

Personnel Policy  
and  
Procedure Manual

**STOUGH MEMORIAL  
BAPTIST CHURCH**

Pineville, North Carolina

*Personnel Committee  
Effective January 1, 2008*

## TABLE OF CONTENTS

### Section 1: PERSONNEL POLICY & PROCEDURE MANUAL

<b>I.</b>	<b>Purpose of the Church Staff .....</b>	<b>4</b>
<b>II.</b>	<b>Definitions of Staff .....</b>	<b>4</b>
	<b>a. Pastoral Staff.....</b>	<b>4</b>
	<b>b. Ministerial Staff .....</b>	<b>4</b>
	<b>c. Administrative Staff .....</b>	<b>4</b>
	<b>d. Support Staff .....</b>	<b>4</b>
<b>III.</b>	<b>Job Classification .....</b>	<b>4</b>
	<b>a. Exempt.....</b>	<b>4</b>
	<b>b. Non-exempt .....</b>	<b>4</b>
	<b>c. Full-time employee .....</b>	<b>5</b>
	<b>d. Part-time employee.....</b>	<b>5</b>
<b>IV.</b>	<b>Church Expectations of Staff Members.....</b>	<b>5</b>
<b>V.</b>	<b>Employment Policies.....</b>	<b>6</b>
	<b>a. Employment of Personnel .....</b>	<b>6</b>
	<b>b. Corrective Action/Employee Discipline.....</b>	<b>6</b>
	<b>c. Qualifications for Employment .....</b>	<b>10</b>
	<b>d. Hours of Work .....</b>	<b>10</b>
	<b>e. Lunch Period.....</b>	<b>11</b>
	<b>f. Pay Periods and Pay Day .....</b>	<b>11</b>
	<b>g. Employment of Relatives .....</b>	<b>11</b>
	<b>h. Secondary Employment .....</b>	<b>11</b>
	<b>i. Staff Expansion .....</b>	<b>12</b>
	<b>j. Salary Policy Guidelines .....</b>	<b>13</b>
	<b>k. Personnel Records .....</b>	<b>14</b>
<b>VI.</b>	<b>Attendance/Absence.....</b>	<b>14</b>
	<b>a. Sick days .....</b>	<b>14</b>
	<b>b. Jury Duty.....</b>	<b>15</b>
	<b>c. Bereavement.....</b>	<b>15</b>
	<b>d. Inclement Weather .....</b>	<b>15</b>
<b>VII.</b>	<b>Safety.....</b>	<b>15</b>
	<b>a. Substance Abuse .....</b>	<b>15</b>
	<b>b. Weapons .....</b>	<b>15</b>
<b>VIII.</b>	<b>Leave of Absence.....</b>	<b>16</b>
	<b>a. Armed Forces .....</b>	<b>16</b>
	<b>b. Serious Health Condition .....</b>	<b>16</b>
	<b>c. Pastoral Staff.....</b>	<b>16</b>
	<b>d. Senior Pastor .....</b>	<b>16</b>

**IX. Benefits**

- a. **Vacation** .....16
- b. **Holidays** .....18
- c. **Medical Insurance** .....18
- d. **Pastor Group Insurance**.....19
- e. **Employee Tuition Discounts** .....19
- f. **Moving Expenses** .....20
- g. **Benefit Status During Leave of Absence** .....20
- h. **Retirement**.....20

**Section II: Addendum for Employees of Stough Child Development Center**

- I. Dress Code** .....22
- II. Orientation** .....22
- III. State Ratios**.....22
- IV. Time Clock**.....22
- V. Performance Metric**.....22
- VI. Overtime** .....22

**Section III: Commitment**

## **Section I: PERSONNEL POLICY & PROCEDURE MANUAL**

Stough Memorial Baptist Church  
Pineville, North Carolina

### **I. Purpose of the Church Staff**

The purpose of staff members employed by the church is to assist in developing, guiding, administering, supporting and evaluating the programs of the church in order for the church to reach its goals.

### **II. Definitions of Staff**

- A. Pastoral Staff - Those staff members employed by the church who are ordained or, if not ordained, are required by the nature of their position to perform pastoral duties in the function of their job and may be required to perform administrative and supervisory duties.
- B. Ministerial Staff - Those staff members employed by the church who are required by the nature of their position to perform ministerial duties in the function of their job and may be required to perform administrative and supervisory duties.
- C. Administrative Staff - Those staff members employed by the church who do not perform pastoral or ministerial duties, but have administrative and may have supervisory responsibility.
- D. Support Staff - Those staff members, including interns, employed by the church who perform work in the support of the church and its programs who are **not** in any of the above positions.

### **III. Job Classification**

- A. Exempt - Exempt employees are those who are exempt from certain wage and hour laws due to responsibilities, education, decision-making authority and/or salary.
- B. Non-exempt - Employees who receive hourly wages; they are subject to wage and hour laws, i.e. overtime pay; usually applies to non-professional employees.

- C. Full-time employee – Employees who work a minimum of 30 hours a week during a 6 month consecutive period.
- D. Part-time employee – Employees who work less than 30 hours per week during a 6 month consecutive period.

#### **IV. Church Expectations of Staff Members**

- A. Acceptance of the mission of the church to integrate personal goals with the goals of the church, and to be a part of the team working toward the church's goals.
- B. Represent the church well on the job and away from the job, and live a lifestyle consistent with the mission of the church, according to Biblical principles.
- C. Provide courteous and cooperative service to visitors and members of the church.
- D. Good work: Staff members are expected to show a commitment to Christian principles through excellence of work. Employees are expected to do their best on assignments, to learn all they can about their jobs and the church, and to be prompt, dependable, and willing to do more than their share.
- E. Participate in opportunities provided for spiritual, personal, and job related growth.
- F. Telephone courtesy and proper techniques are important. Answer promptly, be courteous and accommodating, and speak clearly. Keep personal calls to a minimum.
- G. Be committed to a policy of Christian excellence in applying the highest professional standards in personal appearance, courtesy and job performance, and perform duties in a discreet manner related to confidential communications.
- H. Staff members are expected to maintain a cooperative spirit, work together harmoniously, and respect each other as integral parts of the team. Differences should be resolved in a Christian manner.

V. **Employment Policies**

A. Employment of Personnel

Stough Memorial Baptist Church hires, trains, promotes, compensates and dismisses employees without regard for race, color, sex, national origin, age over 40, or veteran status, as well as other classifications protected by applicable state or local laws. However; as a Christian organization, we ONLY employ Christian individuals and expect all employees to actively attend and participate in a Bible-based Church.

1. **Pastoral**

- a. The Senior Pastor shall be called and employed by the church upon the recommendation of a Pastor Search Committee, in accordance with the church by-laws.
- b. Other Pastoral and Ministerial Staff shall be called and employed by the church upon the recommendation of the Pastor and the Personnel Committee, in accordance with the church by-laws.
- c. The Personnel Committee will present all Pastoral Staff, except the Senior Pastor, to the church for approval. The Senior Pastor will be presented by the chairman of the Pastor Search Committee.

2. **Administrative** - All administrative staff members shall be employed by the church upon the recommendation of the Pastor of Administration and Senior Pastor after consultation with the Personnel Committee.

3. **Support** - All support staff shall be employed by the church upon the recommendation of the Pastor of Administration and Senior Pastor and may be consulted with the Personnel Committee as circumstances deem necessary.

B. Corrective Action/Employee Discipline

Discipline is action intended to correct or improve. Its purpose in the workplace is to correct or improve job-related performance or behavior. Ideally, most workplace performance problems are handled by informal discussion and counseling between the supervisor and the employee. This Corrective Action policy is applied when more formal action is required.

Violations of the rules and regulations may result in disciplinary action, including verbal or written warnings, demotions, suspensions without pay and possibly termination. The degree of disciplinary action taken is within the sole discretion of Stough Memorial Baptist Church and may be based upon issues other than the latest violation, including but not limited to performance and past violations of other policies. **The following is meant to be a guideline and is not intended to be all-inclusive.**

1. Using abusive, profane, threatening or intimidating language or behaviors (including but not limited to gestures or posture) toward a supervisor or fellow associate, visitor, customer or vendor, either in person, on the telephone or computer, via internet, e-mail, computer wallpaper or screensaver.
2. Fighting or any physical assault, as well as verbal exchanges, directed at a supervisor, fellow associate, or any person on Church property.
3. Gambling, including the use of Church computers or internet access to gamble.
4. Willful disregard for safety or security rules.
5. Possession of, use of, or being under the influence of alcoholic beverages, illegal drugs or prescription drugs without a prescription on Church premises during work time, or a conviction or a plea of guilty or no-contest to a violation of any drug-related law.
6. Conviction of a felony or other crime during employment with the Church.

7. Insubordination toward members of supervision, including but not limited to, refusal to perform any task, duty or job assigned to you by your supervisor or refusal to obey instructions.
8. Refusal to work mandatory overtime or scheduled time changes as requested by supervisor.
9. Falsifying, altering or omitting any information; including but not limited to, any information related to paid time off, wage garnishments, Workers' Compensation benefits, leaves of absence, time records, or any other Church records.
10. Willful altering or punching another associate's time card or repeated failure by an associate to properly punch in or out with one's own time card.
11. Engaging in behavior designed to create discord or lack of harmony or interfering with, obstruction of, or otherwise hindering the production of work or performance of another associate.
12. Engaging in acts of theft, sabotage, or damage to Church property.
13. Unauthorized removal of property belonging to the Church or other associates.
14. Unauthorized use of Church equipment or property without proper approval.
15. Posting notices on bulletin boards without prior approval, or removing or altering bulletin board information.
16. Failure to maintain a neat and clean appearance in compliance with the dress code policy.
17. Possession of firearms, other weapons or explosives on Church property, in a Church vehicle or in a personal vehicle on Church property.
18. Immoral or indecent conduct during working hours, on Church property or at a Church-sponsored event.

19. The uttering or publishing of false, vicious, or malicious statements concerning the Church, any associate of the Church, or any Church-sponsored individual, including but not limited to making such statements over a computer or through the internet.
20. Poor work product and/or work habits, including but not limited to negligence or carelessness in performing work or failure to maintain acceptable standards of quality or quantity of work, as well as failure to keep work area organized and clear of dirt and debris.
21. Excessive or unexcused absenteeism and/or tardiness.
22. Leaving work areas or the premises during an employee's scheduled shift without permission from his/her supervisor.
23. Making false statements or intentional omissions on employment applications or other personnel documents.
24. Lying or causing another person to lie or mislead the government or a Church representative, or obstructing the collection of information, data or records related to an investigation of a federal or state offense, or disclosing information regarding any confidential Church or governmental investigation.
25. Unauthorized concealing, destroying or altering of any official documents.
26. Violation of any policy or procedure identified within this Handbook or any supplements.

A. Pastoral and Ministerial

1. The Senior Pastor shall serve at the pleasure of the church, with the privilege of resigning at any time with adequate notice. The Senior Pastor may be dismissed according to the guidelines set forth in the church by-laws.

2. Other pastoral staff members shall serve at the pleasure of the church, with privilege of resigning at any time with adequate notice. They may be dismissed upon agreement of the Senior Pastor and reported to the Personnel Committee. Notice shall be given to the church of such actions by the Personnel Committee.
3. Ministerial staff members shall serve at the pleasure of the church, with the privilege of resigning at any time with adequate notice. They may be dismissed by the Senior Pastor and reported to the Personnel Committee. Notice shall be given to the church of such actions by the Personnel Committee.

B. Administrative - Administrative staff members may be dismissed upon recommendation of the Pastor of Administration after consultation with the Senior Pastor and should then be reported to the Personnel Committee.

C. Support - Support staff members may be dismissed by the Pastor of Administration after consultation with the Senior Pastor and should then be reported to the Personnel Committee.

C. Qualifications for Employment - Applicants accepted for employment must meet education, experience and/or skill requirements as established for each job. Experience may be substituted for formal education. It is required that all pastoral and ministerial staff personnel have membership in Stough Memorial Baptist Church, Pineville, North Carolina.

D. Hours of Work

1. Pastoral staff - Pastoral and Ministerial staff members do not have a regular workday. Even though hours are flexible, Pastoral and Ministerial staff members are expected to work whenever and however the need arises. In addition, Pastoral and Ministerial staff members are expected to carry out certain responsibilities on Wednesday nights and Sundays. In recognition of this fact, the Pastoral and Ministerial staff members will regularly take one weekday off, coordinated by

the Senior Pastor.

2. Administrative - The normal workday is 9:00 a.m. until 5:00 p.m., Monday through Friday. Other hours may be set by the Pastor of Administration with approval of the Senior Pastor.
  3. Support staff - The normal workday is 9:00 a.m. until 5:00 p.m., Monday through Friday. Other hours may be set by the Pastor of Administration with the approval of the Senior Pastor.
- E. Lunch Period - The work day schedule shall include a minimum lunch period of thirty minutes for full time staff members. Each employee's supervisor will assign a lunch time.
- F. Pay Periods and Payday
1. Hourly employee's time is calculated from Sunday through Saturday and totaled every two weeks.
  2. Payday for hourly employees will be the Thursday following the end of the pay period.
  3. Pastors and other salaried employees, as well as employees who are paid a fixed amount each month, will be paid monthly. The payday for these employees will be the last Thursday of each month.
- G. Employment of Relatives – Members of the immediate family (mother, father, brother, sister, spouse, child/stepchild, mother-in-law, father-in-law ) of full - time employees may be hired as long as such employment does not involve a supervisor/subordinate relationship between relatives in the same department and/or does not create a real or perceived conflict of interest.
- H. Secondary Employment - The employment responsibilities to SMBC are primary for any employee working for SMBC; any other employment in which that person chooses to engage is secondary. An employee is required to submit a secondary employment form and obtain approval from the Pastor of Administration before engaging in any secondary employment. The purpose of the approval procedure

is to determine that the secondary employment does not have an adverse effect on the primary employment and does not create a conflict of interest or compromise the reputation of SMBC.

For purposes of this policy, secondary employment is defined as any activity involving the production or sale of goods, the provision of services, the performance of intellectual or creative work for pay in either an employer/employee relationship or in a self-employment capacity such as an independent contractor.

1. Employees must notify the Pastor of Administration of any secondary employment. If an employee accepts employment in the business of another SMBC employee, Church member, or SCDC family, the employee must declare the relationship with the Pastor of Administration.
2. Private or secondary employment must be lawful and not damage the reputation of SMBC.
3. This provision also applies during periods of full time or part time leave without pay, long service leave, and extended leave.
4. Employees must not use SMBC premises, resources (e.g.: telephone, stationery, computing equipment, fax machines, mobile phone or other equipment or facilities), or information in the course of approved private employment or to help gain private employment.
5. Private or secondary employment undertaken without written approval as specified in this policy document is a breach of discipline and may result in disciplinary action.

#### I. Staff Expansion

If possible, staff expansion should be planned for implementation at the start of a new calendar year. This will enable the Personnel Committee to include the necessary salary requirements in the Personnel budget for the new year. If the new position is to be implemented during the current calendar year, the proposed salary will be presented to the Finance Committee so the current church budget can be amended. Upon approval of the Finance Committee, the proposal will be presented to the church by the Personnel Committee for approval.

1. Pastoral & Ministerial - The Senior Pastor is to make recommendations to the Personnel Committee for any expansion of the Pastoral Ministerial staff. Reasons are to be given for the need for the position, a complete job description should be prepared, and salary grade recommended. The Personnel Committee will present the new staff position to the church for approval.
2. Administrative and Support - The Senior Pastor will recommend to the Personnel Committee the need for any new Administrative or Support staff positions. Justification, a job description and recommended salary grade will be presented to the Personnel Committee for review.

J. Salary Policy Guidelines

1. The Senior Pastor will prepare a salary budget, including a structure change if needed, based on merit increases and present his recommendations to the Personnel Committee who will then send these recommendations to the Finance Committee.
2. Merit increases shall be based on performance reviews of staff members by the appropriate supervisors. The Senior Pastor and Pastor of Administration shall coordinate reviews and increases with the Personnel Committee. Approved merit increases shall be effective January 1st of each year.
3. Each staff member's job performance shall be reviewed annually by a Pastor, and a report of the review shall become a part of the employee's personnel folder.
4. A staff member's salary shall not exceed the maximum rate for his pay grade. Exceptions may be made based on justifiable qualifications and the approval of the Personnel Committee.
5. Staff members may be promoted to a higher pay grade or demoted to a lower pay grade.

6. Death - The beneficiary of a full time or permanent part - time staff member shall receive the salary of the deceased for one full month beyond the pay period in which the staff member dies. Such salary will be in addition to unused vacation time.

K. Personnel Records

The Pastor of Administration shall be responsible for maintaining a personnel file on administrative and support staff members concerning all employment related activities.

**VI. Attendance / Absence**

From time to time situations will arise whereby full - time staff members will find it necessary to be away from work. Staff members must request permission from their supervisor in advance of any absences that can be planned, such as medical appointments, funerals, and other unavoidable circumstances. Unpredictable situations (such as personal or family illnesses, or inclement weather) may occur that prevent a staff member from reporting to work as scheduled. In cases such as these, the following guidelines will be used:

- \* Notify your supervisor each day you are absent unless he or she instructs you otherwise.
- \* Give your supervisor the reason for your absence and the expected duration.

If the staff member fails to notify their supervisor as instructed above, the absence will be considered unexcused, and as such, will be without pay. Two separate incidents of unexcused absence within a twelve month period will be grounds for termination.

If a staff member is absent for three consecutive work days without notification to their supervisor, or other appropriate individual, the employee is deemed to have resigned their position as of the last day worked for abandonment of position.

If a staff member becomes ill or injured while on vacation, the staff member will be paid only for the vacation.

A staff member will receive:

- A. Each calendar year beginning January 1st, full time staff members will receive five (5) sick days per year. These days are designed to be a source of income protection should you or an immediate family member experience an illness or medical disability. They **cannot** be used for any other purpose; they do not accrue from year to year; and they are not payable in cash should the staff member leave the employ of the church. Certification from a doctor may be required after three days of inability to work due to illness or medical disability.
- B. Jury Duty / Court Witness Duty - A staff member on jury duty or called to be a court witness will receive full pay in addition to jury pay with proper documentation.
- C. Bereavement - Staff members shall receive 3 days bereavement for immediate family (mother, father, spouse, children, stepchildren, mother & father in-law, brothers, sisters, nieces, nephews and grandparents). Requests need to be in writing to the supervisor with proper documentation at the time of request.
- D. Inclement Weather - All Staff are expected to be at work unless the church offices are officially closed by the Pastor of Administration.

## **VII. Safety**

Employees are expected to conduct themselves in a safe manner. Employees should use good judgment and common sense in matters of safety, observe any safety rules posted in various areas, and follow all OSHA and state safety regulations. All safety hazards, breakage or damaged equipment should be reported to the church office immediately. All accidents need to be reported to the Pastor of Administration and an injury report form must be completed.

- A. Substance Abuse - Smoking, drinking, or any other substance abuse on Church premises, including parking lots; or off-premises during field trips, or during an employees shift of work will not be tolerated. This includes walking around the block, to the park, etc. The Church operates under a zero-tolerance policy in regards to alcohol and substance abuse. Any employee reporting for work under the influence of alcohol or controlled drugs will be terminated from employment immediately. Other violations will result in disciplinary actions based on the Pastor of Administration's judgment.

- B. Weapons – All types of weapons on any part of the Church property, including parking lots, playgrounds, and vehicles, is prohibited. Employees are not allowed to have any type of weapons on their person, or in their possession.

**VIII. Leave of Absence**

- A. If a staff member is also a member of a U. S. Armed Forces reserve unit, two weeks of leave per year will be granted without pay. The staff member may elect to take paid vacation time for the two weeks.
- B. An Administrative or Support staff needing to take an extended leave of absence due to their own serious health condition, the serious health condition of an immediate family member, or to take care of a newborn or newly adopted baby, may submit a request for an unpaid leave of absence. The request will be reviewed on a case by case basis by the Pastor of Administration and the Personnel Committee. To be eligible for a LOA the employee must have:
- been employed by SMBC for the previous 12 continuous months
  - not have been on LOA during the previous 24 months
  - have had no disciplinary action within the previous 12 months
- C. Pastoral staff other than the Senior Pastor will make a request to the Senior Pastor who will report to the Personnel Committee.
- D. Senior Pastor makes requests to Personnel Committee after consulting with the Stewardship Oversight Committee.

**IX. Benefits (Full - time Staff Members only) - Full time employees are those who average 30 hours or more each week for a 6 month consecutive period.**

- A. Vacation - Staff members shall earn vacation time as shown. Length of service will be calculated from the employment anniversary date for each staff member.

<u>Length of Service</u>	<u>Paid Vacation</u>
0 - 6 months	None
6 months - 11 months	1 week

1 year - 4 years 11 months	2 weeks
5 years - 9 years 11 months	3 weeks
over 10 years	4 weeks

**Exceptions**

1. Vacation time does not accumulate from one year to the next, nor may vacation time be advanced. Unused vacation time is forfeited without pay.
2. Paid holidays falling during a vacation will not be counted as paid vacation time.
3. Any salary which becomes payable during the vacation period of a staff member will be paid on the last work day preceding the vacation of such staff member provided a request is made one week in advance.
4. Vacations will be taken with the approval of the supervisor and scheduled with the Pastor of Administration.
5. One week of vacation time will be considered five work days for those persons who work a five day work week.
6. Each Pastor or Ministerial Staff person, may schedule revivals, educational conferences and conventions in addition to his/her regular vacation time. Time for revivals, educational conferences and conventions must be approved by the Senior Pastor and reported to the Personnel Committee.
7. Each ordained Pastoral Staff member will receive 3 weeks of paid sabbatical leave after 5 full years of service. After 4 additional years of continued service, 6 weeks of sabbatical leave will be given, continued every 6 years thereafter. Sabbatical leave is for the express purpose of professional growth - including degree work, workshops, visitation of other churches, etc. Sabbaticals must be approved by the Senior Pastor and Personnel Committee. Unused sabbatical leave will be forfeited without compensation.

8. The office should be staffed at all times. Overlapping office positions may not be off at the same time.

B. Holidays

The following 10 holidays shall be observed:

1. **New Year's Day**
2. **Easter Holiday -Good Friday**
3. **Memorial Day**
4. **Independence Day - July 4**
5. **Labor Day**
6. **Thanksgiving Day**
7. **Friday after Thanksgiving Day**
8. **Christmas Eve**
9. **Christmas Day**
10. **One ( 1 ) Personal Leave Day**

In general, the holidays above shall be observed on the officially designated date announced as a state holiday by the Governor of North Carolina. However, the Senior Pastor and Pastor of Administration may wish to alter dates and stagger work schedules in order to maintain operational requirements. If the holiday falls on a weekend, the church office may observe the day off on Monday, given the preparation needed for Sunday services. To be eligible for holiday pay, a staff member must not have an unplanned absence on the day before or after a paid holiday.

C. Medical Insurance

All full-time employees are eligible for Group Medical, Life and Accidental Death benefits. Benefits begin on the first of the month following 30 days of full-time employment.

*(Pastoral staff benefits begin the date of hire or as determined by the Personnel Committee and Senior Pastor, or Personnel Committee and Pastoral Search Committee in the case of the Senior Pastor.)*

The terms and conditions for eligibility and limits of coverage of all benefits are set out in the group insurance plan policy and

employee will be provided with an identification card and booklet explaining their coverage in detail.

All full-time employees must either participate in the Group Insurance benefits or show proof of Medical Insurance so that they will not be burdened with an extreme medical crisis. The employee may be given various plans to choose from in order to meet specific health desires. This is a benefit, not available as a monetary option if unneeded. (*see section D for Pastors*).

The church provides an allotment of \$3,600 per full-time employee (\$8,400 for Pastors) per year for Group Insurance. This benefit is to provide insurance for the employee, however, the employee may utilize the full monetary compensation to either increase their health insurance benefit, add on dependents or a spouse, or add additional insurance provided by our Group Insurance provider (known as a cafeteria plan). Any additional cost above the church allotment, will be paid by the employee.

Exceptions to this policy must be individually approved by the Personnel Committee and Pastor of Administration.

#### D. Pastor Group Insurance

Employees in the classification of a Pastor, are given a Group Insurance allotment of \$8,400. If a pastor has group insurance provided from another source, they may choose to show proof of insurance and then be reimbursed up to half of the group insurance allotment (\$4,200) provided their cost of coverage is at least half of the Group Insurance allotment. If the insurance costs less than that half of the Group Insurance allotment, they will be reimbursed only the cost of the insurance coverage.

If a pastor later chooses to change their group insurance allotment, an increase or reduction in salary may be given to balance out the increase or decrease cost to the church and employee.

#### E. Employee Tuition Discounts

All full-time employees are eligible to enroll their children at

the Stough Child Development Center, as space is available, at discounted rates. The maximum discount is based upon the employee classification as follows:

Pastoral Staff:	75% up to \$225 per week
SCDC Director:	75% up to \$175 per week
Assistant SCDC Director:	75% up to \$150 per week
Other full-time employees:	
New employees:	40% up to \$120 per week
After 90 days:	45% up to \$120 per week
After 1 year:	50% up to \$120 per week

Any additional cost above the church and SCDC allotment will be paid by the employee. Employee tuition is paid through payroll deductions each pay period. There is no employee discount on the annual registration fee.

F. Moving Expenses

Moving expenses shall be negotiated with each Pastoral Staff member at the time of employment. In general, the church shall pay all cost for moving the household goods of a pastoral staff member to the Pineville vicinity. In addition, the church shall pay the new staff member room and board expenses incurred in route, plus up to two days in Pineville if the household goods have not arrived.

G. Benefit Status During Leave of Absence

The staff member on a leave of absence without pay may continue his/her benefits, at the staff member's expense, subject to the provisions of the insuring agreement with the insurance carrier.

H. Retirement:

Retirement is provided for all full-time (30+ hours or more per week) Stough Memorial Baptist Church employees as a benefit. Stough Memorial Baptist Church will match an employee contribution up to the total of Y% (subject to IRS maximum standards as noted below) of their salary as noted below based on years of service.

*SMBC Personnel Policy and Procedure Manual*

1-5 Years of Full-Time Employment =	5%
6-10 Years of Full-Time Employment =	6%
11-15 Years of Full-Time Employment =	7%
16-20 Years of Full-Time Employment =	9%
21+ Years of Full-Time Employment =	10%

*Example:* An employee with an annual salary of \$50,000 working for 3 years

>Church will match up to 5% or \$2,500

>Total retirement benefit = \$5,000

**\*\*An employee may choose to contribute money in addition to the maximum Church % total. They may do so at their discretion as a salary deduction.**

**\*\*Retirement benefit is an individual account set up through the Southern Baptist Convention. All monies will be transferred monthly to the individual employee account and the individual employee will determine through the SBC how they would like their retirement benefit invested. NO OTHER account, 401K, IRA, etc...will be invested in through the retirement program of Stough Memorial Baptist Church.**

**\*\*The matching retirement program provided will continue up to the maximum amount allotted by the federal government and IRS standards.**

**\*\*Stough Memorial Baptist Church will provide the initial 3% contribution for all employees without obligation of the employee to contribute further, as part of their benefit package. An employee then must match the 3% first, before the additional percentages are matched.**

**---Addendum for Employees of Stough Child Development Center---**

**I. Dress Code**

The daily uniform will consist of Medical Scrubs. Each employee will be provided with a Stough t-shirt and appropriate slacks or shorts to be worn on field trips.

**II. Orientation**

During the first six (6) weeks of employment each employee must receive a minimum of ten (10) hours of on-site education.

**III. State Ratios**

It is imperative that each classroom adhere to state regulation of teacher/student ratios. This will vary with each age group. If your class is above ratio, you must notify the office immediately.

**IV. Time Clock**

Each employee is expected to clock in and out for the work shift and for their lunch break. If there is a missed punch, the office should be notified immediately.

**V. Performance Metric**

Stough CDC participates in a bonus program as outlined in the “Performance Metric Bonus Plan” that is based on both group and individual performance. Several factors determine the financial impact including; attendance, state inspection score, completion of required service training hours per year and employee written/verbal corrective action and/or discipline.

**VI. Overtime**

Hourly positions are entitled to overtime pay under certain conditions. If you are a “non-exempt” employee, from time to time you may need to work overtime, which must be approved in advance by your supervisor. When it is necessary to work overtime, you are expected to do so as a condition of your employment.

Although there are some exceptions, typically non-exempt team members will be paid one and one-half times their regular rate of pay for all time actually worked in excess of 40 hours in a work week. If you need to be excused from performing scheduled overtime, please speak with your supervisor.

This Personnel Policy Manual is meant to act as a standard of Church policy concerning situations that may arise from time to time. As a staff member, if you should ever feel that you are treated unfairly, or if you have a problem, discuss your concerns with your immediate supervisor. If the matter is not settled to your satisfaction with your supervisor, make an appointment with your next level of supervision or the Pastor. Every effort will be made to resolve the matter in fairness to all concerned if at all possible. It is good to talk these things over. Be guided by Biblical support. (Matt. 18:15 - 17; Col. 3:13; Eph. 4:32 )

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