

**Northshore Baptist Church
General Employee Handbook
of Policies and Procedures**

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INTRODUCTION

This Personnel Policies and Procedures handbook (“Handbook”) applies to all employees and is intended to provide guidelines and summary information about Northshore Baptist Church’s (NSB’s) personnel policies, procedures, benefits, and rules of conduct.

At-Will Employment

Employment by NSB is “at will.” Consequently, both you and NSB have the right to terminate the employment relationship at any time, with or without cause or advance notice. This Handbook is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of NSB or its employees. No offer of employment and no statement or representation in this Handbook, in any other NSB publication, or in any NSB policy or made by any NSB employee shall be construed as a promise or guarantee of long term employment or for any period of time. Furthermore, no provision in this Handbook or any other employment policy statement changes the terms of this at-will employment policy. No NSB representative may change the at-will employment relationship, except by the explicit approval of the Board of Overseers in writing signed by the employee and the Executive Pastor of NSB.

General Policies and Revision

It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. Please talk with your supervisor if you have any questions or need additional information.

The information in this employee handbook supersedes and replaces all previous personnel policies, procedures, benefits, and rules of conduct. It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, NSB reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as deemed necessary or appropriate.

Welcome!

Welcome to Northshore Baptist Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of NSB, you represent this ministry in both your work life and private life, therefore membership is required. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that mirrors your relationship with God and your belief in NSB’s mission, vision, core values, and affirmation of faith. Please review and familiarize yourself with these core ingredients of NSB; we believe they are essential elements to properly serving the Lord at NSB.

***“Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does, whether he is slave or free.”
Ephesians 6:7-8***

EMPLOYMENT

Equal Employment Opportunity

NSB recognizes that God created us with unique gifts and abilities that will be given the highest priority.

“Now to each one the manifestation of the Spirit is given for the common good. To one there is given through the Spirit the message of wisdom, to another the message of knowledge by means of the same Spirit, to another faith by the same Spirit, to another gifts of healing by that one Spirit, to another miraculous powers, to another prophecy, to another distinguishing between spirits, to another speaking in different kinds of tongues, and still another the interpretation of tongues.” I Corinthians 12:7-11

The church is committed to equal employment opportunity for all qualified persons, without regard to race; color; national origin; sex; age; disability; marital status; or other protected class to the extent required by law as applicable to NSB. As a religious institution, NSB reserves the right to prefer applicants on the basis of religion as permitted by federal, state, and local law. NSB may also prefer applicants on the basis of sex where a particular sex is a bona fide occupational qualification for the particular position. NSB may also impose conduct requirements (e.g., no unmarried cohabitation) as necessary and appropriate for a Christian organization.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to NSB’s equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor or the Executive Pastor. NSB may immediately investigate any complaint and take appropriate preventative and/or corrective action.

NSB is committed to providing reasonable accommodations to qualified employees and applicants, as required by the Americans with Disabilities Act and other applicable laws and regulations. The employee should notify his or her immediate supervisor if the employee requires reasonable accommodations to perform the essential functions of his or her job due to a disability.

Violation of this policy may result in disciplinary action, up to and including possible termination.

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 a condition of employment, you may be required to provide documentation verifying your identity and legal authority to work in the United States.

Employee Posted Information

All required state and federal law information is posted in the staff lunchroom. You are responsible for checking on a regular basis and for reading all posted materials.

Employee Classification

NSB classifies employees for employment purposes in a number of different ways. All employees are classified as either full or part time, long term or temporary, exempt or non-exempt.

- Full Time Employee; you are considered to be a full time employee if your average hours of work each workweek are **at least 40**.
- Part-time Employee; you are considered to be a part-time employee if your average hours of work each workweek are **less than 40**.
- Temporary employee; you are considered to be a temporary employee if you are scheduled to be employed for three months or less.
- Non-exempt Employees (*paid hourly*) Non-exempt employees are eligible to receive overtime pay, if applicable, in accordance with the provision of state and federal law.
- Exempt Employees, whom the law defines as "administrative, executive or professional employees", *need not be paid overtime*. Generally, these are employees who are paid a weekly salary and who spend most of the workday performing duties that require the use of discretion and independent judgment. Exempt Employees are divided into two groups:
 - Pastors/Directors/Supervisors - These employees are expected to work to complete assigned tasks. This typically requires full time schedules that exceed a 45 hour work week.
 - Others – These employees are expected to work to complete assigned tasks. A full time schedule is assumed to be at least 40 hours.

You should be informed whether or not you are an exempt employee at the time of hire or as needed.

Employment of Minors

If you are not at least 18 years old, NSB is required by law to obtain a Parent/School Authorization form before you will be allowed to work. The terms and conditions of the form, as well as the provisions of state and federal law, restrict the employment of minors.

Employment of Relatives

Relatives of employees should generally receive the same consideration as any other applicant for a job opening and should not be accorded preferential or discriminatory treatment in employment matters. However, related employees may not be permitted to work in the same department under the direct supervision of each other because of employee morale, security, or other legitimate ministry reasons. In addition, NSB may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

Employment of Interns

Interns are sometimes hired to assist in the conduct of church ministry. However, interns must be paid the state hourly minimum wage unless certain limited exemptions apply, as determined by the Executive Pastor in accordance with labor laws.

The purpose of the **Intern Development Program (IDP)** at Northshore is to advance the Kingdom of God by training and equipping godly individuals who believe they are called by God into vocational Christian ministry. It provides both the intern and the church with the opportunity to test that call and to further equip them to advance in their education and training for the ministry. A typical internship will generally last between three months to a year. Each intern should be supervised and mentored by a member of the pastoral staff.

There are two types of internships: Academic and non-academic internships. Academic internships are structured to conform to the requirements of the academic institution (see SPU's website for an example of such requirements). Non-academic internships may be structured apart from those guidelines. However, priority preference will be given to interns who are part of an academic program, and are seeking to fulfill the requirements of their degree.

Applicants for the Intern Development Program at Northshore should first contact the departmental pastor or director who would oversee their internship and secure an application for the program from them, or from the Executive Assistant to the Senior Pastor.

The intern is generally mentored by a pastoral staff member throughout their internship. The intern is treated as a member of the pastoral staff and is included in appropriate meetings. He/she has similar requirements placed upon them as any member of the pastoral staff team.

A uniquely tailored, individualized plan is usually created for each intern during the first month of his or her internship. This should include the general requirements that all interns have to complete and specific requirements laid out by the intern's supervisor and the Intern Development Program. The plan will take into consideration the intern's gifts, experience, passion, and calling. See additional materials on internships for details.

BENEFITS

Group Insurance Plans

To protect you and your family, NSB currently provides certain insurance coverage to long term full-time employees and their dependents. NSB may change the availability, extent of coverage, employee contribution amounts, or any other aspect of benefits at any time. All of the summaries below are subject to the details of the specific plans. In the event of a conflict, the plan documents shall prevail, and NSB shall have no obligation to amend or correct the information below. Please contact the Finance Department if you have any questions about the availability or eligibility for a specific situation.

- *Medical and Dental Insurance*

Long term full-time employees and their dependents are currently eligible for medical insurance on the first day of the calendar month following the beginning of employment. NSB currently pays for **100%** of the full-time employee's medical and dental insurance and **two-thirds of the payment** for the spouse and children. The election of insurance for any spouse and/or child will result in a payroll deduction for the balance.

Change in Family Status or Other Qualifying Events:

- The current medical insurance plan permits an employee to add coverage for new dependents if the employee gives notice to NSB within 30 days of marriage, birth, adoption, or gaining legal custody of a child, or if such dependents lose other coverage. Dependents may also be added during the open enrollment period each year without any such change in family status.
- Covered employees and their dependents may also be eligible for continuation coverage if one of the following qualifying events occurs: divorce; child is no longer a dependent; death of employee; termination or reduction in hours.

- *Life Insurance*

Life insurance with a death benefit of **\$50,000** is currently provided to all long-term full-time employees. The life benefit will be paid to the elected beneficiary upon death of the insured.

- *Accidental Death and Dismemberment*

Additional coverage of \$50,000 is provided for accidental death and dismemberment of eligible employees enrolled in the life insurance plan. Detailed information about the plans will be made available at the time you become eligible for enrollment.

Retirement Plans

Employees above the age of 23 who meet the applicable requirements may participate in the retirement plans of Converge Worldwide (the Baptist General Conference) (see details of the plans at <http://www.bgcretirement.org/>). Generally, these requirements include:

- Ordained or Licensed Pastors - employed at least 1000 hrs/yr
- All other employees - employed 6 months and working at least 1500 hrs/yr

The Church may match an employee's retirement plan contributions up to established maximums approved by the Board of Overseers.

Paid Time Off (PTO)

Paid Time Off (PTO) is intended to provide NSB employees the opportunity to take paid time off for rest and relaxation. It also provides the opportunity to recover from an illness or care for personal matters. Long term non-exempt employees scheduled to work more than 20 hours per workweek and long term exempt employees scheduled to work at least half time will accrue PTO based on their length of continuous service with NSB, as follows:

Length of Continuous Service	PTO Accrual Rate
First Five Years – Level 1	15 Days/YR – 4.62 Hrs/Pay Period
After Fifth Anniversary – Level 2	20 Days/YR – 6.15 Hrs/Pay Period
After Tenth Anniversary – Level 3	25 Days/YR – 7.69 Hrs/Pay Period
After Twentieth Anniversary – Level 4	30 Days/YR – 9.23 Hrs/Pay Period

- For part time employees, PTO hours will be calculated by multiplying the accrual hours in the above table by a ratio obtained by dividing the employee's scheduled work hours for each pay period by 80. For example, if an employee is scheduled to work 64 hours in a pay period (32 hours/week) their first year, the employee would accrue 3.7 hours of PTO per pay period ($64/80 \times 4.62$).
- PTO accrues *each pay period* at the annual rate outlined above. Increases in accrual rates will be applied from the first pay period that includes the employee's hire date.
- An employee's anniversary date corresponds to the month and day the employee was hired, subject to adjustment for the portion of any unpaid leave of absence in excess of 30 days.
- Requests for PTO must be made in writing and should be submitted and approved by your supervisor **at least 24 hours in advance, or two weeks in advance for extended leave**. PTO requests will be approved on a first-come, first-served basis, with planning consideration given to maintaining

normal operations of NSB. Managers are responsible for tracking their employee's PTO usage at all times.

- In the event of an unscheduled absence, such as personal sickness or an immediate family illness, advanced notification *is not required*.
- Employees with accrued but unused and unexpired PTO will receive pay for such PTO upon termination of employment.
- There is no limit to the accrual of PTO, except that the PTO balance will be reduced to 160 hours as of calendar year end. These hours are lost and there is no compensation paid on these lost hours.

Long Term Sick Pay (LTSP)

Long term non-exempt employees scheduled to work more than 20 hours per workweek and long term exempt employees scheduled to work at least half time will be eligible to accrue Long Term Sick Pay during each month. Long Term Sick Pay (LTSP) is intended to provide paid time off in the event of a health related event greater than a week experienced by the employee, or to care for an immediate family member with an extended illness greater than a week.

- Employees must use all PTO and be absent for five or more days prior to using LTSP.
- Employees scheduled forty hours per workweek will accrue four (4) hours per month. Employees scheduled thirty or more hours per workweek, but less than forty hours, will accrue three (3) hours per month. Employees scheduled less than thirty hours per workweek accrue two (2) hours per month.
- Employees must complete ninety days of continuous service before applying their LTSP benefits.
- Generally, LTSP benefits may be used in the case of personal illness or injury that is not work-related.
- There is no accumulation limit to the LTSP benefits.
- LTSP benefits may not be used under any circumstances for personal time off or as additional vacation.
- Employees will not be paid for unused LTSP benefits upon termination of employment. LTSP will not be considered as hours worked for the calculation of overtime, holiday eligibility, PTO accrual or LTSP Accrual.
- Employees will receive the same personal and family medical benefits during LTSP as they had during the month prior to the beginning of their LTSP.
- Employees who use LTSP benefits may be asked to provide medical verification.

Holiday Pay

Long term non-exempt employees scheduled to work more than 20 hours per workweek and long term exempt employees scheduled to work at least half time will be eligible to receive holiday pay, in addition to hours worked, on the ten holidays designated by the church and posted on the staff intranet and in the staff lounge for staff observance.

The following general provisions apply to holiday pay:

- Holidays will be observed on the calendar day **designated by NSB**.
- Employees scheduled to work and who work the observed holiday will be credited an additional day of PTO unless the employee observes the holiday on another day within the pay period.
- If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
- Employees on *leave of absence* "without pay" are *not eligible* for holiday pay on holidays that are observed during the period they are on leave.
- Holiday pay will be equivalent to the average number of hours worked per day based upon the employee's approved pay authorization and a five day, 40 hour work week. For example, an employee scheduled to work 8 hours a day, four days a week, would receive 6.5 hours of holiday pay ($32/40 \times 8$, rounded up to the nearest quarter hour).
- Part-time employees are eligible for holiday pay regardless of whether the holiday falls on the employee's scheduled workday. If the holiday does not fall on the employee's scheduled workday, the employee should either take leave on an alternative day within the pay period or the unused holiday hours will be added to their PTO balance.

Leaves of Absence

NSB makes leaves of absence available to employees on the following basis:

Unpaid Personal Leave – A leave of absence for a compelling personal reason that is not medically related.

- Employees who have completed at least three years of continuous service may submit a written request for a personal leave of absence, **without pay**, for any length of time up to a maximum of one year.
- Written requests must state the reason for the leave, as well as the beginning and ending dates.
- Requests for personal leaves may be granted at the sole discretion of NSB, based on the facts and circumstances surrounding each individual request.
- Employees who return to work at the end of a personal leave should normally be returned to their former job classification if an opening exists or, if there is no such opening, they should be considered for a comparable position if one is available. NSB can not guarantee a job will be available.

Maternity Disability Leave – An unpaid leave of absence for a female employee's disability related to pregnancy or childbirth.

- Employees may submit a written request for a pregnancy leave of absence, **without pay**, for the length of any pregnancy-related disability.
- Requests for pregnancy leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.
- Except where required by business necessity, employees on pregnancy leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties should be returned to the same job they held immediately prior to their leave. If that position has been filled or eliminated due to business necessity, then they should be reinstated to a similar position at similar pay.
- A transfer to a less strenuous or hazardous position should generally be granted to employees who submit certification from a health provider that a transfer is medically advisable. Certification must include the date of the medical advisability of the transfer, the probable duration of the need for the transfer, and a statement that, due to a pregnancy-related disability, the employee is unable to work at all, or perform any one or more of the essential functions of the job, without undue risk to her or the successful completion of her pregnancy.

Unpaid Medical Leave – A leave of absence for an employee’s non-occupational illness or disability, other than pregnancy, childbirth, or related medical condition.

- Employees who have completed at least three years of continuous service may submit a written request for a medical leave of absence, **without pay**, for the length of any disability, up to a maximum of four months.
- Normally, requests for medical leaves should be granted to eligible employees who present a physician’s written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work. At any time during a medical leave of absence, an employee may be asked to provide medical evidence of illness or disability.
- Although NSB is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician’s written release verifying that they are able to safely perform their duties should normally be returned to their former job classification. If there is no such opening, they should be considered for a comparable position if one is available.

Jury Duty – A leave of absence to serve on jury duty.

- Employees who are serving on jury duty will be paid for up to two weeks of their regular pay for a normal work schedule and will not have their PTO account reduced if advance written approval is obtained from the Executive Pastor.
- Upon being summoned for Jury Duty, an employee must provide written notification to their supervisor in order to ensure that their absence can be accommodated. Upon completion of jury duty, a “Verification of Attendance” form must be presented with the time card to be forwarded to the Finance Office. 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 NSB normal business operations in the judgment of the Executive Pastor, NSB may request that the jury duty be rescheduled for a later date that would be more convenient for NSB.

Unpaid Military Leave – A leave of absence for required military service.

- NSB complies with applicable state and federal law concerning leave for military service.

Spouses of Deployed Service members –

- Employees averaging over 20 hours of work per week and are spouses of military personnel deployed or on leave from deployment during times of military conflict may take up to 15 days of unpaid leave from work per deployment.
- Spouses of returning military personnel whose deployment orders have ended are not covered. For more information, contact the Executive Pastor.

Domestic Violence Leave -

- An employee who is a victim of domestic violence, sexual assault, and stalking (or the family member of a victim) may take a reasonable amount of unpaid leave from work for legal or law-enforcement assistance, medical treatment, or counseling.
- An employee must give advance notice, when possible. For more information, contact the Executive Pastor.

Workers' Compensation Leave – A leave of absence because of work-related illness or injury.

- NSB complies with applicable state and federal law concerning leaves for work-related illness or injury. Employees are allowed non-PTO leave with pay for the remainder of the first day of absence due to a work-related illness or injury. Subsequent absence is subject to PTO and LTSP leave policies.

Bereavement Leave

Long term non-exempt employees scheduled to work more than 20 hours per workweek and long term exempt employees scheduled to work at least half time will be eligible for up to three days away from work, with pay, to arrange and/or attend the funeral of an immediate family member.

- Immediate family member for the purpose of this policy is defined as the employee's siblings, spouse, children, parents, grandparents, grandchildren, and in-laws.
- Employees who require more than three days away from work may request PTO time, or a personal leave of absence, subject to the provisions of NSB's leave of absence policy.

Family Leave

Employees may use their PTO and/or LTSP (*subject to normal rules*) to care for:

- A child of the employee with a health condition that requires treatment or supervision;
- A spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition.

Inclement Weather

- In case of inclement weather or other emergencies that result in closure of the church, employees will be compensated for scheduled work hours during the closure, up to a limit of 3 days. If the church is open, employees may report up to two hours late to work without using PTO. The employee may seek approval from the Senior Pastor or the Executive Pastor to work from home if they feel they cannot safely commute to work. Closure of the church must be approved by the Senior or Executive Pastors. Closure of the church will be announced via email and posting to the church's website.

General Provisions for All Leaves

- All leaves of absence *other than emergencies* must be approved in advance, in writing, by the employee's supervisor and the Executive Pastor.
- A copy of all approved leave requests must be forwarded to the Finance Office.
- A request for an extension of a leave of absence must be in writing prior to the expiration date of the original leave, and where appropriate, accompanied by a physician's written statement that certifies the need for an extension for medical reasons.
- Coverage of any group insurance plans will be continued if the employee pays *the entire premium* for continued coverage during the portion of an approved *unpaid* leave of absence *greater than thirty days*.
- Employees *will not accrue* length of continuous service for the portion of an unpaid leave of absence in excess of thirty days.
- Employees on leave of absence will be subject to lay-off on the same basis as employees who are actively at work and must communicate with NSB on a regular basis regarding their status and anticipated return to work date.
- Employees who return to work from a pregnancy, medical, or worker's compensation leave of absence may be required to provide a physician's written statement regarding their fitness for duty.
- Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including possible termination. Furthermore, failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
- Exempt employees shall report leaves of absence in full day increments only.

Sabbatical Leave

Pastors and Directors may take Sabbatical leave. Sabbatical leave is a paid leave of absence for the enhanced study of the scriptures and/or an area that would enhance the ministry of the respective employee spiritually, educationally, or mentally.

Pastors/Directors who have completed at least seven years continuous service will be eligible for sabbatical leave, with full pay and medical benefits.

- Sabbatical leave is accrued according to the following schedule:

<u>Role</u>	<u>Annual Accrual Rate</u>
Part Time Pastors or Directors	½ week
Full Time Pastors or Directors	1 week

- Accrued Sabbatical leave will be credited annually during the pay period that includes the employee's anniversary of hire date.
- Minimum Sabbatical Leave is six weeks. Sabbatical requests shall be in the form of a specific written plan and will be submitted to the Executive Pastor. Recommendations will be submitted to the Board of Overseers for approval.

- A written Sabbatical report must be submitted to the Board of Overseers within 10 days of the conclusion of the Sabbatical Leave.
- Sabbatical Leaves represent a significant impact to our ongoing operations and should be scheduled at least *nine months in advance*.
- There will be a maximum of three Sabbaticals granted during any one calendar year, and only one employee may be out on Sabbatical at a time.
- The approval of a Sabbatical Leave does not change our At Will employment policy.
- Sabbatical Leaves are a significant investment by Northshore Baptist Church and every effort should be made to respect this investment by not squandering it or using it to pursue alternative employment.
- Upon termination of employment for whatever reason, accrued but unused Sabbatical Leave shall be forfeited.

Ministry Engagements outside NSB

NSB believes that we are called to be active in God's greater kingdom community. NSB allows participation in outside non-NSB events, provided it does not distract from, have *an adverse affect* on, or create *a conflict of interest* with, NSB. Annual limits are as follows:

- Senior Pastor = 15 working days
- Executive & Associate Pastor = 10 working days
- Assistant Pastor = 5 working days
- Directors = 5 working days

PERSONNEL STATUS

Tardiness and Absence

It is important that employees work their assigned schedules consistently. However NSB understands that because of illness or emergency you may be unable to work. If you are unable to work for any reason, you must call in prior to your scheduled time. It is your responsibility to keep your supervisor informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

- A tardy or absence is considered “excused” only when you call ahead of time and the tardy or absence is for a compelling reason. NSB reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and/or failing to call in according to NSB’s policy, will be considered “unexcused.”
- NSB considers “unexcused” tardiness and absence a serious problem. Employees who are tardy or absent excessively and display a consistent negative work pattern, whether “excused” or “unexcused”; or employees who do not call in or report to work and have more than four occurrences per quarter, may be subject to disciplinary action, including possible termination.

Termination

Voluntary Termination:

A voluntary termination is a termination that is initiated by the employee. We would like you to give at least two weeks of written notice before you leave your job. Written notice should include your reason for leaving, as well as the name and address of your new employer.

Involuntary Termination:

An involuntary termination is a termination that is initiated by NSB. Employees may be subject to involuntary termination at any time, with or without cause.

Promotion / Demotion / Transfer

It is NSB’s intent to give qualified employees preference over others when filling job openings from within. However, because of the experience, skills, and educational requirements of many jobs, promotions from within NSB are not always possible.

An employee’s past performance, experience, attitude, qualifications, and potential are all-important factors that may be considered in making promotion and transfer decisions.

NSB reserves the right to promote, transfer, and demote employees, at its sole discretion, with or without cause or advance notice.

Time Records

- All employees are required to complete and sign a timecard for each two-week pay period worked and turn it into their Supervisor for review and approval at the completion of the pay period. All approved timecards must be submitted to the Finance Office by Monday morning of the following week.
- No employee is to mark or sign the time record of another employee or knowingly allow someone else to mark or sign their time record. However, in the absence of an employee a supervisor can fill out and approve the timecard on behalf of an employee, with the employee signing the timecard upon their return.
- Non-exempt employees must not work overtime unless it has been approved in advance by their Supervisor.
- If a change or correction is made on your timecard, it must be initialed.

Break and Meal Periods

Non-exempt employees who work at least three and one half hours in a workday will receive a fifteen-minute paid break period for each four hours of work, or major fraction thereof. Break periods should be taken as close to the middle of each four-hour work period as possible. Non-exempt employees who work more than five hours in a workday will receive an unpaid meal period of at least thirty minutes.

Personnel Records

It is important that NSB always have current information about you. Please let us know if you change your name, address, phone number, marital status, etc. If for some reason you need to change your name and/or social security number, you will be asked to provide original documentation authorizing the change. At reasonable times and on reasonable notice, you will be allowed to review your personnel file.

COMPENSATION

Payday

A pay period is a two-week period of time that *begins at 12:00 AM Monday* and ends at 11:59 PM on Sunday. Time cards are due the next Monday morning. Employees are paid on the Friday following the end of each pay period via direct deposit. Employees must submit a completed direct deposit authorization form to the Finance Office before receiving any compensation or expense reimbursement.

Wage and Salary Reviews

Employees are generally reviewed annually for consideration of a merit increase. Merit increases are recommended by the management team but are approved at the **sole discretion of the Board of Overseers**. While increases begin January 1st, the data is not disclosed until after the annual meeting and paid retroactively.

A wage or salary review does not imply an automatic increase, or even a cost of living increase; a review allows you to be eligible for consideration based on job performance. Salary increases will be partially determined by the annual budget and at the sole discretion of the overseers.

Payroll Deductions

You are probably familiar with the various payroll deductions that are required by law, such as federal income tax, state disability insurance, Medicare, and social security taxes. You must authorize any other deductions from your paycheck in writing. NSB complies with applicable state and federal laws regarding garnishment and assignment. Each one of your paycheck stubs will itemize amounts that have been withheld.

Federal Unemployment Exemption

Northshore Baptist Church has exempted itself from the Federal Unemployment Program. In doing so, NSB *does not contribute* to the unemployment fund and therefore, the staff may not be eligible for unemployment compensation.

Overtime

From time to time, *non-exempt employees* may be asked to work beyond their normally scheduled hours or on a regularly scheduled day off. Hours worked by non-exempt employees in excess of 40 in a single work week are considered overtime. The work week runs from 12:00 AM Monday to 11:59 PM Sunday. Non-exempt employees are *not allowed* to work overtime unless advance written approval has been obtained from their supervisor and forwarded to the Finance Office with their timecard. Non-exempt employees shall not volunteer time within their ministry area or fail to fully record hours worked. Non-exempt employees who wish to volunteer services in a ministry area in which they are not employed shall obtain advance approval from their supervisor.

When non-exempt employees are asked to work overtime, they will receive one and a half times their regular pay if applicable, in accordance with state and federal law.

Non-exempt employees who work overtime that has not been authorized in advance by their supervisor may be subject to disciplinary action, up to and including possible termination.

Retreats & Camps

Non-exempt employees participating in an official capacity in a NSB retreat or camp shall report only actual hours worked, which does not include sleep time, personal time, or any time that ordinarily would not be considered work time. Non-exempt employees shall obtain prior approval to attend from their Supervisor and the Executive Pastor, using the current form provided.

Exempt employees who plan on attending an off-site Northshore event (such as a camp or mission trip) in an official capacity that is not directly related to their job/ministry position shall obtain prior written approval from their supervisor and the Executive Pastor, using the current form provided.

Honorariums

Northshore Baptist Church shall not pay an honorarium or other form of additional compensation to employees for services performed at a NSB function. If an honorarium is to be given to a visiting speaker or performer, the honorarium shall be paid through a check request submitted to the Finance Office. No free will offerings will be received for visiting speakers or performers without the advance approval of the Board of Overseers.

Pastor's Housing Allowance

The IRS allows certain licensed or ordained pastors to claim a housing allowance on a portion of their compensation.

This may be done only if the NSB Board of Overseers authorizes a housing allowance. This is decided once a year (usually in December) for the following year.

It is the responsibility of the pastor to fully understand the IRS guidelines concerning housing allowances.

TRAINING AND DEVELOPMENT

Personnel Memo

The personnel memo is a tool to help NSB communicate more effectively with employees. It may be used to compliment special effort or results, or to advise, warn, or otherwise discipline an employee for performance or conduct that is not acceptable.

If you receive a personnel memo about unacceptable performance or conduct, you are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action.

If you receive a personnel memo about unacceptable performance or conduct it may be followed up by an additional personnel memo documenting how you performed in resolving the situation.

Performance Evaluations

Employees should generally receive a written performance evaluation after approximately ninety days of service, and approximately annually thereafter.

The purpose of the performance evaluation is to let you know how well you are doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

You will have the opportunity to discuss your performance evaluation with your supervisor. This is a good time to ask questions, clarify important points, and ask for specific developmental help.

Performance evaluations help NSB make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a salary increase, nor does it alter, modify, or amend the at-will employment agreement between you and NSB.

Job/Ministry Position Descriptions

Employees are generally given a job/ministry position description before they start to work. A job/ministry position description summarizes your duties and responsibilities and gives you important information about your new job.

Please read and study your job/ministry position description carefully and discuss it with your supervisor if you have any questions.

NSB reserves the right to revise and update your job/ministry position description from time to time, as it deems necessary and appropriate.

GENERAL INFORMATION

Work Rules and Performance Standards

Employment is with the mutual consent of you and NSB. Consequently, both you and NSB have the right to terminate the employment relationship at any time, with or without cause or advance notice. It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

Job Performance

We are called as Christians to serve wholeheartedly (Eph. 6:7-8), build each other up (Eph. 4:12), do everything without complaining or arguing (Phil. 2:14), and perform our work as if working for the Lord (Col. 3:23).

If it becomes evident that an employee is not serving in a Christian manner, it may be necessary to discipline, up to and including possible termination, for poor job performance, as determined by NSB.

Some examples of poor job performance are as follows:

- Below average work quality or quantity.
- Poor attitude, including rudeness, or lack of cooperation.
- Excessive absenteeism, tardiness, or abuse of privileges.
- Failure to follow instructions or NSB's policies and procedures.

Misconduct

Employees may also be disciplined, up to and including possible termination, for conduct not becoming a Christian, such as:

1. Insubordination
2. Violating God's laws that affect how others see you biblically, spiritually, and ethically.
3. Abuse, misuse, theft, or the unauthorized possession or removal of NSB's property, ministry funds, or the personal property of others.
4. Falsifying or making a material omission on NSB's records, reports, or documents, such as payroll, personnel, and employment records. Including marking/signing the time record of another employee or knowingly allowing another employee to mark/sign your time record.
5. Divulging confidential NSB information to unauthorized persons.
6. Disorderly conduct on NSB's property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon.
7. Violation of any law adversely affecting NSB or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment.

8. Violation of NSB's policy on alcohol, drugs, controlled substances, harassment.

Policy against Harassment

NSB is committed to providing a work environment that is free of discrimination. In keeping with this commitment, NSB maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that certain jokes, stories, cartoons, nicknames, and comments may be offensive to others. Any harassment of employees by supervisors, coworkers, or vendors is prohibited.

Sexual harassment includes:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to the conduct is made a condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
- The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include:

Unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault.

How to Respond to Harassment:

If you believe that you are being, or have been, harassed in any way, please report the facts of the incident or incidents to your Supervisor or Executive Pastor immediately, without fear of reprisal. If the harassment involves your supervisor or any pastor, please notify any overseer. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, may be investigated. Violation of this policy may result in disciplinary action, up to and including possible termination.

Alcohol, Drugs, and Controlled Substances

The unauthorized use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on NSB's property, or in NSB's vehicles is prohibited. In addition, any off duty conduct that may adversely affect the reputation or interests of NSB is strictly prohibited.

"Under the influence," for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates risk to the safety and wellbeing of the affected employee, other co-workers, the public, or NSB's property.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Conflict of Interest

All overseers, officers and employees of NSB shall avoid all real or apparent conflicts of interest and any activity that might have an adverse effect on NSB. A conflict of interest may arise when a person or their immediate relatives have a competing personal interest (financial or otherwise, direct or indirect) or engage in any activity that prevents the proper discharge of their official NSB duties. Any real or apparent conflict of interest shall be disclosed to the Executive Pastor (or if he is the one with the conflict, then to the Senior Pastor) for his written approval before consummating any transaction. The Executive Pastor (or Senior Pastor) shall determine whether a material conflict exists and what action should be taken to mitigate or remove the conflict. Potential conflicts include, but are not limited to:

1. Employment of self (or an immediate relative), directly or indirectly, by an external organization from which the employee is empowered to procure goods or services for the church.
2. Acceptance of any gift or benefit from an external organization that does, or is seeking to do, business with NSB. Unsolicited gifts of nominal value (less than \$50) are excluded. No personal gift of money should ever be accepted.
3. Participation in management decisions concerning transactions that financially affect or benefit the individual or his/her immediate family.

Outside Employment

Full-time, exempt, employees are prohibited from engaging in outside employment without the prior written approval of their Supervisor and the Executive Pastor.

Personal Appearance

Your appearance reflects not only on you as an individual, but on NSB as well.

We expect you to take pride in your appearance and strive to achieve a positive image for your ministry when representing NSB. Our standard dress code for all office personnel is business casual.

Personal Property

NSB will not be responsible for any personal property that is lost, damaged, stolen, or destroyed. If you happen to find personal belongings that have been lost by another person, please turn them in to the front office. In general, lost and found items are kept for no more than sixty (60) days.

NSB will not be responsible for theft or damage to any vehicles parked on or near its property. NSB will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

Access to NSB's Property

NSB reserves the right to monitor or access employee offices, work stations, filing cabinets, desks, computers, computer files, voice mail, e-mail, and any other NSB property at its discretion, with or without advance notice or consent.

Building Keys

Building keys will be distributed as needed to employees and volunteers. In order to better oversee the use and protection of the building, access will be limited by type of key issued. If the keys are lost or not returned when requested, there may be a re-keying charge of up to ten dollars per door.

Business Expense Reporting

Employees will be reimbursed for all *pre-approved*, ministry-related expenses, in accordance with the NSB Employee Expense Reimbursement Policy.

Use of Telephones

From time to time it may be necessary for employees to make and receive personal calls on NSB phones. Employees are expected to use good judgment and common sense when it comes to personal long-distance phone calls. The employee will be responsible for reimbursing NSB for the cost of any personal long distance phone call made. No personal international long distance calls on church phones are permitted. Employees who violate this policy may be subject to disciplinary action, up to and including possible termination.

Cell Phones

Individuals demonstrating an NSB ministry/business need for a cell phone will be paid a monthly cell phone allowance after obtaining approval from the Executive Pastor.

Employees receiving a cell phone allowance shall purchase and maintain a cell phone and airtime plan to be used for ministry purposes. The cell phone allowance will be included in the employee's biweekly paycheck as part of their compensation. Upon employment termination or discontinuance of an NSB ministry/business need for a cell phone, the cell phone allowance will end.

Property and Equipment Use

Except as otherwise provided in church policies, the personal use of church property, equipment and materials is strictly prohibited.

Event Approval

All events, regardless of being onsite or offsite, should be included on the master calendar and subject to approval by the Executive Pastor and operations manager. This includes all approved NSB events, meetings, retreats, etc. Reservation of

church resources must be scheduled through the church resource coordinator. Non-NSB events are limited to non-profits, with a ministry and/or community focus. Other restrictions may apply, please review the NSB Building Use Policy for details.

Communication Tools

Ministry Flyer Information

All ministry flyers, etc. being posted must be approved by the Director of Communications prior to being posted.

NSB Family Exchange

Prior to posting, the receptionist must approve all ads and other interesting information.

Main Entry Reader Board

NSB's reader board is to be used to provide pertinent event information to those outside the church. In order to place information on the reader board, you must fill out and submit a request form to the Director of Communications. If the use is approved, the information will then be placed on the reader board. Top priority will be given to events that target the largest group.

Sunday Bulletin Use

NSB's bulletin is an important means of communication with our congregation. In order to place information in the bulletin you must fill out the request form for approval and turn it into the Director of Communications. Informational space is limited, so your request will need to be kept to a minimum of words.

Computer System Use

NSB provides computer system, e-mail, Web access, etc. to its employees as necessary. The purpose of this is to enhance the ministry of NSB and is not intended for personal use. From time to time it may be necessary to receive personal e-mail or otherwise use the computer system for personal needs; however this should be kept to a minimum. It is also expected that this tool be treated with care and respect. If it is discovered that the use of these tools is abused or used in an un-Christian manner, the employee will be subject to disciplinary action, up to and including termination. NSB may monitor e-mail, web and any other computer system use and employees should not have an expectation of privacy in such use.

Vehicle Use

NSB's vehicles are intended for church-sponsored events. It is your responsibility to make sure that when you return the vehicle it is full of gas and has been properly cleaned, including bathrooms in the luxury buses. All vehicle requests must be arranged through the church office resource coordinator and approved before use of the vehicle. Last minute requests will be accommodated provided there are no conflicts.

Drivers of NSB Vehicles

- Current Drivers
 - All drivers of NSB vehicles and/or vehicles driven for NSB-sponsored events must have prior approval and be on the "Approved Drivers List".
 - Approval may be obtained through the Finance Office. An up-to-date list of those who are approved is kept on file there.
 - Drivers must have a clean driving record for the last three years.

- Prospective Drivers
 - Complete a "Ministry Application."
 - Provide a legible copy of their driver's license.
 - Have a valid commercial driver's license and pass a drug/alcohol test in order to drive certain vehicles.
 - NSB will obtain a driving record and Washington State Patrol background check that will be reviewed with the other information supplied to determine eligibility of the applicant.

Vehicle Parking

Employees and volunteers are not permitted to park in spots designated for visitors. Employees may be asked to park off-site on Sunday mornings or special services. Vehicles left on NSB property for consecutive days without approval by the facility manager, are subject to being towed at the owner's expense.

Copyright Laws

As good stewards of the resources God has entrusted to us, we have an obligation to uphold the laws governing the materials we use. Copyright laws are very strict and as a church, we expect everyone to uphold these laws. The "Fair Use" guidelines allow NSB to use materials without obtaining written prior approval in very limited circumstances; please consult the Executive Pastor if you do not have written approval by the owner prior to use of any written or recorded material.

Developed Materials

- Work for hire

During the course of an employee's work for NSB, materials are developed for use in the various ministries. Under the "work-for-hire" doctrine, NSB is legally the "author" of copyrightable material created as part of the ministry. The "work-for-hire" doctrine includes all works created during "paid" hours (including normal work hours, PTO hours, sabbatical hours and long term sick leave hours). It also includes any works created during unpaid hours using NSB facilities, personnel or equipment. Exceptions may be made on a case-by-case basis, but must be approved by the Board of Overseers in advance.

- Official NSB Material

Under no circumstances will materials be distributed *with the representation* in writing or orally that it is an *NSB produced material* unless the Board of Overseers, or the Executive Pastor, has issued a letter of confirmation pertaining to the specific document(s).

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the Employee Handbook about NSB'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 NSB 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 NSB and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. I understand that this employment-at-will agreement constitutes the entire agreement between NSB and me on the subject of termination and it supersedes all prior agreements. I also understand that, although other church policies and procedures may change from time to time, this employment-at-will agreement will remain in effect throughout my employment with NSB unless it is specifically modified by an express written agreement signed by me and the Board of overseers of NSB. I further understand that this employment at will agreement may not be modified by any oral or implied agreement.

I authorize NSB to deduct from my paycheck or paychecks any negative PTO balances or any other amounts owed by me to NSB as necessary from time to time.

Employee's Name

Employee's Copy Date