F. Annual Limitations.

Employees can carry over a maximum of 80 hours of unused Paid Time Off. An employee will be paid for earned time not taken in the case of retirement.

G. Scheduling.

Employees are encouraged to request Paid Time Off and review their planned time off schedule with their supervisor as far in advance as possible. Paid Time Off will be approved on a first come/first served basis. Supervisors should be sensitive to the work flow and not allow too many employees from the same work area to schedule Paid Time Off at the same time.

H. Requests for Paid Time Off.

All time away must be requested, approved, and reported on a Paid Time Off request/report form available from the office. A copy of the approved forms will be filed in each person's personnel file.

I. Major Church Events.

Ministerial staff is expected whenever possible to plan Paid Time Off so as not to conflict with special emphases/events, such as Movies in the Park, Christmas Eve Service, Easter, etc.

J. Voting.

Employees are encouraged to demonstrate responsible Christian citizenship by voting. Time away for voting, however, should not normally exceed one hour and should be planned in conjunction with the beginning/ending of the day or with lunch in consultation with the employee's immediate supervisor.

K. Jury Duty.

Employees are encouraged to serve on jury duty when selected. Employees are paid for time on jury duty and are allowed to keep juror's fees. An employee is expected, however, to report to work when "struck" from a jury or when their juror responsibilities are over for the day if there is time remaining in the normal work day.

L. Birthdays.

An employee is allowed his/her birthday off as a paid holiday when their birthday falls on a normal workday. If, because of work reasons, the day cannot be taken on their birthday, another day may be scheduled within two weeks.

M. Regular Days Off.

Ministerial staff members and other employees whose salaried positions require regular Saturday, Sunday or evening work (consisting of a minimum of eight hours) are expected to take a day off during the traditional work week. This day off is agreed upon at the time of employment or may be changed later in consultation with the employee's supervisor. Wednesdays and the day of the regular staff meeting may not be taken as off days.

N. Medical Appointments.

Employees are allowed to be absent for routine medical appointments. It is requested, however, that such appointments be planned whenever possible in conjunction with the beginning or ending of the day or with lunch or on the off day of ministerial staff.

O. Bereavement.

In the event of the death of an immediate family member, employees are allowed up to three additional paid days away from work (usually depending upon travel involved, etc.). Immediate family includes spouse, children, parents, and grandparents.

P. Maternity Leave

- 1. An employee who is pregnant or has recently given birth, may upon request be granted by the Senior Pastor a maternity leave without pay for a period not to exceed four (4) months. During this period, the employee may choose to use accrued paid time off.**
- 2. For purposes of personnel actions, such as maintenance of benefits or reinstatement of employment, maternity leave is granted on the same basis as leave for any other reason.**

Q. Parental Leave

Parental leave without pay is available for either at birth or an adoptive parent on the same basis as maternity leave.

R. Military Leave

Military leave with pay, less any pay received by the employee for the military service, may be granted for up to fifteen (15) workdays per year. If military duty extends beyond fifteen (15) days, the employee may request additional leave without pay or use any available accrued and recorded leave.

S. Extended Leave Without Pay

Extended leave without pay is a period of unpaid absence from employment requested by an employee and approved by the Senior Pastor or his designee. During such periods, the employee

is responsible for payment of premiums to maintain insurance coverage. Extended leave without pay may be required by the Church in which case the employee shall be placed in temporary “No Pay Status” but the Church will be responsible for payment of any insurance premiums if they are paid by the Church during employment periods. “No Pay Status” is a temporary and/or emergency condition.

T. Senior Pastor Sabbatical Leave

A Sabbatical Study Leave is a period of time when the Senior Pastor is to be freed from his normal duties to concentrate on learning that seeks to bring growth and renewal to himself as well as to his ministry to the Church. The leave in many cases will not be tied to degree programs. It is intended to prepare the Senior Pastor for return to his ministry, empowered for another period of service.

1. Policy

- a. The Senior Pastor shall be eligible for a sabbatical leave of up to five weeks after having continuously served the Church full-time for 7 years. Thereafter, the Senior Pastor shall be eligible for an additional five weeks per five years of continuous service.**
- b. The Senior Pastor will be expected to serve the Church for a period of at least one year following return from a sabbatical leave.**
- c. Sabbatical leave time shall be budgeted according to the Senior Pastor’s proposal and subject to the approval of the AMT. Sabbatical leave time may be taken all at once or broken apart.**

2. Procedure

- a. Notice shall be given during the budgeting period of the Church prior to the requested sabbatical leave. The Senior Pastor shall initiate a sabbatical leave request by submitting a written proposal to the AMT providing adequate notice of the requested sabbatical so as to allow for necessary coordination and budgeting for the proposed leave. Sabbatical leave shall not exceed 1 month.**

- b. The Senior Pastor shall present for approval a proposal concerning the specifics of the sabbatical project. The proposal will include the following:
 - i. Personal and program objectives.**
 - ii. An explanation of the benefit of this project to the Church.**
 - iii. An estimated cost or expense of the project (the project itself plus any cost to provide for interim staff, if needed).****
- c. Sabbatical leave is separate and distinct from vacation, which shall be granted as in any other year.**
- d. The Senior Pastor shall continue to receive normal salary compensation and benefits during the period of the sabbatical leave.**
- e. Within a month of return from sabbatical leave, the Senior Pastor shall submit a written report and evaluation of the leave to the AMT.**

7.0 EVALUATION, COMPLAINTS AND SEPARATION

7.01 Evaluation

The purpose of evaluation is to encourage quality performance, job-related development and effective communications between employee and supervisor. Evaluations should promote an understanding of job requirements and performance expectations. Evaluation should be an ongoing process and no employee should receive an unexpected annual evaluation outcome. An evaluation form adopted by the AMT, and subject to periodic review and revision based on employee feedback should cover such factors as quality of performance, attendance, punctuality, attitude and other pertinent factors of each position classification.

A. Probationary Period

The evaluation of probationary employees shall be as outlined in Section 4.02, G of these policies

B. Annual Evaluations

A written evaluation of each employee should be made at least annually following the probationary period of employment. All staff shall be evaluated by the Senior Pastor. The Senior Pastor shall be evaluated by the rotating members of the AMT.

C. Special Evaluations

A special evaluation may be initiated at the request of the employee or the supervisor. Special evaluations shall be reported to the AMT at its next meeting.

7.02 Complaint Procedure

To promote harmony, it is important for supervisors to listen to complaints, to investigate them promptly, to take appropriate action if warranted, and to inform employees of actions and decisions. Complaints shall receive prompt consideration in accordance with the following procedure:

- A. Discuss the problem with the involved parties before it escalates.**
- B. If the problem is not resolved, the involved parties will talk to the supervisor about it.**
- C. If the problem persists, provide the supervisor a written statement of the problem or complaint.**
- D. The supervisor will arrange a meeting between the involved parties. Within five (5) workdays, the supervisor will make a decision and provide the parties an answer in writing.**
- E. If the complaint is not resolved, it may be taken to the Senior Pastor. The Senior Pastor will make a decision within ten (10) workdays and the decision shall be final.**
- F. In the event the complaint involves the Senior Pastor, the AMT review the complaint and render a decision within ten (10) workdays and the decision shall be final.**

7.03 Separation from Employment

Separation from employment occurs when an employee retires, resigns, receives an evaluation that calls for separation, engages in behavior that calls for separation for cause, or to effect a reduction in workforce.

A. Separation Checklist

- 1. Employees electing to leave employment are expected to notify the Church in writing at least two (2) weeks prior to the last workday.**
- 2. Employees shall turn in all keys and Church property and satisfy financial obligations to the Church, if any.**
- 3. The supervisor shall schedule an exit interview to receive input from the employee preferably within the final two weeks of employment.**
- 4. The Church will provide the employee with separation information such as the amount of the final paycheck, and payment (if any) for accrued paid time off.**

B. Separation Based on Evaluations

- 1. A probationary employee may be separated during the initial ninety (90) days of employment based on a performance evaluation which indicates that it might not be in the best interest of the employee or the Church to continue the employment relationship. If separation is recommended, the supervisor must have the concurrence of the Senior Pastor-**
- 2. After the probationary period, when an evaluation indicates a substantial need for improved performance, a full-time or established part-time employee (other than the Senior Pastor) will be notified in writing of required improvement(s) and they shall be assisted in making the improvement(s). Failure to make the required improvement(s) within a reasonable time, not to exceed two consecutive ninety (90) day periods, shall lead to separation. The supervisor must have the concurrence of the Senior Pastor prior to notifying the employee of separation.**
- 3. If the position of the Senior Pastor is vacant, the Administrative Ministry Team shall have the authority to dismiss support staff and equipping ministers by majority vote.**
- 4. Equipping ministers separated based on evaluation shall be entitled to severance pay equal to one week's salary**

plus housing for each year of service completed rounded to the nearest 30 days.

C. Separation for Cause

An employee for cause for such reasons as immorality, misconduct in office, incompetence as the result of inefficiency or incapacity, gross insubordination, willful neglect of duty, abusive use of alcohol or controlled substances, dishonesty, abusive relationships, or conviction of a felony during employment by the church.

- 1. The Senior Pastor may be separated according to the policy established in the church bylaws by the recommendation of the AMT and the subsequent approval of two-thirds (2/3) of those active church members present and voting at a church conference called for that purpose.**
- 2. Other equipping ministers may be separated upon the recommendation by the Senior Pastor and approval of the Administrative Ministry Team.**
- 3. Employees separated with cause shall not be entitled to severance pay without approval of the AMT.**

D. Reduction in Workforce

Reduction in workforce is a serious condition resulting from such causes as a demonstrated need for reorganization or verifiable lack of fiscal resources. The separation of an employee due to reduction in workforce requires a one (1) month written notice to the employee with the concurrence of the Senior Pastor and AMT.

- 1. The first consideration in selecting an employee for separation under reduction in workforce shall be maintaining the quality of the services provided by the affected ministry or essential services to the Church.**
- 2. Only when evaluations of skills, qualifications and level of contribution to services are considered to be equal will length of service be used as a determinant.**

8.0 GENERAL PROVISIONS

8.01 Operating Days and Hours

A. Office Hours

Monday through Friday office hours will be established by the Senior Pastor or his designee.

D. Work Week

The Church has many ministries and functions that occur outside of office hours. The Senior Pastor and other full-time staff who have Sunday or Saturday as a workday may take a day off in lieu of Sunday and/or Saturday. Such days are not cumulative and must be taken the same week or forfeited. Other variations from office hours must be approved by the Senior Pastor or his designee.

The workweek for full-time employees is forty hours.

8.02 Holidays

A. All Church staff shall have the following holidays with pay:

**New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the following Friday
Christmas Day through New Year's Eve**

B. When a holiday falls on a Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the previous Friday will be observed.

8.03 Conflict of Interest

A. Outside Involvement

The Senior Pastor and other employees shall not be involved in outside business activities or employment which could detract from accomplishing assigned responsibilities.

B. Approval of Outside Involvement

Any outside business activity or employment shall be approved in writing by the Senior Pastor and reported to the AMT. In the case of the Senior Pastor, the approval of the AMT is required. All business activity or activity involving remuneration is subject to review under this policy. Engaging in non-approved business activities or employment may be grounds for being placed on probation.

8.04 Discrimination and Harassment

It is the policy of the Church to operate without discrimination or harassment by either peers or supervisors based on age, race, sex, disability or national origin. As a Church employer, religion may be considered during the employment process.

8.05 Drug-Free Workplace

It is the policy of the Church to operate as a drug-free workplace.

8.06 Personnel Policy Review

These personnel policies and procedures shall be reviewed by the AMT on a regular basis. This review shall be conducted at least every three years.

I have read and understand this policies.
