

OAKLAND BAPTIST CHURCH PERSONNEL POLICIES AND PROCEDURES

I. INTRODUCTION

A. STATEMENT OF INTENT

These personnel policies are intended to provide guidance for the personnel practices and procedures for the paid staff of Oakland Baptist. It is not an implied or expressed contract. Oakland Baptist Church recognizes that each of its employees should be treated as an individual and that no statement of policy can cover all situations. Consequently, there may be times when employees merit treatment different from what appears in this policy statement. Further, the statement does not contain all the information the employee will need during the course of employment. The employee will receive information through various written notices as well as orally. This personnel policy should be applied in a manner that furthers the mission of Oakland Baptist Church and provides fair treatment of each employee.

This policy statement contains practices and procedures unilaterally established by Oakland Baptist Church and can be changed by two-thirds majority vote of OBC members present during a business meeting. Employees are responsible for understanding all changes as they are published, and changes will constitute a modification to the statement of personnel policy upon publication.

B. EQUAL EMPLOYMENT POLICY

Oakland Baptist Church is committed to equal employment opportunities for all persons. It is the policy of Oakland Baptist Church to recruit, appoint, promote, train, transfer and terminate without discrimination against any person on account of race, color, handicap, ancestry, national origin, age or sex, except as provided in Oakland Baptist Church's bylaws or by the requirement of the position.

C. BACKGROUND CHECKS

All employees of Oakland Baptist Church are subject to background checks through the Kentucky State Police or other state or national screening service.

D. RIGHTS OF MANAGEMENT

Nothing in this policy paper is intended to circumvent or modify the management's rights to manage. Oakland Baptist Church reserves to itself the right to:

1. Direct the work of all employees as well as establish hours of work and revise wages, salaries, position classifications, and employee benefits;

2. Hire, fire, discipline, promote, demote, transfer and assign employees within the organization;
3. Maintain efficiency in operations;
4. Dismiss employees or otherwise relieve employees from their duties because of lack of work or for other reasons deemed appropriate by the Pastor and the Personnel Committee; and,
5. Determine the methods, mean, and personnel by which organizational responsibilities are to be accomplished.

E. RESPONSIBILITIES FOR PERSONNEL FUNCTION

The Personnel Committee shall:

1. Review job descriptions and occupational qualifications for all employees;
 - a. Modification of job descriptions shall be presented during an OBC Business Meeting.
2. Review and, if appropriate, recommend the changes in the Personnel Policies at least every two (2) years;
3. Conduct annual performance evaluations for all employees;
4. Direct the maintenance of Personnel files on all employees. These files shall be considered confidential and stored in a manner consistent with confidentiality practices.
5. Provide basis for pay increases.

The Pastor shall:

1. Act as the primary supervisory authority to supervise and discipline all employees of Oakland Baptist Church within the guidelines established by these Personnel Policies;
2. Provide direct supervision to all Ministry staff;
3. Recommend second level supervisory responsibilities to the Personnel Committee;
4. Develop job descriptions and occupational qualifications as necessary for all Ministry employees and present them to the Personnel Committee for review and approval;
5. Serve as a staff liaison to the Personnel Committee

6. Accept employment recommendations on the Personnel Committee's behalf from other church committees where those committees are empowered to do so under the bylaws.

II. HIRING

A. HIRING PROCEDURES

Upon being offered and accepting employment with Oakland Baptist Church, each new employee shall be provided with a letter of employment, which shall include:

1. Position/job title;
2. Beginning salary;
3. Effective date of employment; and

Upon being hired or before, each employee will receive a copy of the job description. A signed and dated copy will be retained in the employee's personnel file.

Additionally, each employee shall be given a copy of the Personnel Policies and Procedures. A signed and dated acknowledgment of receipt will be retained in the employee's personnel file.

B. EMPLOYMENT STATUS

All employment with Oakland Baptist Church is AT WILL and may be terminated with or without reason by the employee or Oakland Baptist Church. These personnel policies and procedures shall not, under any circumstances, be considered or held to be a contract of employment with any employee. No employee is considered employed for any specified term.

III. EMPLOYEE CLASSIFICATION

A. CLASSIFICATION WITH REGARD TO OVERTIME AND HOURS OF WORK

Exempt Employees – Employees who are not subject to the hours of work and overtime pay provisions of the Fair Labor Standards Act.

Non-Exempt Employees – Employees subject to the hours of work and overtime provisions of the Fair Labor Standards Act.

B. CLASSIFICATION WITH REGARD TO HOURS

Full Time Employee – An individual employed to work a minimum work week of thirty-two hours.

Part Time Employee – An individual employed to work a portion of the work week, but less than thirty-two hours.

Temporary Employee – An individual employed for a specified, limited period, either on a full-time or part-time basis.

Stand-By Employee – A person who from time to time performs specific tasks or is asked to fill in for a full-time or part-time employee.

IV. WORK SCHEDULE

A. PERSONAL APPEARANCE AND BEHAVIOR

Employees shall maintain neat appearances, dress appropriately for the tasks to be performed, and communicate and work well with others. They shall refrain from the use of tobacco, alcohol, and illegal substances while on church property; they shall not report to work while under the influence of alcohol or any illegal substance. Harassment, sexual or other, will not be tolerated.

B. PUNCTUALITY AND ATTENDANCE

Oakland Baptist Church places special emphasis on punctuality and attendance. A record of tardiness, and/or absenteeism will be a factor in appraising employees' dependability and will have a definite influence in decisions regarding continued employment, salary changes, or promotions.

C. OVERTIME

The work schedule of non-exempt employees generally corresponds with Oakland Baptist Church's regular working hours. Overtime should be kept to a minimum for non-exempt staff. When overtime is necessary, it must be approved, in advance. Approved overtime is compensated at one and one-half times the regular hourly rate for each hour worked in excess of forty hours in one week.

Both the employee and the immediate supervisor are responsible for planning irregular work schedules where necessary, which permit accomplishment of all the regular duties of the job within the scheduled work week. Overtime should arise only when special duties or activities outside of the ongoing duties of the job require substantial additional hours of work. Distinction should be made between the special activities and the irregular schedule required by the usual duties of the job. The Pastor will be informed of all approved irregular work schedules.

The salary paid to exempt employees is the total remuneration for the total responsibility of their jobs. They do not receive additional compensation either in salary or compensatory time off for hours worked in excess of forty hours per week.

V. PERFORMANCE REVIEW

The performance of each regular employee will be reviewed annually. Performance of an employee may be reviewed and evaluated more frequently at the discretion of the Personnel Committee. The performance evaluation is signed by the employee and the Personnel Committee. A copy is given to the employee, and a copy is placed in the employee's personnel file.

During the review and evaluation session, the Personnel Committee and employee develop goals for the coming review period. This gives the employee the opportunity to define goals with the Personnel Committee, and assist the employee direction for the coming year. These goals will be a part of the employee personnel file. Goals should be measurable and attainable.

VI. WAGES AND SALARIES

A. COMPUTATION OF PAY

Wages and salaries shall be computed and paid weekly, based on:

1. The monthly rate for full-time exempt employees;
2. The applicable hourly rate for full-time and part-time non-exempt employees; and
3. The pro-rata weekly rate for part-time exempt employees.

B. PAY INCREASES

Based upon a satisfactory performance appraisal by the Personnel Committee upon recommendation, the Personnel Committee may grant employees salary increase, within available budgeted funds. Any mediation of salaries should have concurrence of the Finance Committee before approval.

VII. EMPLOYEE BENEFITS

A. WORKERS' COMPENSATION

Workers' Compensation Insurance is provided to protect employees who are injured while on official duty.

B. FICA

FICA benefits of the Social Security Administration must be participated in by law, through payroll deductions.

C. JOB TRAINING AND DEVELOPMENT

Employees receive on-the-job training during their initial period of employment. Additional training by outside sources may be made available on a case-by-case basis.

VIII. PERSONNEL RECORDS

A. FILES

Personnel files are the property of the employer and shall be kept for each paid employee. The files will contain, at a minimum:

1. Evidence of the employee's qualifications for the position;
2. Complete personal information;
3. Salary information at date of hire and each change;
4. Performance evaluations;
5. Commendations, counseling's (positive and negative), and disciplinary actions;
6. Date of hire;
7. Position change;
8. Termination information;
9. Attendance records;
10. Any information determined by Oakland Baptist Church to be relevant to the employer/employee relationship both individually and generally; and
11. Employee's plan for performance improvement.

Personal information to be kept in the file includes:

1. Address;

2. Telephone numbers (including any alternate numbers for quick contact);
3. Emergency contact numbers (next of kin);
4. Medical conditions affecting employment (and contact physician);
5. Social security number;
6. Family information pertinent to benefits administration;
7. Citizenship status;
8. Date of birth;
9. Education and training; and
10. Copy of background screening report

Employees must inform the church of any changes that should be in the information on file. Changes should be made within five working days.

B. ACCESS

Each active employee shall have access to review his or her own personnel file and the Pastor and Personnel Committee shall have access to employees' files. The files may not be removed from the administrative area without permission of the Pastor or Personnel Committee. File review must be done in the main church office. The employee has a right to respond to any item contained in his or her own personnel file. Each member of Oakland Baptist Church with access to employee Personnel Files or employee personal information will sign a statement of understanding for non-disclosure and security of personal information.

C. RETENTION OF FILES

Personnel files will be kept as legally required. A summary sheet may be kept for each destroyed file. An annotation will be completed on the file destruction record for each destroyed file.

In cases of known litigation, unemployment claims or unresolved disputes of any kind, the file shall be kept until two years after final resolution. A notation must be placed in and on the file to retain the file pending potential litigation.

D. REFERENCE CHECKS AND CREDIT CHECKS

Oakland Baptist Church will verify information as follows:

1. Dates of employment
2. Job title(s) and general description of duties and a quoted salary figure

Reference checks will be provided for both active and former employees.

IX. EXPENSE ALLOWANCES

A. JOB-RELATED EXPENSES

Reimbursement will be authorized for reasonable and verifiable expenses incurred in carrying out the job, to the extent budgeted. They may include: mileage, transportation, parking fees, telephone calls, meal costs when required to attend a luncheon or banquet, meals and lodging when away from home on authorized overnight trips, and reimbursement for evening meal expense due to an unusual work schedule. Employees will assume transportation costs between the office and home. Appropriate documentation is to be provided.

B. MILEAGE REIMBURSEMENT

Staff members authorized to use their personal cars for Oakland Baptist Church business are reimbursed at the standard IRS rate. An employee using a personal car for official business is responsible for meeting requirements of state laws regarding liability and property damage insurance.

Staff members are expected to pay mileage costs relating to travel from their home to the church on each working day. Travel reimbursement requests are normally based on distance traveled from the church or their home to their destination; whichever applies. All travel reimbursements shall be based off of Internal Revenue Service (IRS) Publication 463: Travel Entertainment, Gift, and Car Expenses.

X. EMPLOYEE DISCIPLINE

A. DISCIPLINARY ACTION

Disciplinary action is to be imposed against an employee for serious or repeated acts of misconduct, inadequate performance of duties or neglect of responsibilities.

Employees are expected to conduct themselves in a professional manner at all times. Any employee who violates Oakland Baptist Church policies shall be subject to the following disciplinary actions depending on the seriousness of the conduct and the employee's general work record.

1. ORAL REPRIMAND – An employee may be called in for a private conference regarding unacceptable behavior or work performance.

2. **WRITTEN REPRIMAND** – A written reprimand may be given to an employee when (1) an oral warning has not resulted in the desired improvement, or (2) when initial action requires greater discipline than an oral warning. An employee will receive counseling and a personal plan of improvement, a copy of which shall be filed in the employee's personnel file.
3. **SUSPENSION** – An employee may be suspended by the Pastor, with approval of the Personnel Committee, without pay for up to thirty working days. A written statement specifically setting forth reasons for suspension shall be furnished to the employee and a copy shall be filed in the employee's personnel file.
4. **PROBATIONARY STATUS** – At the discretion of the Pastor, an employee may be placed on probationary status for a period of up to 6 months. This disciplinary measure may be combined with any of the previously listed ones, or may be imposed separately. It may be imposed for a serious act of misconduct, for performance deficiencies occurring over a period of time, or for other good cause. If the employee's job performance does not improve during a period of probationary status, or if the employee's actions continue to be a basis for disciplinary action, then the employee is subject to dismissal without further notice or warning. No vacation will be accrued while the employee is on probationary status.
5. **DISMISSAL** – An employee may be dismissed by the Personnel Committee when deemed necessary. The employee shall be furnished a written statement of the reasons for dismissal and a copy shall be filed in the employee's personnel file. The action of the Personnel Committee is final unless appealed to the church body, in which case the church body's direction will be followed.

B. REASONS FOR DISCIPLINARY ACTION

The following types of conduct will result in some form of disciplinary action, up to and including dismissal:

1. Inefficient, negligent or incompetent performance of duties;
2. Excessive, unexplained or unexcused absenteeism;
3. Abusive language or inappropriate language or behavior for church;
4. Habitual tardiness;
5. Dishonesty;
6. Unauthorized use of the telephone, Internet, copy machine, fax machine, and all other church equipment;

7. Insubordination;
8. Disorderly conduct on the job;
9. Theft of Oakland Baptist Church property or documents;
10. Damage of Oakland Baptist Church property or property of other employees;
11. Falsification of personnel records or other records;
12. Working under the influence of alcohol, drugs, or other comparable substances or possessing the same on Oakland Baptist Church property;
13. Failure to follow a supervisor's reasonable order;
14. Violation of Oakland Baptist Church rules;
15. Giving false statements to supervisors, officials or the public;
16. Unlawful discrimination or harassment;
17. Improper access of confidential or personal files; or
18. Other conduct that adversely affects the safety, welfare, efficiency, successful performance, or good name of Oakland Baptist Church.
19. Behavior contrary to our Christian Faith

The above are listed only as examples of the type of conduct for which an employee may be disciplined. It is not intended to exclude other types of conduct for which employees may be disciplined. Additionally the church with reasonable good faith objective suspicion may require employees, at the church's expense, to submit to tests to determine the illegal use of drugs or other controlled substances.

XI. TERMINATION

A. RESIGNATION

Employees may submit voluntary resignations at any time. Any employee who resigns is requested to provide as much notice as possible. Quitting without notice will become part of the employee's permanent record.

B. TERMINATION BY EMPLOYER

Positions may be eliminated and job responsibilities may be restructured at any time. Employees discharged by such changes shall be given consideration for any other vacancies within Oakland Baptist Church for which they are qualified. Advance notice will be carefully considered for the sake of the employee's planning. All employees serve at will and may be terminated at any time with or without cause. Verbal notice of termination shall suffice and be valid until written notice is prepared.

C. EXIT INTERVIEW

Whenever possible, an exit interview is held with an employee leaving Oakland Baptist Church.

XII. GRIEVANCE PROCEDURES

Each employee has the privilege to discuss grievances, in person, with the Pastor. If the grievance cannot be satisfactorily resolved or, is against the Pastor, the employee should speak with the Personnel Committee. An employee member of Oakland Baptist Church can raise the issue to the moderator of the church, who may call a special business meeting if deemed necessary and appropriate for the redress of the issue.

XIII. MISCELLANEOUS

A. ACCEPTANCE OF GIFTS

An employee of Oakland Baptist Church is prohibited from accepting a gift or favor from any individual, group or firm that might influence her/him in the discharge of her/his duties.

B. CONFLICT OF INTEREST

No outside employment shall conflict in any way with the employee's duties at Oakland Baptist Church. Full time employees of Oakland Baptist Church are required to request Personnel Committee approval before entering into any outside employment.

XIV. OTHER BENEFITS

A. HEALTH INSURANCE

OBC will provide a medical reimbursement benefit to pastoral staff.

B. BEREAVEMENT LEAVE

Time off with pay, not to exceed 5 working days per Bereavement leave, may be granted regular, full-time and part-time employees in the event of the death of a close family member (e.g., parents, grandparents, sisters or brothers, spouse or children).

C. LEAVE FOR JURY DUTY

When a full-time employee is call for jury duty, time off with pay is granted. Employees are expected to report to work if jury duty does not require their full-time services. A copy of the jury duty notice must be shown to the immediate supervisor and placed in the employee's personnel file.

D. LEAVE FOR MILITARY TRAINING/SERVICE

A full-time employee who is required to perform annual military training duty will be granted time off from work without pay for a period not to exceed ten working days for one required training per year and one Sunday per month. A staff member required to perform military duty during an emergency will be given time off without pay. A copy of the training duty orders must be shown to the Pastor and placed in the employee's personnel file.

E. LEAVE WITHOUT PAY

Employees may be granted leave without pay for special circumstances not provided for in the foregoing leave allowances. All earned vacation must be used before leaves without pay will be granted, except in the case of Leave for Military Training/Service. Purpose for such leave would include: extended illness, childbirth, international assignment, extended education or unusual family situation.

The Personnel Committee may approve such leave without pay for periods up to three months. The basic considerations are the purpose of the leave, length of service and work performance of the employee, and the work load of Oakland Baptist Church.

Reasonable effort will be made to place an employee granted leave without pay in a comparable job when ready to return to work; however, such placement will be discretionary and subject to staffing and budget requirements at that time.

F. HOLIDAYS

The following official holidays are observed each year:

1. New Year's Day
2. Memorial Day
3. Independence Day

4. Labor Day
5. Thanksgiving Day
6. Christmas Day
7. Veteran's Day

When holidays fall on a Sunday, they are observed the following Monday; when they fall on a Saturday, they are observed the previous Friday. An alternate day is given if work is required on a holiday. Temporary employees are not eligible for paid holidays. Temporary employees will not be required to work on the holidays, and may work irregular schedules (if approved by the immediate supervisor or Pastor (in their absence) to complete their normal hours in the week.

Appendices (Forms)

Absence Request Form

Job Descriptions

- Lead Pastor
- Associate Pastor
- Pastor of Youth and Families
- Music Minister
- Secretary
- Custodian

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