



Personnel Handbook

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INTRODUCTION

WELCOME!

The Pastor, Ministers, Staff, and Personnel Committee welcome you to the ministry at Olive Baptist Church, Inc. It is a privilege for the entire staff to work together as a team for the LORD.

This Handbook is for staff at all levels of employment in Olive Baptist Church, Inc., and it enjoys the unqualified approval of the Personnel Committee. It is designed to acquaint you with Olive Baptist Church, Inc. and provide you with information about working conditions, employee benefits, and other policies affecting your employment. Because of the at will employment relationship (explained further in this document), this Handbook is not in any way a contract. In addition, the Personnel Committee may elect to change, delete, or add policies at any time. If there is a conflict among the provisions, benefits, and policies in this employee handbook, the terms of the written call shall prevail.

You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Olive Baptist Church, Inc. to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this Handbook and help ensure that all of Olive Baptist Church, Inc.'s human resource policies and procedures are administered as consistently and fairly as possible. In our work together as a team, our goal is to have a heart for people while we fulfill Jesus' command:

"...go and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

Matthew 28:19-20 (NIV)

God bless you.

A WORD FROM OUR PASTOR

The Olive campus sits at the geographic center of the greater Pensacola area. People from all walks of life pass through the corner of Olive Road and Davis Highway each day. Many stop for a visit to discover what we are about.

We are all about people and the love of God. Our Heavenly Father sent Jesus as the Saviour of the world. At Olive we offer you a place to meet the Saviour and draw close to Him through His word and His people. We call it "home."

We hope you feel at home here at Olive and welcome you as a part of our family, you will find fellowship with others while working to spread the good news in our community. Welcome to Olive!

"Finally brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything is worthy of praise, dwell on these things. The things you have learned and receive and heard and seen in me, practice these things, and the God of peace will be with you. Philippians 4:8-9

GENERAL PROVISIONS

HANDBOOK CONVENTIONS

This Handbook contains the basic human resource policies, practices, and procedures for Olive Baptist Church, Inc. It is not, however, intended to alter the employment-at-will relationship in any way.

As used in this Handbook:

- A. The words "shall" or "will" are understood to be mandatory in nature, and the word "may" as permissive in nature;
- B. The masculine gender includes the feminine gender;
- C. "Supervisor" means an individual with the authority to assign, direct, and review the work of two or more subordinates; and
- D. "Immediate family" means the employee's spouse, brother, sister, parent, child, step-child, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

MISSION STATEMENT

We, as individuals united as a family of baptized believers, from the Olive Baptist Church, submitted to Jesus Christ as our Head and the Bible as our divinely revealed authority. We eagerly desire to serve God in accomplishing His redemptive purpose in our world, through worshipping and exalting Him, sharing His plan of salvation with unbelievers, teaching His people, demonstrating His love to one and all. We dedicate ourselves to the purpose of glorifying God in all that we do.

GOALS & EXPECTATIONS

It is Olive Baptist Church, Inc.'s policy to implement fair and effective human resource policies and procedures, and to require all employees to serve Olive Baptist Church, Inc.'s best interests. Olive Baptist Church, Inc. expects all employees to:

- A. Deal with members and constituents, and suppliers in a professional manner;
- B. Perform assigned tasks in an efficient manner;
- C. Be punctual;
- D. Demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
- E. Adhere to the policies adopted by Olive Baptist Church, Inc.

Olive Baptist Church, Inc. retains the sole right to exercise all managerial functions including, but not limited to, the rights to:

- A. Dismiss, assign, supervise, and discipline employees;
- B. Determine and change starting times, quitting times, and shifts;
- C. Transfer employees within departments or into other departments and other classifications;
- D. Determine and change the size and qualifications of the work force;
- E. Determine and change methods by which its operations are to be carried out;
- F. Determine and change the nature, location, services rendered, quantity, and continued operation of Olive Baptist Church, Inc.; and
- G. Assign duties to employees in accordance with Olive Baptist Church, Inc.'s needs and requirements and to carry out all ordinary administrative and management functions.

ADMINISTRATOR

The Administrator of Olive Baptist Church, Inc. is responsible for fair and consistent enforcement of Olive Baptist Church, Inc.'s human resource policies and procedures. The Administrator and Pastor are senior consultants to the Personnel Committee on all matters concerning human resource management. The Administrator provides staff assistance to supervisors and department heads in developing, communicating, and carrying out Olive Baptist Church, Inc.'s human resource policies and procedures.

EMPLOYMENT

EMPLOYMENT-AT-WILL RELATIONSHIP

All employees who do not have a written employment contract with Olive Baptist Church, Inc. for a specific, fixed term of employment are employed at the will of Olive Baptist Church, Inc. for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

This policy will not be modified by any statements contained in this Handbook or any other employee Handbooks, employment applications, Olive Baptist Church, Inc. recruiting materials, Olive Baptist Church, Inc. memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, Olive Baptist Church, Inc. policies and practices with respect to any matter are not to be considered as creating any contractual obligation on Olive Baptist Church, Inc.'s part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this Handbook or in any other Olive Baptist Church, Inc. documents are examples only, not all-inclusive lists, and are not intended to restrict Olive Baptist Church, Inc.'s right to terminate at will.

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict Olive Baptist Church, Inc.'s right to terminate such an employee or change the terms or conditions of employment.

EQUAL EMPLOYMENT OPPORTUNITY

It is the intention of Olive Baptist Church, Inc. to practice equal employment opportunity without regard to an individual's race, color, national origin, or disability in application of any policy, practice, rule, or regulation. Functioning as a not-for-profit Christian ministry, we can and do discriminate on the basis of religion and sexual orientation.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As revised by law, you will be required to provide documentation verifying your identity and legal authority to work in the U.S.

NEW HIRE ACT

By federal law all employers are required to report newly hired employees to the designated state agency within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

INTRODUCTORY PERIOD

All new employees and all present employees transferred or promoted to a new job are to be monitored and evaluated for an initial introductory period on the job of at least three months. After satisfactory completion of the introductory evaluation, such employees will be evaluated on an annual basis as provided for in the Performance Appraisal policy.

Newly hired employees are eligible for employee benefits on day one of their employment. Transferred or promoted employees remain eligible for all benefits while demonstrating their ability to perform their new job.

At all times, employment with Olive Baptist Church, Inc. is considered to be "at-will," and the employer/employee relationship may be terminated at any time for any lawful reason by either party.

HIRING PROCESS

All hiring must be done in accordance with Olive Baptist Church, Inc.'s hiring process and in accordance with all applicable local, state, and federal laws. The process is:

1. Completion of an Olive Baptist Church, Inc. Employment Application
2. Screening to include:
 - a. Background checks (depending on position)
 - b. Reference checks
 - c. Drug testing
 - d. Internal reference check with Olive Baptist Church, Inc. pastoral staff and Senior Pastor
 - e. If the position is one of Olive Baptist Church, Inc. leadership, including but not limited to executive, Pastoral or Directors an examination of giving record to determine if individual is tithing.
 - f. Credit check.

If approved for employment, the first day on the job is to be coordinated with Olive Baptist Church, Inc.'s Administrator or designee to ensure collection of all required forms and information, and to complete the New Employee Orientation Process.

HIRING QUALIFICATIONS

Olive Baptist Church, Inc. hires individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with Olive Baptist Church, Inc. is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.

HIRING OF RELATIVES

A relative of an employee will be considered for employment by Olive Baptist Church, Inc. provided the applicant possesses all the qualifications for employment. A relative is defined as any person related to the employee by blood, marriage, or adoption including spouse, child, parent, parent-in-law, son-in-law, and daughter-in-law.

However, nepotism or using one's position of authority to influence the hiring of a family member is prohibited.

Direct Supervision by a Relative - Olive Baptist Church, Inc. may consider hiring an employee that is directly supervised by a relative of his or her immediate family. The following conditions will apply:

- The relationship of such a hire is fully disclosed, recommended by the Pastor and approved by the Personnel committee.
- Such a hire serves in the best interest of Olive Baptist Church.
- Compensation of such a hire will be reasonable, not to exceed fair market value as deemed appropriate by the Administrator.
- Performance reviews and disciplinary actions will be the responsibility of the ministry area executive staff.

These criteria will also be considered when assigning, transferring, or promoting an employee.

HIRING OF EMPLOYEES UNDER AGE 18

When Olive Baptist Church, Inc. hires employees under age 18 who are not emancipated or have a high school equivalency degree ("minor employees"), Olive Baptist Church, Inc. and the minor employee must comply with all necessary laws pertaining to the employment of minors. All minor employees must obtain a proper work permit and Olive Baptist Church, Inc. must keep records of this compliance. All minor employees may only work during non-school hours.

EMPLOYMENT AGREEMENTS

Olive Baptist Church, Inc. may execute, at its sole discretion, written employment agreements with certain of its employees. Such written agreements must have the approval of the Personnel Committee and be signed by the Administrator. Those who do not have a written employment contract containing a specified term of employment are considered at-will employees.

PASTORAL STAFF AND SUPPORT STAFF

The pastoral staff is those persons called by the church to plan, direct and coordinate the various ministries of the church. They shall equip and train the congregation for ministry. The support staff is those persons hired to "support" the various ministers and ministries of the church. Secretaries, technicians, custodians, kitchen, recreation, and nursery workers are considered support staff.

EMPLOYMENT CLASSIFICATION

Olive Baptist Church, Inc. may supplement the regular work force with temporary or part-time employees, or other forms of flexible staffing, when needed because of periods of peak work load, employee absences, or other situations as may be determined by management.

REGULAR FULL-TIME –A regular full time employee is one who works on average at least 30 hours per week or 130 hours per month. Regular full-time employees shall be eligible for medical insurance, retirement, and other benefits as designated in this handbook.

REGULAR PART-TIME - A regular part-time employee is one who works on average under 30 hours per week or 130 hours per month Regular Part-time positions are eligible for limited benefits, which are designated in this handbook.

TEMPORARY – You are considered a temporary employee if you are hired either part-time or full-time for a specified, limited period.

Other flexible staffing classifications or arrangements may be added as needed. You may be asked to sign a statement recognizing your part-time or temporary status and that you therefore, are not eligible for benefits.

HOURS OF WORK

Olive Baptist Church, Inc. establishes the time and duration of working hours as required by work load and production flow, ministry needs, and efficient management of resources.

JOB DESCRIPTIONS

Job descriptions will be developed for all Olive Baptist Church, Inc. positions. Job descriptions:

- A. Indicate the general nature of duties, responsibilities, and specifications;
- B. May be changed to meet the needs of Olive Baptist Church, Inc. at any time; and
- C. Will be reviewed on a regular basis by the Administrator.

In order to mutually understand what is expected of a new employee and for what the employee will be held accountable, a job description is utilized.

FAIR LABOR STANDARDS ACT (FLSA)

Some categories of employees may be classified as exempt based on FLSA regulation 29 CFR 541.118. The Administrator will assign your primary duty of responsibility to determine your status.

EMPLOYEE TRAINING

Church personnel are encouraged to increase their job knowledge and skills. If you do participate in job-related training, you must have prior approval from your supervisor.

EMPLOYMENT DATE

For compensation, benefit and recognition purposes, your employment date will be determined as follows:

- The employment date for part time and full-time employees is the day you begin work for Olive Baptist Church, Inc.
- If you are a part-time employee who becomes full-time, your employment date will change to the new date that your work as a full time employee commences. The employee may retain any vacation leave earned and may take it during the first year as a full time employee.
 - Sick & Personal leave accrual and vacation leave earnings will start from the new full time employment date.
 - Years of service will be based on this new employment date.

VOLUNTEER SERVICE FOR OLIVE BAPTIST CHURCH, INC.

Olive Baptist Church, Inc., a ministry dependent on the volunteer efforts of those who feel led to give of themselves to help accomplish its mission, appreciates the volunteer time that many of its employees give. Because of legal requirements, however, any time volunteered by an employee for Olive Baptist Church, Inc. must first be approved by the employee's immediate supervisor to help ensure that it does not parallel the employee's normal job description.

BENEFITS

INTRODUCTION

Olive Baptist Church, Inc. provides its employees with various welfare and pension benefits. Olive Baptist Church, Inc. reserves the right to modify, amend, or terminate its welfare and pension benefits as they apply to all current, former, and retired employees.

All benefits provided by Olive Baptist Church, Inc. are described in official documents which are kept on file by the Administrator. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning Olive Baptist Church, Inc.'s welfare and pension benefits.

GENERAL PROVISIONS

The following general provisions apply to all leaves of absence:

- A request for an extension of a leave of absence, when possible, must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.
- Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
- Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days, unless otherwise provided by law.
- Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work.
- Employees on leave of absence must communicate with their Supervisor and Administrator on a regular basis regarding your status and anticipated return to work date. The regular basis will be defined by the Administrator on a case by case basis.
- Employees on leave of absence who seek or accept other employment without the church's prior written approval may be subject to disciplinary action, up to and including possible termination.
- Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination.
- A leave of absence must be approved in advance, in writing, by the supervisor, except in situations where mandatory approval is prohibited by law.

HIPAA

HIPAA, which refers to the Health Insurance Portability and Accountability Act of 1996, only applies to the privacy of medical information learned about an employee during the administration of their health insurance plan. As it applies to Olive Baptist Church, Inc.:

- Those administering Olive Baptist Church, Inc.'s health insurance plan must treat all information learned about an employee's health through plan administration as confidential.
- Employees who share their health information with other Olive Baptist Church, Inc. employees or members of Olive Baptist Church, Inc.'s community cannot consider that information as private and protected. For instance, if an employee suffering from an illness shares that illness as a prayer request, it is not protected by HIPAA.

STATE & FEDERAL UNEMPLOYMENT INSURANCE EXEMPTION

Because churches are exempt from participation in state and federal unemployment insurance programs, Olive Baptist Church, Inc. does not provide unemployment insurance as an employee benefit.

VACATION LEAVE

Olive Baptist Church, Inc. grants annual vacations with pay to regular full-time and regular part time employees. Employees may not receive vacation pay in lieu of time off. New employees begin to accrue paid vacation during their first calendar year and subsequent allocations are designated each year thereafter upon your anniversary date. After your first six months of employment you may borrow up to five days of next year's vacation. These days will be deducted from the vacation benefits you are earning in your first year of employment. After the first year, vacation benefits will not be advanced.

Vacation requests must be submitted at least ten working days in advance and will be approved on a first-come, first-served basis and only if the time off will not interfere with the normal business operations and workload requirements of the church. Because vacations are intended to refresh employees, Olive Baptist Church, Inc. encourages employees to take vacations that are at least one week long. The minimum vacation time off will be a four-hour increment.

Pastoral staff will receive one Sunday of vacation for each week of vacation earned. Any vacation day, except Saturday and your designated day off will be counted against your total vacation allowance, including Sundays. Olive Baptist Church, Inc. will match vacation time from previous employers for all pastoral staff.

Employees whose employment is terminated for any reason, who quit, or who are laid off for more than thirty days will receive vacation pay for any unused vacation accrued at the time of termination or lay off. If an employee dies, pay for accrued and unused vacation will be paid in a lump sum to the employee's estate. If a paid holiday falls within an employee's vacation period, the holiday will not be charged as a vacation day. No allowance will be made for sickness or other compensable type of absence occurring during a scheduled vacation. You must use all your vacation during the twelve-month period after it has been earned; it cannot be carried over into the next twelve-month period nor can you receive pay for regular work and collect vacation pay at the same time.

VACATION LEAVE CHART

Employee Status	Average Weekly Hours Worked	Monthly Hours Worked	Length of Service	Vacation Hours Earned
Regular Full Time Employee	Average of at least 30 hours per week	At least 130 hours per month	After one year	80
			After five years	120
			After ten years	160
Regular Part Time Employee	Under 30 hours and over 20 hours per week	Under 130 hours and over 86 hours per month	After one year	50

HOLIDAY LEAVE

Olive Baptist Church, Inc. observes certain designated days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed. Employees are eligible to receive holiday pay on the following holidays:

HOLIDAYS OBSERVED CHART

1. New Year's Day	5. Independence Day	9. Christmas Eve
2. Martin Luther King Day	6. Labor Day	10. Christmas Day
3. Good Friday	7. Thanksgiving Day	
4. Memorial Day	8. Day after Thanksgiving	

HOLIDAY LEAVE CHART

Employee Status	Average Weekly Hours Worked	Monthly Hours Worked	Length of Service	Holiday Hours Paid
Regular Full Time Employee	Average of at least 30 hours per week	At least 130 hours per month	After 90 days	8
Regular Part Time Employee	Under 30 hours and over 20 hours per week	Under 130 hours and over 86 hours per month	After 90 days	5

- Holidays will be observed on the calendar day designated by the Administrator. If a holiday falls on Saturday, it will generally be observed on Friday. If a holiday falls on Sunday, it will generally be observed on Monday.
- If a holiday falls during your approved vacation period, you will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed.
- Full-time employees are eligible to receive their regular rate of pay for each observed holiday.
- Full time and Part time employees on leave for any reason other than vacation, you are not eligible for holiday pay for holidays that are observed during the period you are on leave.
- Part time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled and approved to work, not to exceed the holiday hours assigned to be paid.
- Temporary employees on leave or on lay-off are not eligible to receive holiday pay.
- For pastoral staff or any other staff member that works a non-traditional schedule, if a holiday falls on a regularly scheduled day off, another day off may be taken upon the approval of your supervisor.
- Employees working less than twenty hours weekly are not eligible for holiday pay.
- You will receive holiday pay based on the number of weekly hours you have been approved to work.
- An unexcused absence the day before or the day after a holiday will result in loss of holiday pay.

SICK LEAVE

Olive Baptist Church, Inc. permits Regular Full Time employees to be absent from work on a sick leave basis under certain circumstances. A sick leave absence may include any of the following:

- Sickness or injury resulting in temporary disability of the employee or a member of his immediate family;
- Sickness caused by pregnancy or other related medical conditions.
- Birth of a child to or adoption by the employee and/or the employee's spouse.

Regular Full-time employees are eligible to be compensated for regular base wages lost during periods of authorized absence to the extent they have accumulated days of paid absence. However, no compensation will be paid for absences covered by Workers' Compensation. Sick leave must be used concurrently with any Family Medical Leave Act (FMLA) leave when the employee is on FMLA leave due to the employee's own serious health condition or as otherwise permitted under applicable law.

After the introductory period is completed, new employees begin to accumulate sick leave of absence time. Unused days of paid absence are not convertible into cash, personal holidays, or vacation. Sick Leave is renewed upon your anniversary date each year. Upon termination of your employment, pay for accumulated sick leave absence time will not be granted. Regular part time employees and temporary employees are not eligible for compensation for sick leave absences.

SICK LEAVE CHART

Employee Status	Average Weekly Hours Worked	Monthly Hours Worked	Sick Hours Accrual per Month	Total Annual Hours	Maximum Accrued Hours
Regular Full Time Employee	Average of at least 30 hours per week	At least 130 hours per month	8 hours	96	160

PREGNANCY-RELATED LEAVE

An employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave of up to two months. An employee taking pregnancy-related disability leave may, at her option, substitute accrued vacation time or unused sick leave for all or a portion of the leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

PERSONAL LEAVE

Olive Baptist Church, Inc. permits Regular Full Time employees to be absent from work on a personal basis under certain circumstances. A personal basis may include the following:

- Personal business which cannot be conducted outside of normal working hours;
- For employees to tend to their children in school;
- Marriage of the employee or a member of his immediate family;
- Estate settlement in the employee's immediate family;

After the introductory period is completed, Regular full time employees will be allocated personal time off with pay per year. You may take this time off in two-hour increments. You may take personal leave off even in your first year of employment. Personal Leave is renewed upon your anniversary date each year. Unused personal days may not be carried over from one year to the next.

Upon termination of your employment, pay for accumulated personal time will not be granted. Regular part-time employees and temporary employees are not eligible for compensation for personal time.

PERSONAL LEAVE CHART

Employee Status	Average Weekly Hours Worked	Monthly Hours Worked	Personal Hours Annual
Regular Full Time Employee	Average of at least 30 hours per week	At least 130 hours per month	24

BEREAVEMENT LEAVE

Time off with pay for regular full-time employees may be approved in the event of a death in your family. If death should occur in your immediate family, defined as any person related to the employee by blood, marriage, or adoption including spouse, child, parent, parent-in-law, son-in-law, and daughter-in-law up to three working days will be approved to arrange and/or attend the funeral. If there is a death of a close relative grandparent, brother, brother-in-law, sister, sister-in-law up to two working days will be approved. If additional time off is needed and approved, the additional time taken will be charged to vacation.

JURY DUTY LEAVE

Employees will be granted a leave of absence, with pay, to serve on jury duty or as a subpoenaed witness, as required by law. Upon completion of jury duty, a Verification of Attendance Form must be presented to the church. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the church.

DISASTER LEAVE

The church facilities may be a shelter for church members and the community during a disaster. Depending on the severity of the disaster, a certain number of essential employees will be needed to staff the facility. Consult with your supervisor as to whether or not you should report to work. In the event of a disaster, the pastor or the Administrator will determine whether a state of emergency exists and will notify you of

necessary procedures. If you feel the need to attend to personal affairs before it is announced that employees may leave their job, you may use any available vacation time or personal days off.

After the disaster has passed, you are expected to immediately contact your supervisor or the Administrator to know when to report for work. Employees will be paid their regular base rate for normal scheduled hours during the first 24 hours of the closing for a disaster. Employees are to return to work immediately after this period to assist in recovery efforts for our members and community.

FAMILY MEDICAL LEAVE

Olive Baptist Church, Inc. is subject to the Family Medical Leave Act (FMLA) only if it has fifty or more employees for at least twenty workweeks in the current or preceding calendar year. If Olive Baptist Church, Inc. meets these criteria, eligible employees will be granted up to twelve weeks annually of unpaid absence for the following reasons:

1. For the birth of a child, or the placement of a child for adoption or foster care (leave for birth or adoption, including foster care placement, must conclude within twelve months of the birth or placement);
2. To care for an immediate family member's serious illness (spouse, child, or blood parent, parent-in-laws are excluded by law); or
3. To take medical leave when the employee is unable to work because of a serious health condition. "Serious health condition" means:
 - a. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility;
 - b. Any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
 - c. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care

Olive Baptist Church, Inc. may require certification, on a periodic basis, of a continuing illness or disability by the employee's physician and/or a physician selected by Olive Baptist Church, Inc.

To be eligible for FMLA benefits, an employee must:

1. Have worked for Olive Baptist Church, Inc. for at least a total of twelve months; and
2. Have worked at least 1,250 hours over the prior twelve months.

Spouses employed by Olive Baptist Church, Inc. are jointly entitled to a combined total of twelve workweeks of family leave for the birth or adoption/placement of a child or to care for an immediate family member's serious illness. Spouses are entitled to twelve weeks individually for personal illness.

FMLA leave may be taken intermittently whenever it is necessary to care for a seriously ill family member (spouse, child, or blood parent, parent-in-laws are excluded by law), or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt Olive Baptist Church, Inc.'s operations, subject to the approval of the employee's health care provider.

FMLA benefits include the following:

1. Upon return from FMLA leave, the employee will be restored to his original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. (Where restoration

to employment will cause substantial and grievous economic injury to Olive Baptist Church, Inc.'s operations, Olive Baptist Church, Inc. may refuse to reinstate salaried employees who are among the highest paid ten percent of Olive Baptist Church, Inc.'s workforce. In such cases, Olive Baptist Church, Inc. will notify the employee as soon as such a determination has been made and give the employee an opportunity to return to the workforce).

2. Olive Baptist Church, Inc. will maintain the employee's health insurance whenever such insurance was provided before the FMLA leave was begun, and will do so as if the employee had continued to work. If the employee normally pays an insurance premium co-payment, the employee must continue to do so during FMLA leave to retain coverage.
3. While seniority will not continue to accrue during FMLA leave, all seniority earned before the FMLA leave will be reinstated upon the employee's return to the workforce.

Employees desiring to take FMLA leave must notify the Administrator at least thirty days in advance when the need for leave is foreseeable. When the need for leave is not foreseeable thirty days in advance, the employee must notify the Administrator as soon as practical. As early as the fourth day of an FMLA-qualified absence, Olive Baptist Church, Inc. may elect to classify it as FMLA leave.

The employee may elect, or Olive Baptist Church, Inc. may require that the employee use and exhaust all accrued vacation and/or sick leave as part of their FMLA leave. Olive Baptist Church, Inc. will determine, prior to granting vacation and/or sick leave, whether the leave counts towards the employee's FMLA leave entitlement, and so notify the employee immediately upon learning that it qualifies as FMLA leave. If Olive Baptist Church, Inc. had insufficient information to determine whether the paid leave qualified as part of the employee's FMLA leave entitlement, it may conclude so and notify the employee during the leave.

UNPAID PERSONAL LEAVE

Employees may be granted unpaid personal leave of absence to attend to personal matters in cases in which the Administrator determines that an extended period of time away from the job will be in the best interests of the employee and Olive Baptist Church, Inc.

MILITARY LEAVE

A military leave of absence will be granted if an employee enlists, is inducted, or is recalled to active duty in the United States armed forces for a period of not more than four years (plus any involuntary extension for not more than one additional year). Employees who perform and return from military service in the armed forces, the military reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as may be from time to time provided by applicable federal or state law.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to a job comparable to the one the employee left, provided the employee is qualified and Olive Baptist Church, Inc.'s circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment. An employee must reapply for a job within 90 days after being released from active duty. Reservists and national guardsmen returning from initial active duty for training must apply for reinstatement within 31 days after being released from military duty. Employees returning from all other active duty for training must report to work on the first scheduled working day following completion of training or service.

If an employee, on return from military service, is physically unable to perform the duties of the employee's previous job, Olive Baptist Church, Inc. will attempt to place the employee in a position of similar status and pay that is compatible with the employee's physical abilities.

Employees with one year or more of service will be protected against loss of income as a result of

participation in annual encampment or training duty in the United States military reserves or the National Guard. In these circumstances, Olive Baptist Church, Inc. will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight time earnings on the job. This difference will be paid for up to two weeks in a calendar year.

PASTORAL CONFERENCE LEAVE

As a member of the pastoral staff, you are entitled to two weeks per year for revivals, assisting other churches, or leading conferences and two weeks for self-improvement conferences in addition to your regular vacation.

MISSION TRIP LEAVE

Ministry staff will be paid their regular base rate when leading or participating in an Olive sponsored mission trip. Other employees are allowed up to five days per calendar year and will be paid ½ of their regular base rate when leading or participating in an Olive sponsored mission trip. Employee may use their vacation time on the other ½ of their regular base rate. Approval on mission trips must be granted from their supervisor and the Pastor.

MEDICAL, LIFE AND DISABILITY INSURANCE

After the introductory period is completed, employees working 1,560 annual hours (average 30 hours per week) or more are eligible for enrollment in the church's health, life, and disability insurance plans. Acceptance in these plans is determined by the church's insurance carrier and cannot be guaranteed by the church.

Annually, the Personnel Committee will establish the portion Olive Baptist Church, Inc. will pay towards the premium for you and your dependent health care premium. **If you are covered by another family member's insurance policy, or have the option to participate in such a plan, please do not request Olive Baptist Church, Inc. to provide coverage.** Please notify the financial assistant immediately of any change in your dependent status such as marriage, divorce, birth or adoption of a child, child no longer eligible as a dependent, etc.

Annually, the Personnel Committee will establish the portion Olive Baptist Church, Inc. will pay towards the premium for you on life and disability insurance premiums. The church will only pay premiums for group policies that are endorsed and authorized by the Personnel Committee.

MEDICAL CONTINUATION

If you resign or are terminated, you may be eligible for a temporary extension of health care coverage for up to eighteen months. To participate in medical continuation with the church's health insurance plan, you must notify Olive's Comptroller within (31) days after your termination date. If you elect to continue with the health care coverage you will be responsible for paying Olive Baptist Church, Inc. the full premium in advance of the month you are continuing health insurance coverage. You should see the Comptroller for details and eligibility.

MEDICAL EXAMINATIONS & HEALTH PROCEDURES

Olive Baptist Church, Inc. reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. In addition, Olive Baptist Church, Inc. reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work. Any such second opinion will be paid for by Olive Baptist Church, Inc.

Employees who become ill on the job or suffer any work connected injury, no matter how minor, must report the situation to the Administrator for determination of appropriate action such as arranging for examination and treatment, and for recording of the incident.

MEDICAL EXPENSE REIMBURSEMENT PLAN

You may elect to participate in the church's Flexible Benefit Plans, IRS section 105 Medical Reimbursement and IRS section 125 cafeteria plan. This plan allows you to designate up to an annual maximum that is released by the IRS annually, a portion of your pre-tax salary/wages to be used as a reimbursement for certain medical, dental, vision and day-care costs. The financial assistant can give you detailed information about this plan.

RETIREMENT PLAN

An employee working as a regular full time employee, one who works on average at least 30 hours per week or 130 hours per month, is eligible for enrollment in the *Southern Baptist Convention*, a 403(B) retirement plan. The employee can contribute to the plan via payroll deduction, and the church will match dollar for dollar up to the first 5% of the employee's regular pay. Regular pay includes any ministerial housing allowance for which the employee has been approved. Detailed information about the plans will be made available at the time you are hired, so that you may enroll. Upon your separation from employment at Olive, if you were receiving a matching contribution, the church will make a contribution to your retirement account through the last day of your employment including earned vacation days. The employee is vested from the time of enrollment in the plan and has nonforfeitable rights to the assets in the plan.

WORK RELATED INJURY LEAVE

All reports of first aid, accidents or illness due to a work-related occurrence must be reported immediately to their supervisor and the Administrator. A completed Accident Report Form must be provided by the employee within 24 hours of incident. Work-related injuries or illnesses may be covered under Workers' Compensation. To be considered work-related, the injury or illness must arise from and occur in the course of employment. All treatments must be received from approved workers' compensation providers.

When authorized by a physician approved by Olive's workers' compensation provider, medical expenses related to the treatment of a work-related injury or illness (including doctor, hospital, surgical, physical therapy, prescription medication, medical equipment, and any out-of-pocket medical expenses), are covered.

If you are out of work due to a work related injury, the Administrator will determine the scheduled hours you would have worked during the first (7) calendar day period and compensate accordingly. After you are out of work due to a work related injury for more than (7) calendar days, Olive's workers' compensation insurance carrier will be responsible for your payroll wages compensation. You will receive checks from the workers' compensation provider generally within (3) weeks after approval of your submitted documentation. Workers' compensation disability payments are approximately 66 2/3% of an employee's average weekly wages and are non-taxable income. If an employee is out on workers' compensation for more than 30 days the employee has an obligation to continue paying their voluntary benefits. Employees in this situation should contact Olive's payroll assistant person for further information regarding payment of benefits.

You may not use any personal, holiday or sick time leave for compensation on any time missed for the work related injury. Accrual of vacation, personal, or sick time will not occur during your absence. When an employee is able to fully return to work, written clearance from the treating Physician documenting that the employee is fully capable of performing regular job duties must be provided to the Administrator.

Termination will not result from you filing a Workers' Compensation claim. However, the Workers' Compensation law does not require Olive Baptist Church, Inc. to hold the position for you.

CONTINUING EDUCATION ASSISTANCE

Olive Baptist Church, Inc. may provide educational assistance to regular full-time employees with at least one year of service. Eligible employees may be reimbursed only for courses of study which Olive Baptist Church, Inc. determines are directly related to the employee's present job or which will enhance the employee's potential for advancement to a position within Olive Baptist Church, Inc. and to which the individual has a reasonable expectation of advancing. In addition, to be eligible for reimbursement, courses or programs must be provided by accredited institutions of learning.

Employees who want educational assistance must have the prior approval of their supervisor and the Administrator before enrollment. Employee reimbursement for eligible educational assistance will normally be based upon the grade received for the course as follows:

- A. For a grade of "A," 100% of reimbursable costs;
- B. For a grade of "B," 75% of reimbursable costs; or
- C. For a grade of "C," 50% of reimbursable costs.
- D. None for a grade lower than "C," and 75% of reimbursable costs will be made for passing a "pass-fail" course.
- E. Employees receiving reimbursement from any outside sources such as the Veterans Administration or scholarships may use the above formula, but Olive Baptist Church, Inc.'s portion may not make the total exceed 100% of the reimbursable cost.

Employees seeking reimbursement for educational expenses must submit to the Administrator a certified transcript of their grades and receipts for the expenses incurred. Olive Baptist Church, Inc. will then reimburse the employee for the applicable percentage of the cost of tuition, textbooks, registration, and laboratory and library fees.

Employees seeking reimbursement for educational expenses must agree in writing to repay Olive Baptist Church, Inc. in full if they leave Olive Baptist Church, Inc. voluntarily or are terminated within one year from the date of reimbursement.

BENEVOLENT ASSISTANCE FOR EMPLOYEES

Olive Baptist Church, Inc. may choose to assist an employee whose accumulated sick days have run out in a situation where they have an extended illness if it is done in the same manner and process— and with the same considerations— as any other member of Olive Baptist Church, Inc.'s community.

Olive Baptist Church, Inc. may not offer benevolent assistance to an employee that in any way suggests it is an attempt to avoid taxable income, nor if Olive Baptist Church, Inc. does not normally help those in our community with a similar request for benevolent assistance.

ANNIVERSARY RECOGNITIONS

In an effort to recognize your length of service, the church may provide its permanent, full-time employees with an anniversary gift and recognition every five years of employment. You may be recognized as follows:

Fifth (5th) year of service	Worship Guide & website recognition
Tenth (10th) year of service	Worship Guide, website & worship service recognition Monetary gift – 2½ % of your annual base salary
Fifteenth (15th) year of service	Worship Guide, website & worship service recognition Monetary gift – 5 % of your annual base salary
Twentieth (20th) year of service	Worship Guide, website & worship service recognition Monetary gift – 7½ % of your annual salary
Twenty-Fifth (25th) year of service	Worship Guide, website & worship service recognition Monetary gift – 10 % of your annual base salary
At the end of each fifth (5th) year of service henceforth	Worship Guide, website & worship service recognition Monetary gift – 10 % of your annual base salary

The percentages will be multiplied times your annual salary and you will be given a check for that amount less any applicable payroll taxes. If gifts are given by church members in recognition of you and/or your years of service, such gifts are not tax deductible and should be given directly to you.

PERSONNEL STATUS

INTRODUCTION

It is important that employees are present at the start of their day to promptly begin work. Other staff and Olive Baptist Church members rely on workers being at their assigned tasks at scheduled times so that the work of ministry can be carried out smoothly.

ATTENDANCE & PUNCTUALITY

Employees are to report for work punctually as scheduled, to work all scheduled hours, and any required overtime. Excessive tardiness and poor attendance disrupt work flow and service to members and constituents and will not be tolerated. Whenever possible, employees that are absent from scheduled work hour(s) should have first submitted their leave requests through the timekeeping system, where they must be approved. In the case of unforeseen illness or circumstances, the employee is expected to contact their immediate supervisor as soon as possible, letting the supervisor know why the employee is not reporting to work as expected.

Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. Absences in excess of those allowed in the leave policy and tardiness or early leaving (for instance, beyond seven minutes of starting or quitting time) more than three times in a three-month period are grounds for discipline.

Employees who are delayed in reporting for work more than thirty minutes and who have not called their supervisor within five minutes of the beginning of their work schedule may lose their right to work the balance of the work day. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees, who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work.

Employees will not be required nor permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours during the work week.

Employees who are absent from work for two consecutive days without giving proper notice to Olive Baptist Church, Inc. will be considered as having voluntarily quit. If an employee fails to return to work following an approved leave of absence, the employee will be terminated from employment.

TERMINATION

The employment relationship between the Olive Baptist Church Inc. and its employees is of an at-will nature. This means that the employee is hired for an indefinite period of time. Thus, the employee is free to leave at any time he or she believes it is in his/her best interest. Similarly, the church may terminate the employment relationship whenever it deems appropriate.

RESIGNATION

When an employee voluntarily resigns, a two-week notice of an employee's intent to leave employment is generally desired, but not required. Written notice should include the reason for leaving, the last day of work, an address where the employee can be reached in the future, and be signed and dated by the employee.

INVOLUNTARY TERMINATION

An employee may be involuntarily terminated when the church determines that continued employment will not be to the benefit of the employee or church. Since the employment relationship of employees (excluding rostered and contracted workers) and Olive Baptist Church, Inc. is of an at-will nature, an employee can be dismissed without notice.

LAYOFF

When conditions dictate that the church must reduce staff through a layoff, the church at its sole discretion will determine which employees shall be laid off. Layoffs will be communicated to affected employee(s) at the earliest reasonable time to allow for productive transition.

EXIT INTERVIEW

An exit interview with the employee conducted by the Administrator or supervisor may be held shortly after resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

HUMAN RESOURCE RECORDS

Olive Baptist Church, Inc. maintains human resource records for applicants, employees, and past employees in order to document employment related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Olive Baptist Church, Inc. strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the human resource information maintained to that which is necessary for the conduct of its ministry operations or which is required by federal, state, or local law.

Employees are responsible to make sure their human resource records are up to date and should notify the Administrator in writing of any changes in at least the following:

Name;

Address;

Telephone number;

Number of dependents;

Beneficiary designations for any of Olive Baptist Church, Inc.'s employee benefit plans;

Addresses and telephone numbers of dependents and insurance beneficiaries; and

Persons to be notified in case of emergency.

In addition, employees who have a change in the number of dependents should complete a new IRS Form W-4 for income tax withholding purposes within ten days of the change if the change results in a decrease in the number of dependents.

Employees may inspect their own human resource records in the presence of the Administrator and may copy, but not remove, certain documents in the file. Such an inspection must be requested in writing to the Administrator and will be scheduled at a mutually convenient time during regular office hours. Documents obtained in connection with investigations of a possible criminal offense; ratings, reports, or records that were obtained prior to the employee's employment; documents prepared by identifiable examination committee members; or documents obtained in connection with a promotional examination may be withheld from the employee's inspection.

Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Administrator that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure.

PROMOTION

Olive Baptist Church, Inc. hires employees for entry level positions, provides training and development for employees when deemed necessary, and offers employees promotions to higher level positions when deemed appropriate. To fill non-ministerial vacancies above the entry level, the Personnel Committee prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in Olive Baptist Church, Inc.'s best interest.

Promoted employees will be subject to the provisions of the Introductory Period policy for a period of at least three months.

TRANSFER

The church's intent is to give qualified employees preference over others when filling job openings within the church. Openings should be announced to existing staff and sufficient time allowed for existing staff to respond prior to advertising the opening to the church-at-large or the general public. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

An employee's past performance, experience, qualifications, and potential are factors that will be considered in making transfer decisions. The individual's personnel records shall be the official source of information.

REST BREAKS

Whenever practical, hourly employees are to receive a rest break of ten minutes at approximately the middle of every four hours of work not broken by a meal period.

MEAL BREAKS

Employees working at least five (5) consecutive hours in a shift will take an unpaid meal break at a time appropriate to their work schedule. The meal break must be at least thirty (30) minutes long and must be taken away from the employee's work station. Olive Baptist Church, Inc. urges its employees to limit their meal breaks to one (1) hour. Meal breaks must be agreed to by the employee's immediate supervisor.

TIME RECORDS

Non-exempt hourly employees are required to clock in and out each day according to the following guidelines:

- Clock in when you report to work at the beginning of the day
- Clock out when you go for your scheduled meal period
- Clock in when you return to work after your scheduled meal
- Clock out when you leave work at the end of the day

Do not clock in until you are ready to report directly to your work station. Do not clock in for or sign the time record of another employee or knowingly allow someone else to clock in for you or sign your time record. You may not work overtime unless your supervisor has approved it in advance. If for any reason, there needs to be a change to your clocked or out time record, your supervisor must make the correction for you.

COMPENSATION & REIMBURSEMENT

SALARY ADMINISTRATION

Olive Baptist Church, Inc. pays wages and salaries which are nondiscriminatory and as competitive as possible with rates being paid for like jobs by other employers in the community. However, all wage and salary policy decisions must take into consideration Olive Baptist Church, Inc.'s overall economic condition and ministry mission.

PERFORMANCE APPRAISAL

The job performance of each employee should be evaluated periodically by the employee's supervisor upon the following occasions:

- A. By the end of the first three months of employment;
- B. Prior to the annual salary review or on the anniversary date of employment;
- C. When the employee is transferred or promoted to a new job; and
- D. At the time of the employee's termination, if a disciplinary or termination report is not prepared. If a performance appraisal has been completed on the employee within one month prior to one of the above occasions, a new appraisal need not be completed except in cases involving probation or termination.

Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that warrant attention and should keep records of any significant incidents.

The employee will have the opportunity to examine the written evaluation and make written comments or write a response about any aspect of it. Employees who feel they want more than the chance to add written comments or write a response to their appraisal may request a review by the Administrator.

A good performance appraisal is not a promise of continued employment. Performance appraisals help the church make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a pay increase nor does it alter, modify, or amend the employment-at-will relationship between you and the church.

HOURS OF WORK

All nonexempt employees (the Administrator will inform employees as to whether they are exempt or non-exempt) are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and are to be completed contemporaneously throughout each workday. Because time records are legal documents, their falsification can result in discipline up to and including termination. The following points should be considered in filling out time records:

- A. Employees are to record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday;
- B. Employees are not permitted to sign in or commence work or sign out or stop work, before or after their supervisors prior approved schedule;
- C. Employees are required to take lunch and/or meal breaks when appropriate;
- D. Employees are required to verify time records certifying that it is complete and includes all time worked for Olive Baptist Church, Inc.
- E. Employee time records are to be checked and approved by the supervisor involved. Unworked time for which an employee is entitled to be paid for leave will be entered by the financial assistant on the time record;
- F. Authorized overtime should be identified by the supervisor; and prior approval for overtime must be given by their supervisor.

Exempt employees (Administrator will inform employees as to whether they are exempt or non-exempt) are not required to fill out hourly time records but must account for daily attendance. In addition, exempt employees will not receive overtime compensation.

Employee attendance at lectures, meetings, and training programs will be considered hours of work if it was requested by management.

THE WORK WEEK FOR SUPPORT AND NON-PASTORAL STAFF

The normal workweek and pay period is Wednesday through Tuesday, beginning and ending at midnight on Tuesday, and consisting of forty hours. The normal workday will consist of eight hours of work with an unpaid meal period.

THE WORK WEEK FOR THE PASTORAL STAFF

Pastoral staff are encouraged (and will usually have the opportunity) to take two days off during each work week. Recognizing the unique calling and requirements of a pastoral staff position, there may be some weeks in which two full days will not be possible and will not be able to be made up. The annual compensation of a pastoral staff position takes this into account.

In general, if Sunday is considered a full work day for a pastoral staff position:

- You will be given the opportunity to take Saturday and one other day as a regularly scheduled day off
- With the approval of your supervisor, you will be given the opportunity to determine an established second day off, (besides Saturday), normally a Thursday or Friday
- If you are required to work on one or both (or some portion) of your regularly scheduled day(s) off, you may usually take another day (or portion thereof) off with the advance approval of your supervisor.
- If a paid holiday falls on your regularly scheduled day(s) off, you may take another day during that week, or the next week, with the advance approval of your supervisor.

OVERTIME

Overtime will be paid to all nonexempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) for time worked beyond forty hours in a seven day work week (unless the nonexempt employee is working with prior approval to make up lost time) at the rate of one and one-half times their regular hourly rate. All overtime must be pre-approved by the employee's supervisor. Failure to obtain pre-approval for overtime could cause the employee to be subject to discipline up to and including termination. Exempt employees are not eligible for overtime pay.

If an employee misses work and desires to make up the lost time within the same week in which it was lost, the employee may submit a written request to do so to their supervisor. Olive Baptist Church, Inc. does not require employees to make up lost time in lieu of lost pay, nor is it required to grant such requests.

PAYROLL DEDUCTIONS

Various payroll deductions that are required by law, such as federal income tax and social security taxes, will be withheld from your paycheck. If you have any questions about your deductions, please talk to the financial assistant.

All eligible employees will participate in social security contributions upon employment. The church will pay its required percentage and automatically deduct your share. You are considered self-employed for social security tax purposes, if you are an ordained, licensed, and/or commissioned minister. The church will not match or withhold social security tax from your wages.

Federal income tax will be withheld according to the IRS W-4 form, which you will complete. If you are an ordained, licensed, and/or commissioned minister you are exempt from federal income tax being withheld. However, you may voluntarily have this tax withheld. The financial assistant must be given a written statement making this request.

ADVANCES

Salary advances are not permitted.

SEVERANCE PAY

Olive Baptist Church, Inc. is under no obligation to give a terminated employee severance pay, but severance pay may be granted to terminated employees under certain circumstances at Olive Baptist Church, Inc.'s discretion. Termination checks shall be released upon return of all building keys and other church property which may have been entrusted to the care of the employee.

GARNISHMENTS

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, your employer must deduct the amount from your pay and remit it to the designated entity.

WAGE AND SALARY REVIEWS

The wage and salary structure for employees of Olive Baptist Church, Inc. are reviewed and proposed by the Administrator and approved by the Personnel committee and the Pastor.

Individual wage and salary reviews may occur at least once each year for every employee. Salary increases may or may not result from such salary reviews. Employee salary reviews may be held in conjunction with performance appraisals.

PAY PROCEDURES

Olive Baptist Church, Inc. pays employees by direct deposit on a regular basis and in a manner that the amount, method, and timing of such payments comply with any applicable laws or regulations. Employees are normally paid every other week.

ACCOUNTABLE REIMBURSEMENT PLAN

Olive Baptist Church, Inc. has adopted an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f). This policy makes it legally possible for Olive Baptist Church, Inc. to reimburse legitimate approved expenses to employees without having to show them as taxable income. Following are the terms of our accountable reimbursement policy:

- A. Any Olive Baptist Church, Inc. employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on Olive Baptist Church, Inc.'s behalf if the following conditions are satisfied:
 - a. the expenses are reasonable in amount;
 - b. the employee documents the amount, time and place, business purpose, and business relationship of each person or persons entertained with the same kind of documentary evidence that would be required to support a deduction of the expense on the employee's tax return (receipts are required; oral or employee-written statements will not qualify);
 - c. the employee documents such expenses by providing the Administrator with an accounting of such expenses, at least monthly. An expense will not be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee.
- B. Reimbursements will be paid out of Olive Baptist Church, Inc. general funds and not through payroll funds for the amount of the reimbursements.

- C. Reimbursable and professional expenses may include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. See the following headings in this Employee Expense Reimbursements section for specific details.
- D. Olive Baptist Church, Inc. will not include as taxable income any business or professional expense reimbursement properly substantiated and reimbursed according to this policy, and the employee should not report the amount as taxable income on his IRS Form 1040.
- E. Any Olive Baptist Church, Inc. advance or reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee according to this policy must be returned to Olive Baptist Church, Inc. within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
- F. If, for any reason, Olive Baptist Church, Inc.'s reimbursements are less than the amount of business and professional expenses properly documented by an employee, Olive Baptist Church, Inc. will not report any part of the reimbursement as taxable income for the employee, and the employee may deduct the unreimbursed expenses as allowed by law.
- G. Under no circumstances will Olive Baptist Church, Inc. reimburse an employee for business or professional expenses incurred on its behalf that are not properly substantiated according to this policy.
- H. All receipts and other documentation from an employee to substantiate reimbursed expenses under this policy will be retained by Olive Baptist Church, Inc.

TRAVEL EXPENSE

Employee travel on behalf of Olive Baptist Church, Inc. must be approved in advance and such travel should be engaged in and reimbursed according to the guidelines below.

Employees are to use the most expedient mode of transportation available, to book the least expensive fares, and to stay in and eat at moderately priced establishments. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of Olive Baptist Church, Inc. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.

Employees should provide their supervisor with a copy of their itinerary before leaving on Olive Baptist Church, Inc. related travel.

AUTOMOBILE USAGE

Olive Baptist Church, Inc. may allow certain employees and volunteers to use their personal vehicle on Olive Baptist Church, Inc. business.

- A. Drivers must have current vehicle insurance that meets or exceeds statutory minimum limits for liability, bodily injury, and property damage. Further, it is understood that in the event of an accident involving a personal vehicle being used on Olive Baptist Church, Inc. business, the individual's personal auto insurance will be primary to any coverage provided by Olive Baptist Church, Inc.
- B. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on Olive Baptist Church, Inc. business may claim reimbursement for parking fees and tolls incurred.

RELATED ENTERTAINING

Certain employees may engage in the entertainment of associates on behalf of Olive Baptist Church, Inc. only if they have been authorized to do so by their supervisor. Such authorization will define the general circumstances and expense limits of the approved forms of entertainment.

Expense reimbursement requests must be accompanied by receipts. Business functions or entertainment should not involve the consumption of alcoholic beverages.

MEAL REIMBURSEMENT

Olive Baptist Church, Inc. may provide, pay for, or reimburse employees for ministry related meals. Meal expenses must be reasonable and should not exceed the guidelines set by the Administrator.

Expense reimbursement requests must be accompanied by receipts, and should not involve the consumption of alcoholic beverages

WORKING TOGETHER

EMPLOYEE HARASSMENT

Olive Baptist Church, Inc. is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Olive Baptist Church, Inc. is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability, or age made by someone from or in the work setting under any of the following conditions:

- A. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment;
- B. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;
- C. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment;
- D. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities; or
- E. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Olive Baptist Church, Inc

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct which would violate this policy are the following:

- A. Unwanted sexual advances or propositions;
- B. Offering employment benefits in exchange for sexual favors;
- C. Making or threatening reprisals after a negative response to sexual advances;
- D. Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability, or age;
- E. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed for public display or elsewhere on Olive Baptist Church, Inc. premises, or circulated in the workplace;
- F. Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- G. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Administrator, or the Personnel Committee chair if the complaint involves the Administrator. Employees who observe conduct of a harassing nature are also encouraged to report the matter to the Administrator, or the Personnel Committee chair if the complaint involves the Administrator. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, Olive Baptist Church, Inc. reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

It is against Olive Baptist Church, Inc.'s policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment.

When the Administrator, or the Personnel Committee chair if the complaint involves the Administrator, receives a complaint, he will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

MEMBERSHIP IN CLUBS AND CIVIC ORGANIZATIONS

Employees are encouraged to seek membership in community clubs and civic organizations where such membership will promote Olive Baptist Church, Inc.'s interests and enhance its image in the community. Memberships dues will not normally be paid by Olive Baptist Church, Inc., nor will they normally be reimbursed by Olive Baptist Church, Inc. Employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to Olive Baptist Church, Inc.'s interests, or place the employee in the position of serving conflicting interests.

PARTICIPATION IN TRADE AND PROFESSIONAL ASSOCIATIONS

Employees are encouraged to participate in trade and professional associations that promote Olive Baptist Church, Inc.'s goals, individual skills development, and/or professional recognition. However, employee participation in such associations must not conflict with Olive Baptist Church, Inc.'s interests.

CHURCH AND LEADERSHIP SUPPORT

As an employee of Olive Baptist Church, you are encouraged to take an active part in the ministry and support of the church. The Pastor and others in leadership positions rely upon the support and encouragement of Olive Baptist Church, Inc. staff in their decision-making. If at any time you have a difference of opinion, or question the church's policies or practices, you are encouraged to meet with your supervisor to discuss your concern. If your supervisor is not able to properly respond to your concern, he or she will refer you to the Administrator for resolution. It is the intent of Olive Baptist Church, Inc. that every employee has a clear understanding of all church policies.

CONFLICTS OF INTEREST

Employees are not to engage in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of Olive Baptist Church, Inc. or its members and constituents.

CONFIDENTIAL NATURE OF OLIVE BAPTIST CHURCH, INC.'S INTERESTS

The interests of Olive Baptist Church, Inc., particularly confidential information and trade secrets, represent proprietary assets that each employee has a continuing obligation to protect.

Information designated as confidential is to be discussed with no one outside Olive Baptist Church, Inc., and only discussed within on a "need to know" basis. This responsibility is not intended to impede normal ministry communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard Olive Baptist Church, Inc.'s interests.

Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary Olive Baptist Church, Inc. property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

SAFETY

Employees should report to the Administrator or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries. Employees are encouraged to submit suggestions to the Administrator concerning safety and health matters. Appropriate recognition will be made by management to employees whose suggestions, once adopted, significantly enhance safety, reduce costs, or increase productivity.

PRIVACY

Olive Baptist Church, Inc. provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voice mail, lockers, file cabinets, etc. These resources are the property of Olive Baptist Church, Inc., and are therefore not private.

SAFEGUARDING PERSONAL PROPERTY

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. Olive Baptist Church, Inc. does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

KEYS AND OTHER EQUIPMENT ISSUED

If you are a permanent employee, you may be issued keys for doors for which you need access and other equipment and uniforms as necessary. Upon termination of employment and before you receive your final paycheck, you must return all equipment, uniforms and keys, which were issued to you, to your supervisor, the director of facilities or the secretary to the Administrator.

CHILDREN AT WORK

Your child is not allowed to remain with you during working hours. If you have difficulty with obtaining proper child care, please talk with your supervisor.

MEDIA & PUBLIC INQUIRIES

All media inquiries and other inquiries of a general nature should be referred to the Administrator. Inquiries seeking information concerning current or former employees should likewise be referred to the Administrator.

SOLICITATION & DISTRIBUTION

Olive Baptist Church, Inc. limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to staff efficiency, can be annoying to staff and members and constituents, and can pose a threat to security.

Persons who are not employed by Olive Baptist Church, Inc. are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity on Olive Baptist Church, Inc. premises unless granted specific written permission to do so by the Administrator.

The Administrator may authorize fund drives by employees on behalf of non-political charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives, however, employees are not to be discriminated against because of their willingness or unwillingness to participate.

Team members may be permitted to engage in solicitation or distribution of non-political information,

including prayer requests and forwarded emails, only when pre-approved by the Administrator.

PARKING

Olive Baptist Church, Inc. provides parking facilities, when practical, for the benefit and convenience of its employees, members and constituents, and visitors. Olive Baptist Church, Inc. supports carpooling and vanpooling as a community service and as a convenience and financial benefit for employees.

Employees who use the Olive Baptist Church, Inc. parking lot do so at their own risk and should keep their cars locked while on the lot. Olive Baptist Church, Inc. assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot.

SECURITY

Olive Baptist Church, Inc. makes reasonable efforts to provide security for its property, its employees, and authorized visitors to its premises. Employees are expected to know and comply with Olive Baptist Church, Inc.'s security procedures and are expected to report any violations or potential problems to the Administrator. Employees violating security procedures will be subject to discipline; and, in addition, illegal acts committed by employees may be reported to law enforcement authorities.

Employees working in sensitive or high security jobs (such as bookkeeping or childcare) must meet any applicable special security clearance requirements specified for such jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet and/or comply with any special security requirements are grounds for termination of employment or rejection of an applicant.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Olive Baptist Church, Inc. premises and while away from the premises on Olive Baptist Church, Inc. business. Olive Baptist Church, Inc. assumes no responsibility for employee losses resulting from robbery or theft while away from the premises on Olive Baptist Church, Inc. business.

PERSONAL BEHAVIOR OF EMPLOYEES

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of Olive Baptist Church, Inc. and for the benefit and safety of all employees. As a religious organization, the conduct of employees on and off the job can impact Olive Baptist Church, Inc.'s mission. Conduct that interferes with operations, discredits Olive Baptist Church, Inc., or is offensive to members, constituents or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of Olive Baptist Church, Inc.. Such conduct includes:

- A. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
- B. Giving proper advance notice whenever unable to work or report on time;
- C. Complying with all Olive Baptist Church, Inc. safety and security regulations;
- D. Wearing clothing appropriate for the work being performed;
- E. Maintaining work place and work area cleanliness and orderliness;
- F. Treating all members and constituents, visitors, and fellow employees in a courteous manner;
- G. Refraining from offensive or undesirable behavior or conduct, or conduct which is contrary to Olive Baptist Church, Inc.'s doctrinal stance or official policies; and
- H. Performing assigned tasks efficiently and in accord with established quality standards.

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

- A. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics, or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on Olive Baptist Church, Inc. premises;
- B. The use of profanity or abusive language;
- C. The possession of firearms or other weapons on Olive Baptist Church, Inc. property;
- D. Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
- E. Fighting or assaulting fellow employees, members and constituents, vendors, or visitors;
- F. Theft, destruction, defacement, or misuse of Olive Baptist Church, Inc. property or of another employee's property;
- G. Falsifying or altering any Olive Baptist Church, Inc. record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records;
- H. Threatening or intimidating management, supervisors, security guards, or fellow workers;
- I. Smoking;
- J. Sleeping on the job;
- K. Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- L. Improper attire or inappropriate personal appearance;
- M. Engaging in any form of sexual misconduct (including, but not limited to the adoption of a homosexual lifestyle) or sexual harassment (see the following Personal Sexual Purity statement);
- N. Violation of Olive Baptist Church, Inc.'s policies on solicitation or distribution; and
- O. Improper disclosure of confidential information.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an exhaustive listing. Any questions in connection with this policy should be directed to the Administrator.

DRUG-FREE WORKPLACE POLICY

Because employees deserve a work environment that is free from the effects of drugs and alcohol and the problems associated with their use and because the church has a responsibility to maintain a healthy and safe workplace, the church has adopted a *Drug-Free Workplace Policy*. **Information contained in this handbook regarding the *Drug-Free Workplace Policy* is summary in nature. The policy in its entirety will be given to you when you begin work at the church and you will be asked to sign a statement saying that you have read and understood the policy.**

Olive Baptist Church's implementation of a *Drug-Free Workplace Policy* as authorized by F. S. 440.102 and Chapter 38 F-9 of the Florida Administrative Code. All employees are absolutely prohibited from unlawfully manufacturing, distributing, possessing or using controlled or illegal substances in the workplace. It is a condition of employment to refrain from taking illegal drugs on or off the job. Implementation of this policy began on January 11, 1999. You will be subjected to the following drug tests:

- **Job Applicant Testing:** All applicants for a position with this church will be tested and a refusal to submit or a positive confirmed test result will be used as a basis to reject the applicant for employment at that time.
- **Reasonable Suspicion Testing:** An employee may be required to submit for testing when the church has a reasonable suspicion, (as defined below) that an employee is using or has used drugs in violation of the church policy. The church has reason to suspect an employee when the employee sells, transfers, possesses or uses drugs or alcohol at the workplace; is observed intoxicated or impaired by drugs, or alcohol has been reported by a reliable and credible source as using drugs; has tampered with a drug test; has caused or contributed to or been involved in an accident while at work, or is engaged in

abnormal conduct or erratic behavior while at work, or shows significant deterioration in work performance. The reason to suspect shall be based on specific and particular facts and the reasonable inferences drawn from those facts in light of experience.

- **Routine Fitness for Duty Testing:** An employee may be asked to submit to a drug test as part of a routinely scheduled fitness for duty medical examination that is either part of the employer's established policy or that is scheduled routinely for all members of an employment classification or group. The church initially establishes two employment classifications that require routine fitness for duty testing. Those classifications are (1) operators of hazardous equipment or machinery and (2) church drivers. All employees so classified must submit to annual testing.
- **Follow-Up Testing:** An employee who in the course of employment, enters an employee assistance program for drug-related problems, or an alcohol and drug rehabilitation program, may be tested as a follow-up measure and thereafter on a quarterly, semiannually or annual basis for two (2) years thereafter.

Drugs Tested: You may be tested for any or all of the following: Alcohol, Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine, Propoxyphene

Reporting Use of Prescription or Non-Prescription Medications: An employee or job applicant will be able to confidentially report the use of prescription or non-prescription medications, both before and after being tested, as presence of those medications in the body may affect the outcome of the test. A list of the most common medications by brand name, common name and by chemical name, which may alter or affect a drug test, is attached.

Confidentiality: All information, interviews, reports, statements, memoranda, and drug and alcohol test results, written or otherwise received by the church through this policy are confidential communications and will be maintained in a separate file by the church Administrator. The Administrator, any laboratory, *Employee Assistance Program*, drug or alcohol treatment program or their agents who receive or have access to this information concerning drug test results shall keep it confidential. Release of such information under any other circumstances shall be solely pursuant to a signed, written, informed consent form, unless such release is compelled by a hearing officer or court of competent jurisdiction or if deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding.

Before a Positive Drug Test Result: If you are experiencing problems with drugs or alcohol, you are encouraged to contact an *Employee Assistance Program*. You may use your *Employee Assistance Program* or request a referral to another agency. In either case, the information will be kept strictly confidential.

If you voluntarily come forward and seek help prior to being required to submit to a drug or alcohol test, no disciplinary action will be taken against you. However, you will still be expected to perform your job and report for work unless your treatment-program counselor requires you to miss work. Enrollment in a treatment program or attending counseling will not grant you a license to violate any church policies or shield you from disciplinary action for such violations. The church reserves the right under certain circumstances including, but not limited to, safety and security to reassign you to another position. After you return to work, follow up testing for drugs or alcohol will occur on a quarterly, semi-annual or annual basis for a period of up to two years. If you test positive for drugs or alcohol following the completion of the primary phase of your treatment program, you will be terminated. If you do not complete your drug or alcohol treatment program or do not comply with the terms of your treatment program, you will be terminated.

After a Positive Test Result: If you have a confirmed positive test result, we will send you a letter within five days of our receipt of notification from the Medical Review Officer notifying us of your positive test result.

The letter will outline your rights and the manner in which you may challenge a positive test result. You have the right to challenge any confirmed positive test result. All challenges must be filed within five working days of receiving notification of such results. See the *Drug-Free Workplace Policy* for complete information regarding your right to challenge drug test results.

PERSONAL SEXUAL PURITY

In an age where secular society is increasingly confused about sexual identity and sexual purity, Olive Baptist Church, Inc. believes it is important that it be clear with its staff, missionaries, and employees about its expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by Olive Baptist Church, Inc. staff, missionaries, and employees, Olive Baptist Church, Inc. cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.

We believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women, and, because God's order intends the sexual relationship to be between male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy.

Because of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of Olive Baptist Church, Inc., staff, missionaries, and employees who disagree with this policy or who do not conform their conduct to it are expected to resign or they will be terminated. Individuals applying for positions with Olive Baptist Church, Inc. must acknowledge their agreement with this policy and commitment to abide by it.

EMPLOYEE VIOLENCE PREVENTION

- A. Employees are to report all threats of violence as soon as possible to their supervisor.
- B. Employees are to report all suspicious individuals or activities as soon as possible to their supervisor.
- C. If an employee hears a violent commotion, they are to call 911 immediately.
- D. Employees are to cooperate fully with security personnel, law enforcement, and medical personnel that respond to a call for help.
- E. Employees, only if qualified, may provide first aid to injured persons.

WHISTLEBLOWER POLICY

Olive Baptist Church, Inc., wanting to model and reflect the teachings of Christ at all times, is committed to the highest standards of ethical, moral, and legal conduct. As such, the Personnel Committee has approved this Whistleblower Policy. (Whistleblowers are those who report to authorities wrongful acts committed by employers, and are entitled to protection from retaliation by provisions of the Federal Whistleblower Protection Act.)

Olive Baptist Church, Inc. staff, whether paid or volunteer, are encouraged to help keep a watchful eye on how each endeavor affects Olive Baptist Church, Inc.'s witness for Jesus Christ before a watching world, and to offer genuine, honest counterpoint to any action which might stain such a witness. Any team member who sees something of a sensitive or confidential nature should immediately communicate their concern to their supervisor or, if the concern involves their supervisor, to the Administrator. If the team member's supervisor is the Administrator, they should communicate their concern directly to the Personnel Committee

chair.

Whistleblower reports will be handled confidentially, and will be acknowledged to the reporting team member by the report's recipient. All whistleblower reports will be promptly investigated and appropriate action taken if warranted by the investigation.

PERSONAL APPEARANCE OF EMPLOYEES

Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a professional, business-like image to members and constituents, prospects, and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Olive Baptist Church, Inc. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

The personal appearance of office workers and any employees who have regular contact with the public is to be governed by the following standards:

- A. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire or of jeans, shorts, sandals, T-shirts and similar items of casual attire is not permitted as they do not present a businesslike appearance. The dress code may be relaxed to include jeans, shorts, sandals, T-shirts and similar items of casual attire on specified days which will be communicated in advance by management.
- B. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- C. Sideburns, moustaches, and beards should be neatly trimmed.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

PERSONAL USE OF COMMUNICATIONS SYSTEMS

Olive Baptist Church, Inc. respects the individual privacy of its employees. However, an employee cannot expect privacy rights to extend to work-related conduct or the use of Olive Baptist Church, Inc.-owned equipment or supplies.

- A. *Telephone System.* Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with members and constituents can enhance goodwill while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:
 1. When answering the telephone, use a pleasant tone of voice, give the name of the department, and identify yourself (an example might be, "Olive Baptist Church, Inc. Accounting, this is Bob. May I help you?");
 2. If the person with whom the caller wishes to speak is on another line, ask the caller if he wants to be placed on hold;
 3. If a caller has been placed on hold, carefully monitor the holding period and offer to have the call returned if the person with whom he wishes to speak is not available within a reasonable time; and
 4. When a caller leaves a message, make sure it is recorded completely, correctly, and legibly, and given promptly to the appropriate individual.

Employees should not use Olive Baptist Church, Inc. communication services and equipment for

personal purposes except in emergencies or when extenuating circumstances warrant it. Such usage is restricted because it can impede the normal flow of business, incur unnecessary Olive Baptist Church, Inc. expense, and reduce productivity. When personal usage is unavoidable, employees must properly log any user charges and reimburse Olive Baptist Church, Inc. for them. However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged to the user's credit card or personal bill.

- B. *Email System.* The Olive Baptist Church, Inc. email system is provided for official use only, not for personal purposes.
1. Although employees have individual access codes to voicemail, email, and computer network systems, these systems are accessible at all times by Olive Baptist Church, Inc. and may be subject to periodic, unannounced inspections by Olive Baptist Church, Inc. or its agents. All passwords must be available to Olive Baptist Church, Inc., and employees may not use passwords that are unknown to Olive Baptist Church, Inc. Backup copies of email and voicemail are maintained and can be referenced for business and legal reasons.
 2. Employees are expected to use the email, voicemail, and computer network systems for Olive Baptist Church, Inc. business only and not for personal purposes. Personal purposes include, but are not limited to, soliciting or proselytizing for commercial ventures, political causes, outside organizations, or other non-job-related solicitations.
 3. Employees are prohibited from using Olive Baptist Church, Inc.'s information systems in any way that may be disruptive or offensive to others, including, but not limited to, the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others. In addition, employees are forbidden from using Olive Baptist Church, Inc. equipment and material for the endorsement of any political candidate, referendum, or ballot measure.
 4. Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their email and voicemail messages.
- C. *Mail.* Employees may not use Olive Baptist Church, Inc. for purposes of receiving personal mail, packages, or bills. All mail, including personal mail, delivered to Olive Baptist Church, Inc.'s address will be opened and routed to the addressee.

CELLULAR PHONE USE

To maximize the safety of team members and those with whom they share the road, cellular phone usage when driving on Olive Baptist Church, Inc. business must be through a hands-free headset. On work time, personal cellular phone use will be limited to breaks and emergency use only.

PERSONAL USE OF SOFTWARE, SUPPLIES OR EQUIPMENT

Olive Baptist Church, Inc. owns all software used by the church. You cannot copy any software or remove software from the church building without the express permission of the IT Director and the church Administrator. Employees should not bring software into the office to be used without the express permission of the IT Director and the church Administrator.

Olive Baptist Church, Inc.'s stationary, copiers, facsimile machines, etc. are for official church use only. Personal correspondence may not be mailed using the church's mail meter. Occasional, low volume usage of the copier is permissible and must be reimbursed at the established rate per copy.

OUTSIDE EMPLOYMENT AND ACTIVITIES

If you are a full-time employee, you are prohibited from engaging in outside employment, private business, or any other activity, which might have an adverse effect on, or create a conflict of interest with Olive Baptist Church, Inc. without the prior written approval of the Administrator.

INTELLECTUAL PROPERTY - WORK FOR HIRE

In the absence of a signed written agreement between the Administrator and an employee stating otherwise, all creative work and any resulting products or results done by Olive Baptist Church, Inc. employees is work for hire and, as such, all rights therein including, without limitation, copyright belong to and shall be the exclusive property of Olive Baptist Church, Inc.

DISCIPLINE AND GRIEVANCE

DISCIPLINARY PROCEDURE

Under normal circumstances, Olive Baptist Church, Inc. endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, up to and including termination.

The Administrator, under normal circumstances, should review and approve all recommendations for termination before any final action is taken.

Employees who believe that they have been disciplined too severely or without good cause should utilize the grievance procedure.

GRIEVANCE PROCEDURE

Employees have an opportunity to present their work related complaints and to appeal supervisory decisions through a dispute resolution or grievance procedure. Olive Baptist Church, Inc. will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work related policy by management, supervisors, or other employees.

Employees must notify Olive Baptist Church, Inc. in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" will mean five working days.

Employees will not be penalized for proper use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge have no merit. Implementation of the grievance procedure by an employee does not limit the right of Olive Baptist Church, Inc. to proceed with any disciplinary action which is not in retaliation for the use of the grievance procedure.

The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who feel they have an appropriate grievance should proceed as follows:

- Step 1:** Promptly bring the grievance to the attention of the immediate supervisor. If the grievance involves the supervisor, then it is permissible to proceed directly to Step 2. The supervisor is to investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for file purposes.
- Step 2:** Appeal the decision to the Administrator, if dissatisfied with the supervisor's decision, or initiate the procedure with the Administrator if the grievance involves the employee's immediate supervisor. If the grievance involves the Administrator, then it is permissible to proceed directly to Step 3. Such an appeal or initial complaint must be made in a timely fashion in writing. The supervisor's version of the grievance and decision will then be submitted, also in writing. The Administrator will, in a timely fashion, confer with the employee, the supervisor, and any other members of management considered appropriate;

investigate the issues; and communicate a decision in writing to all the parties involved.

Step 3: Appeal an unsatisfactory Administrator decision to the Personnel Committee chair, or initiate the procedure with the Personnel Committee chair if the grievance involves the Administrator. The timeliness requirement and procedures to be followed are similar to those in Step 2. The Personnel Committee chair will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision.

Final decisions on grievances will not be precedent setting or binding on future grievances unless they are officially stated as Olive Baptist Church, Inc. policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in strict confidence. Supervisors, department heads, and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

ARBITRATION OF DISPUTES

Olive Baptist Church, Inc. and its employees, as Christians, believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of Matthew 5:22-24, Matthew 18:15-20, and I Corinthians 6:1-8. Therefore, Olive Baptist Church, Inc. and its employees agree that any controversy or claim between them arising out of the employment relationship between Olive Baptist Church, Inc. and one or more of its employees, or the termination of that relationship, which cannot be resolved between them, shall be settled by Biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of The Center for Conflict Resolution (626/585-9729). The mediation and, if necessary, the arbitration, shall be administered by a Christian dispute resolution agency which is a member of the Association of Christian Coalition Services.

If arbitration is required, it shall be conducted by a single arbitrator selected by the dispute resolution agency.

The arbitrator will provide a written decision and can award any and all damages available in a civil court of law. While the full costs of the arbitration will be paid by Olive Baptist Church, Inc., the arbitrator has the right to award costs of discovery, litigation, and attorney fees to the prevailing party.

Olive Baptist Church, Inc. and its employees agree that these methods are the sole remedy for any controversy or claim arising from the employment relationship between Olive Baptist Church, Inc. and one or more of its employees, or the termination of that relationship, including claims for violations of federal and state law and for negligent or intentional wrongful conduct. Olive Baptist Church, Inc. and its employees further agree that these methods are the sole remedy whether the claim is between an employee, or employees, and Olive Baptist Church, Inc., or one or more of Olive Baptist Church, Inc.'s Personnel Committee members, officers, employees, or agents. Each expressly waives their right to file a lawsuit against another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Employee's claims for worker's compensation or unemployment compensation benefits are not subject to arbitration. In addition, Olive Baptist Church, Inc.'s business realities may require it to seek and obtain injunctive and/or equitable relief from a court of competent jurisdiction. Therefore, claims by Olive Baptist Church, Inc. for injunctive and/or other equitable relief, including, but not limited to, claims for unfair competition and/or the use and/or unauthorized disclosure of trade secrets or confidential information are likewise not subject to arbitration.

EMPLOYEE ACKNOWLEDGMENT

This statement is to acknowledge that I have received a copy of Olive Baptist Church, Inc. Personnel Handbook. I understand that it provides guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that Olive Baptist Church, Inc. reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both Olive Baptist Church, Inc. and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with the church.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (Please Print)

Employee's Signature

Date