



Employee Manual v1.2

Table of Contents

Purpose of the Employee Manual

Mission and Doctrinal Statements

Definition of Terms

Code of Staff Conduct

Nature of Employment

Attendance and Leave of Absence

Pay Policies

Benefits

Employee Development

Safety and Security

Attachments

December 1, 2018

Purpose of the Employee Manual

The intent of this manual is two-fold:

1. To establish a foundation on which to begin your employment with ASBC and
2. To provide clarity and consistency concerning the personnel policies of ASBC.

This Employee Manual was written to assist you in understanding the ministry practices and procedures of Atlantic Shores Baptist Church Inc. (“ASBC”). Our Employee Manual includes personnel policies as well as information on how to live out the mission, purpose and values of ASBC.

Nothing in this Employee Manual creates a promise of continued employment or creates contractual obligations of any kind and should not be construed as a contract of employment. ASBC reserves the right to change, revise, or eliminate any of the policies and/or benefits at their discretion and at any time, with or without notice except for those required by applicable federal or state employment laws. Any modifications to the stated policies and procedures must be authorized and approved by the Elder Body of ASBC or their designee.

Mission, Vision, and Doctrinal Statements

Mission Statement

The Mission of ASBC is to glorify God by making disciples of Jesus Christ who go and make disciples (Matthew 28:19, 20; Mark 16:15; Luke 24:47 and Acts 1:8).

Vision Statement

Our Vision is to touch 100,000 people in the Hampton Roads area and beyond with the love of Jesus Christ by 2026 in a way that yields personal conversion, spiritual formation, family restoration, community transformation, multi-ethnic unity, social justice, and church multiplication.

Doctrinal Statement

See atlanticshores.org, WHO WE ARE, WHAT WE BELIEVE.

Definition of Terms

1. **Pastoral Staff** -Employees in positions of leadership, who are duly ordained, licensed or commissioned ministers of the gospel.
2. **Director of Ministry** -Employees who are not Pastoral Staff and oversee ministries of ASBC.
3. **Assistant Director of Ministry** -Employees who oversee ministries of ASBC under the direct supervision of a Director of Ministry.
4. **Full-Time Employees** -An employee whose offer letter requires at least 40 hours of work per week.
5. **Part-Time Employees** -An employee whose offer letter requires at least 20 hours of work but less than 40 hours of work per week.
6. **Hourly Wage Employees** – An employee whose offer letter requires less than 20 hours of work per week.
7. **Support Staff** –Full-time, part-time or hourly wage employees in the administrative, secretarial, clerical or custodial areas.
8. **Interns** - Temporary employees who are hired for purposes of training for future ministry and receive a monthly stipend.
9. **Eligible Employees** – An eligible employee is one who is entitled to benefits.
10. **Labor Categories** – All employees fall into one of two labor categories as specified by the Federal Government: Exempt or Nonexempt. Exempt employees are exempt from wage and hour laws. Nonexempt employees are required to be paid overtime at time and one-half rates for hours worked above forty hours in a work week. The Executive Pastor of Ministries is responsible for determining whether a job is exempt or nonexempt using guidelines from the Fair Labor Standards Act (FLSA) and State and Local laws. Exempt employees perform their responsibilities based upon an annual salary, not an hourly rate. Therefore, payment of overtime to exempt employees is not required.
11. **Work Week** – A work week is defined as Sunday through Saturday.
12. **Immediate Family** – Spouse, Children, Parents or Siblings of the employee and their spouse.

13. **Probationary Period** – A period of 90 days from the employee's date of hire.

Employee Code of Staff Conduct

This section outlines the basic conduct required of an ASBC employee.

1. Doctrinal Statement and Ministry Team Covenant. Each employee of ASBC must agree with and agree to abide by the Doctrinal Statement and the Ministry Team Covenant. The Doctrinal Statement is posted to atlanticshores.org and the Ministry Team Covenant is attached as Exhibit A of this manual.

2. Church Membership & Attendance. In order for each employee to receive all of the blessings of, and be a blessing to the entire ministry, membership at ASBC with all the privileges & duties thereof, including active Life Group participation and tithing, is required. The Executive Pastor of Ministries may make exceptions to this policy in extreme circumstances. Church employees are expected to attend regular church services.

3. Servant's Attitude. "Even as the Son of man came not to be ministered unto, but to minister." Matt. 20:28. Each employee should follow the example set by Jesus in a willingness to serve God, church members, visitors and fellow employees. To fully appreciate and exemplify a servant's heart, each employee should spend daily quiet time with God in Bible Study and prayer.

4. Team Ministry. Each staff member plays a vital role in the success of this ministry. As Paul describes in I Cor. 12, God has drawn together this staff so that each can use his/her God-given gifts to enhance this, His ministry. In the eyes of God, no one part of this body is more or less important than another. Being part of the same body demands that each employee support one another in thought, word and deed. For, as Paul urges us in I Cor. 13:1-8, all of our gifts are worthless unless we are grounded in love for one another.

5. Biblical Conflict Resolution. If a conflict does arise, staff members are required to follow the scriptural example set forth in Matthew 18. In all conflicts, seek to act in a Christ-like manner, not giving in to natural human feelings and emotions. Pray and seek the Lord's comfort and guidance in the matter. Do not share the offense with another person. Do not seek to find others who have been offended or to validate your hurt by finding potential mediators before meeting with the person who has offended you. First, go to the person who has offended you and seek to resolve your differences and restore the relationship. Value the restoration of the relationship above exposing that person's possible sin. Listen to his/her point of view and seek to understand his/her perspective on the issue. If going to the person does not resolve the conflict, seek the help of the executive pastor or an elder to help both of you see what is needed to glorify God in the relationship. If the executive pastor or elder cannot affect a resolution, and agrees with your concern, seek the help of two or three other witnesses who can intercede in the matter and seek God's glory in the conflict. Do not allow anyone to criticize another staff member without first following the scriptural guidelines in resolving conflict. To avoid gossip and hurt feelings, do not

discuss the matter without the offending party present. If the conflict cannot be resolved, act in a manner pleasing to God, even if it means removing yourself from the source of the conflict.

6. Confidentiality. Due to the sensitive nature of ministry functions (i.e., counseling, membership records, etc.), the need and demand for confidentiality must be placed at the highest regard. One essential characteristic that should be found in any member of the church staff is the ability to maintain confidences. No leader deserves the respect of the people if he or she cannot protect information that is shared in private (Proverbs 10:14, 19; 11:13; 13:3; 20:19; 25:19, 28). This statement should not be interpreted to mean that ASBC Employees should “cover up” or fail to disclose allegations of child abuse or unlawful harassment to the leadership of the church or, if necessary, to government agencies. Rather, this section is intended to discourage gossip and to prevent a loss of trust or confidence in church staff.

7. Exercising Christian Liberty. As a representative of Jesus Christ and ASBC, you are called to a higher standard of conduct. Because heaven, the church family, and the community are watching, your conduct, integrity, honesty, fairness, and morality must be above reproach at all times. A Christian should never allow himself to become a slave (addicted) to anything he is otherwise biblically free to consume in moderation. Furthermore, where the Bible is silent or does not give specific lifestyle instructions, your love for God and others, and your leadership at the church, should always govern, even limit, the exercise of your Christian liberty. You should neither flaunt nor exercise your Christian liberty in a way that you become a stumbling block to a weaker brother or sister in Christ, bring reproach to the gospel, or damage the reputation of Atlantic Shores Baptist Church in any way (Romans 14:1-23; 1 Corinthians 8:1-13, 10:23-24; Ephesians 5:18; 1 Timothy 2:9-10, 5:23; Proverbs 20:1, 23:31-35).

8. Moral Integrity. We are committed to protecting the integrity of our staff and the reputation of ASBC. As church leaders we are to be "above reproach", therefore we have adopted these guidelines:

- a. Do not visit with the opposite sex alone at home.
- b. Do not counsel the opposite sex alone in your office without the door being open or consider a two-person counseling rule.
- c. Do not go to lunch alone with the opposite sex.
- d. Do not kiss any member of the opposite sex (except your spouse).
- e. Do not discuss detailed sexual problems with the opposite sex. Refer them to a qualified professional counselor.
- f. Do not discuss your marriage problems with a member of the opposite sex.
- g. Do not inappropriately touch a member of the opposite sex.
- h. Be careful in answering email, cards or letters from the opposite sex.
- i. Pray for the moral integrity of other staff members.

9. Ethical Conduct. It is critically important that all employees of ASBC meet the highest standards of legal and ethical conduct. Each employee has an obligation to behave at all times with honesty and propriety. Such behavior is morally and legally right, and because ASBC depends on its reputation for integrity and on the trust and confidence of everyone with whom we

deal in order to accomplish our goals and uphold our statement of faith, we set forth the following guidelines:

- a. Comply with all laws and regulations, deal honestly with donors and vendors and use ministry resources properly. Do not abuse your position of trust at the ministry.
- b. All ministry payments and other transactions must be properly authorized by management and be accurately and completely recorded on the ministry's books and records in accordance with generally accepted accounting principles and established ministry accounting policies. Do not make false, incomplete, or misleading entries. No undisclosed or unrecorded ministry funds shall be established for any purpose nor should any ministry funds be placed in any personal or non-corporate account.
- c. All contributions received by this ministry are considered to be sent from loving people who have sacrificed to make their gifts possible. Our delegation, therefore, is to spend that money conservatively and wisely in continuing the ministry, following approved budgets and spending requirements put in place by supervisors.
- d. The condition of God's House can be either a positive or a negative testimony. It is imperative that we make an effort to keep our work areas clean and orderly. Only as each employee accepts his/her portion of the responsibility can the ministry present itself properly to God and the community.
- e. Being a good steward of equipment includes proper use, performing proper and regular preventive maintenance, use by authorized personnel only and reporting damage to the proper authority.
- f. Even the smallest supplies have been given by God and should be used wisely and only for ministry functions.
- g. Use of the ASBC equipment or building is limited to ministry use only.

10. Workplace Violence and Prevention. ASBC is committed to maintaining a safe work environment and preventing workplace violence. All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a church attendee or a member of the public will not be tolerated. All violence or threats of violence that occur on or off premises of ASBC should be reported as soon as possible to employee's supervisor or appropriate authority. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. ***If an immediate threat exists or develops, call 911.*** When reporting actual violence or the threat of violence, the employee should be as specific and detailed as possible. ASBC will investigate all reports of actual violence or threats of violence or other conduct described in this section. The identity of the person making a report will be protected as much as practical. In order to maintain workplace safety and the integrity of an investigation, ASBC may suspend employees either with or without pay, pending an investigation. Anyone determined to be responsible for actual violence or threats of violence or other conduct described in this section will be subject to prompt disciplinary action, up to and including termination of employment as well as any applicable criminal charges made to appropriate authorities.

11. Sexual and Other Workplace Harassment. It is ASBC's policy to maintain a working environment free from all forms of sexual/workplace harassment or intimidation. Sexual/workplace harassment of employees by the Employer or its employees is unacceptable and will not be tolerated. The purpose of this policy is to ensure that no employee in the workplace or work-related event is subject to sexual harassment. The term sexual harassment may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to: email, voice mail, Internet, text messages, pictures, images, writings, words or gestures. The Federal Government, through the Equal Employment Opportunity Commission, has provided three basic criteria as guidelines to help assess whether an act or behavior would constitute sexual/workplace harassment:

- Submission to the conduct is made either an explicit or implicit condition of employment,
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed individual, or
- The harassment substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Any employee who feels that he/she has been subject to sexual/workplace harassment or intimidation should contact his/her supervisor. If the alleged complaint is against the employee's supervisor, contact Human Resources. All complaints will be thoroughly and promptly investigated. Complaints will be treated as confidential to the fullest extent possible. If an investigation confirms that a violation of this policy has occurred, the Employer will take action, up to and including termination of employment. The Employer forbids retaliation against anyone for reporting harassment or for cooperating in the investigation of a harassment complaint, and such retaliation violates this policy and state employment law. Complaints of retaliation should be reported in the same manner as harassment complaints.

12. Electronic Communications and Usage Policy. ASBC uses the Internet and electronic communication in order to conduct business in a quick and efficient manner. Employees who have access to computers and utilize electronic communication are responsible to use these appropriately and in accordance with the following policy: There should be no expectation of personal privacy in any matter created, received or sent using ASBC's computer systems. ASBC, in its discretion, reserves the right to monitor and access any matter created, received or sent from the Internet or email system at any time and with no prior notice. Since the Internet and email system are not 100 percent secure, employees must take every precaution to protect private and confidential information about ASBC and its members. No computer, electronic, digital device may knowingly be used to transmit, receive, or store anything that is:

- Derogatory
- Obscene, sexually explicit, or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software or any copyright laws
- Done by unauthorized persons
- A misrepresentation, disguised, or concealed identity of user
- Material that would violate intellectual property rights such as copyrights and trademarks
- A violation of state and federal laws applicable to electronic communications

Electronic communications include but are not limited to, messages, images, data, email, instant messages, voice mail, fax machines, computers, text messages, cellular or digital devices with or without cameras, Intranet, Internet, back-up storage, data on a memory or flash or jump drive, or any other type of external or internal removable storage drives. Computers, laptops, or other handheld electronic devices are provided primarily for ministry-related use to assist employees and volunteers in their work. Occasional or incidental use of ASBC's computers for personal or non-ministry purposes during non-scheduled working time should be done infrequently and in a manner that does not negatively affect the computer and honors the values of the Church.

13. Social Media. Social media platforms can be beneficial and enjoyable, but only if they are used in a way that honors God. Sadly, we all know there is a lot that happens online which does not honor God; some of it is even done in His name. We must be incredibly careful before we post something.

This policy provides parameters in order to guide church staff, team members, employees, volunteers, and church leaders when social media tools are used on behalf of ASBC or when ASBC becomes part of a social media dialogue and serves also guidelines for employee's personal social media presence.

Our online presence should be filled with love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-23).

You should neither flaunt nor exercise your Christian liberty in a way that you become a stumbling block to a weaker brother or sister in Christ, bring reproach to the gospel, or damage the reputation of Atlantic Shores Baptist Church in any way (Romans 14:1-23).

Guidelines

- As a team member of ASBC, remember that your online presence and posts can have the potential to affect the ministry of ASBC. For this reason, it is imperative that you conduct your online interactions in accordance with the Employee/Volunteer Handbook, ASBC

Statement of Faith and with the Code of Conduct. If you have any questions in this area, inquire with the leadership team for clarity.

- Social media postings should never disclose sensitive or confidential information, unless written consent to share said information is obtained from the individual it concerns. This includes but is not limited to personal and/or medical information.
- If any posted material concerning ASBC seems to be illegal (e.g. child or elder abuse, etc.) team members should contact church leadership and the appropriate authorities immediately.
- Team members and employees are solely responsible for the content they publish online, including content from their own social media pages. It must be absolutely clear that all views/posts do not reflect ASBC but are reflective of themselves.
- When in doubt, be positive! Whether someone has posted something mean, rude or distasteful, take the high road at all times.
- In the event of a crisis, contact church leadership prior to responding to any posting or comments relating to the crisis.
- Team members who misuse ASBC's social media resources in ways that violate the law or other ministry policies are subject to immediate disciplinary action and/or dismissal.
- **Tips**
- Be selective! There are a variety of digital platforms available. Use the right medium for the message. For example, don't use a Facebook post to communicate sensitive or private information.
- Be smart! A blog, community post, or social media post is often visible to the entire public and can/will be shared by others in various ways that cannot be controlled at any level. Be extremely wise with all content posted.
- Use grace! Always use Biblical wisdom when utilizing social media. For example, if someone has offended you, consider speaking with them privately on the matter. Do not post offense responses publicly.
- Ask us! In areas where this policy does not provide a direct answer for how members of our community should answer social media questions, please check with ASBC pastoral leadership team before speaking as a representative of the church.

Nature of Employment

1. Nature of Employment. ASBC is an "employment at will" employer. In accordance with state and federal guidelines, no written or verbal statement(s) contained in this manual, other publications, or by ASBC personnel, should be construed as a promise or guarantee of permanent employment.

2. Non-Discrimination Policy. The recruitment and selection process at ASBC is based on ministry-related, objective qualifications, in accordance with the requirements of the position being filled and the religious mission of ASBC. All employees must be able to perform the essential functions of their jobs as set forth in the employee's individual position description, and all employees are expected to serve as Christian role models according to Biblical precepts (Rom. 10:9-10; 1 Tim. 4:12; Luke 6:40). Reasonable accommodations will be made, in accordance with applicable state and federal law, to assist employees with disabilities in performing essential functions of their jobs. As a church, ASBC is organized for religious purposes. Consequently, Title VII of the Civil Rights Act of 1964 allows ASBC an exemption from prohibitions concerning religious discrimination in employment. Employees who feel they have been unlawfully discriminated against should report it immediately to their supervisor.

3. Supplemental/Outside Employment. Due to the professional status of the Pastoral Staff, outside employment is prohibited. Other management and staff employees may engage in outside employment at the discretion of the Executive Pastor of Ministries. Except in instances of employment with the US Armed Forces, ASBC will be considered the primary employer. Keep in mind that additional time is occasionally needed to fulfill duties at ASBC.

4. Employment of Relatives. ASBC permits the employment of qualified relatives of employees, of the employee's household, or immediate family as long as such employment does not, in the opinion of Atlantic Shores Baptist Church, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. ASBC will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same Ministry department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the immediate chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

- Employees who marry while employed or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Ministry, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

The Atlantic Shores Baptist Church Elder Body must approve any exceptions to this policy.

5. Interaction with Media. All information (incoming and outgoing) to any form of news media must be previously cleared through the Lead Pastor. The use of the church name and logo is limited to ministry's functions only. Any questions regarding usage should be addressed to the Lead Pastor.

6. Solicitation and Distribution. No solicitation or distribution of materials of any kind is permitted without prior consent from the Lead Pastor.

7. Driving Policy. ASBC has made a commitment of safety, service, and quality to both our employees and customers. ASBC requires the employees to operate any vehicle owned by or used by ASBC in a safe and economical manner. The operator of any vehicle owned by or used by ASBC must submit paperwork to be filed with our insurer.

8. Personnel Records. ASBC maintains confidential personnel records that are important to the employee as well as in keeping with any state and federal laws. All personnel records and information therein are kept in a secure location available to only authorized personnel. If information in an employee's paycheck is incorrect or if problems arise concerning payroll deductions or other matters, the employee should contact the ASBC business office. The employee is required to notify the business office of any changes to the following: name, mailing address, contact information, and names of spouse and dependents. It is the responsibility of the employee to keep his/her personnel data accurate and current at all times.

9. Extended Work Hours. Occasionally, due to unforeseen ministry developments or major ministry events, an employee may be asked to work beyond their normally scheduled hours. In this situation, employees are expected to comply. ASBC will, at its discretion, provide as much advance notice as practical concerning extended work hours. Overtime is authorized by the immediate supervisor in conjunction with the Business Office. Compensation time is authorized by the immediate supervisor.

Attendance and Leave of Absence

1. **Office Hours.** Normal church office hours will be 8:00 AM to 4:30 PM Monday through Thursday and 8:00 AM to 12:00 PM Friday. The office will be closed on weekends and on the holidays listed in this document. Each department and/or work area must be manned at all times during office hours. If a situation arises that causes a department to be unmanned, the area should be locked and the remaining staff notified.

2. **Daily Work Schedule.** Each employee's work schedule will be established by his or her supervisor. Employees are expected to be at their areas of responsibility during their scheduled reporting times. A lunch period of up to 1 hour may be taken by those employees working a minimum of 5 hours per day. Lunch hours should begin between the hours of 12 Noon and 1:30 PM with exceptions being scheduled with the immediate supervisor. Each functional work area within the church is vital to the operation of the ministry in its service to the congregation. Therefore, when leaving a work area for any reason, co-workers must be notified so they can assist in covering work responsibilities.

3. **Days Off with Pay.** After the Probationary Period, eligible employees are entitled to days off with pay (Bereavement, Maternity, PTO, and Vacation). These days cannot be used at the time of termination. When a day off with pay is needed, the employee must contact his/her immediate supervisor and complete the "Leave Request" form ASAP for record keeping purposes.

4. **Unpaid Leave of Absence.** An unpaid leave of absence is available to full-time and part-time employees when faced with a medical or personal situation requiring extended time off. All requests must have written authorization from the Executive Pastor of Ministries prior to the leave. An employee's position may not be held for the employee if it is found that he/she is not physically, mentally or spiritually capable to resume the responsibilities of the position after the leave of absence. Employees are required to utilize all accrued days off and vacation pay prior to the beginning of the leave. ASBC will continue to provide the normal benefit package for the maximum time allotted in each leave. If the employee fails to return by the agreed upon date or is involved in other employment during leave, ASBC will assume the employee has resigned the position. The termination date will be the last date worked.

a. **Medical.** A maximum of six weeks will be allowed for a medical leave of absence after an employee's PTO has expired. A doctor's release is required prior to the leave and upon the employee's return to work.

b. **Personal.** Due to the size of the ASBC staff, unpaid personal leave will only be granted under extenuating circumstances. The maximum length of time will be considered on a case by case basis.

c. Family Medical Leave Act (FMLA). Since ASBC is not an Applicable Large Employer (ALE), we are not required to follow the FMLA requirements. However, a short-term request may be considered. Talk with your immediate supervisor.

d. Military Recall. In the case of an employee being recalled to active duty, a military leave of absence will be granted. The employee notify the Executive Pastor of Ministries of his/her return date and apply for reemployment within 90 days after release from active duty. Federal law stipulates that their reemployment will be automatic but not necessarily for the previous position. Due to the extent of benefits available via the armed services, ASBC will not continue its benefit package during this leave.

e. Military Reserve Duty. The Uniformed Service Employment and Reemployment Rights Act applies. Employees must notify their immediate supervisor in advance of military reserve duty.

5. Jury Duty. In the event an employee is asked to serve jury duty, paid time off will be granted. If an employee is not required in court or there are more than four hours left in the work day, the employee is expected to return to work. A prior authorization via the "Request for Leave" form must be submitted.

6. Voting. It is every Christian's responsibility and privilege to exercise their right to vote. For this reason, two hours will be granted when working hours conflict with voting hours. Authorization must be received from the immediate supervisor.

7. Leave Request. All requests for time off whether paid or unpaid must have prior written authorization via a "Leave Request" form. The form is available from the forms closet and should be submitted within the guidelines of each request. These forms must also be used to document days absent without prior authorization (PTO/bereavement) when the request cannot be completed prior to the event.

8. Inclement Weather. If the church office is unable to be opened due to inclement weather, a paid day off will be granted for employees scheduled to work that day. To determine the closing, watch the local news media for church closings.

Pay Policies

1. Pay Periods. Pay periods are from the first of the month to the fifteenth and from the sixteenth to the last day of each month. In the event of a normal payday falling on a weekend or holiday, the checks or direct deposit will normally be available on the Friday preceding the pay day. In the event that this is not possible, as much notice as possible will be given by the business office. Hourly wage employees must submit their signed time slips to their supervisor in compliance with

the turn-in schedule. This schedule can be obtained from the Business Office. A delayed slip may result in a delay of pay. Employees hired after October 1, 2018 will be paid one week in arrears. For the convenience of all employees, direct deposit may be made into a total of two different accounts. Please see the Business Office for details.

2. Payroll Deductions. It is the employee's responsibility to inform the Business Office of any changes needed in payroll deductions for state and federal taxes. Also, keep the Business Office current on changes in name, address, phone number, etc.

3. Probationary Period. The first 90 days of employment has been designated as a probationary period. During this period, extra effort will be given to offer intensified training and frequent evaluation to help acclimate the new employee to ASBC. This period will offer an excellent opportunity for the immediate supervisor and the employee to mutually determine if the employee is truly competent to hold the position and to determine if God has called him/her to ASBC. No paid time off will be granted during this period. Satisfactory completion of the probation period does not imply a promise or guarantee of permanent employment. An employee can be released at any time for any reason during the probationary period.

4. Salary Review. All salaries and wages will be reviewed annually. Adjustments, if merited are based upon job performance and any unilateral cost of living increase. Salary adjustments may be made at any time but normally go into effect July 1st. There may also be an adjustment to income following the satisfactory completion of an employee's probation period, and the potential opportunity, if applicable, will be established before employment in the offer letter.

5. Expenses for Ministry Functions. In the event of an authorized ministry expenditure requiring an employee's out-of-pocket expense, the proper "Check Request/Request for Reimbursement" is available from the forms closet. Submit check requests in advance whenever possible to prevent this kind of transaction. Prior authorization is required or you may not receive reimbursement.

6. Resignation. To extend the proper courtesy to the immediate supervisor, ASBC requires a written resignation notice of four weeks for Pastors and Directors, and two weeks for other Staff. The final paycheck will be issued on a normal payday. During the last week of employment, the employee must participate in an exit interview. During that interview, all keys and other ASBC property must be returned. Accumulated vacation is paid out upon resignation provided the employee is eligible for rehire. Accumulated PTO is not paid out upon termination or resignation.

7. Termination/Severance Pay. Termination/Severance Pay is at the discretion of the Elder Body.

Benefits

The following benefits package is offered to eligible full-time and those part-time employees hired prior to October 1, 2018.

Full-time employees receive 100% of the benefits package

Part-time employees hired prior to October 1, 2018 are eligible for vacation which is capped at 5 days per year and 50% of the other benefits package (except medical insurance). Part-time employees are also eligible for the voluntary benefits of life and disability insurance, and dental and vision care of which 100% is paid by employee. Part-time employees are not eligible for medical insurance. NOTE: Except for voluntary benefits, part-time employees hired after October 1, 2018 are not eligible for benefits.

Hourly wage employees and interns are not eligible for any benefits.

These benefits are periodically reviewed and may be changed from time to time. Questions concerning benefits should be directed to the Business Office.

1. Medical Insurance. Major medical insurance will be provided for all eligible employees, and their families, as needed. Insurance coverage will begin the first day of the month following the date of hire. Specific information can be obtained through the Business Office.

2. Vacation. The intent of vacations is to provide time away from the ministry to rejuvenate one's self spiritually, mentally, and physically, as well as spend extended time with family. This time away is vital for the well-being of each employee, his/her family, and the ministry. Vacation days are accrued monthly on an annual basis and up to 5 days may be carried over into the new year. After the probationary period, eligible new employees are awarded vacation on an accrued basis but may borrow up to 10 days due to an emergency situation.

Annual allotment for full-time employees is based on years worked (based on the anniversary of the employee's hire date with accrual beginning the next FY). Part-time employees receive 5 days per year regardless of years worked:

- After conclusion of Probationary Period thru five years – 10 days
- Six thru ten years – 15 days
- Over ten years – 20 days

At the discretion of the Elder Body, prospective Pastors may be credited for additional years worked for the annual allotment of vacation. These additional years of service must be documented in the offer letter. Requests for vacation must be submitted on a "Leave Request" form, signed by the immediate supervisor and approved by the Executive Pastor of Ministries. Vacation time may be taken in any length of time (days only). If advance pay is needed, a written request must be signed by

the immediate supervisor and submitted to the Business Office a minimum of three weeks prior to the beginning of vacation.

3. Paid Time Off (PTO). Paid Time Off consists of sick leave and personal business days. A total of eight (8) days annually accrue monthly on a fiscal year basis. After the probationary period, eligible new employees are awarded PTO on a prorated but accrued basis for the first complete year of employment. After the probationary period, eligible new employees are awarded PTO on an accrued basis but may borrow up to 4 days due to an emergency situation. PTO may be taken in half day increments and is allowed to accumulate up to 30 days maximum. If an employee fails to contact the immediate supervisor for a period of three or more days, ASBC will assume the employee has resigned from his/her position. Requests for PTO must be submitted on a "Leave Request" form, signed by the immediate supervisor and approved by the Executive Pastor of Ministries in all cases except when the employee cannot request the days in advance due to a medical emergency.

4. Scheduled Holidays. The following holidays are considered official, paid holidays by ASBC: New Year's Day, the Day after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve (1/2 day), Christmas Day. When a holiday falls on the weekend, the following Monday will be designated as the official holiday. Church offices are normally closed on scheduled holidays and the week between Christmas and New Year's Day which may be designated as paid holidays.

5. Bereavement. In the event of a death in an employee's immediate family (see Definition of Terms), a maximum of three paid days off will be allowed. If a bereavement situation occurs during vacation, holiday or non-scheduled work day, no extra pay will be granted. Requests for bereavement must be submitted on a "Leave Request" form, signed by the immediate supervisor and approved by the Executive Pastor of Ministries.

6. Maternity Leave. PTO and vacation must be used for maternity leave. After exhaustion of these days, a maximum of six weeks unpaid time off will be granted. Notification must be given to the employee's supervisor four weeks prior to expected delivery date as to her intent on returning following delivery. Failure to give proper notification will result in termination of employment effective on the last day worked prior to the birth. Requests for maternity leave must be submitted on a "Leave Request" form, signed by the immediate supervisor and approved by the Executive Pastor of Ministries.

7. Employee Retirement Plan. Relations have been established with a local firm to provide a SIMPLE IRA retirement plan for all qualified employees. To be eligible for participation, you must earn at least \$5,000 in compensation during any two years prior and expect to earn \$5,000 during the current calendar year. ASBC matches contributions of up to 3% for your compensation.

8. Ministry Time. To provide time for speaking engagements, revivals, lecturing at conferences, etc., Pastoral Staff are allowed 8 days per calendar year. All expenses must be paid by

the employee. Requests for ministry time must be submitted on a "Leave Request" form to the Lead Pastor at least 30 days prior to the event.

9. **Sabbatical Time.** Refer to the Sabbatical Policy for details.

Employee Development

It is the God-given responsibility of ASBC to help develop its employees to their fullest potential—to attain their level of excellence. For this reason, the following methods are used to help develop the most effective and efficient team to do God's work within this ministry.

1. **Performance Appraisals.** Annual reviews will be conducted to evaluate an employee's work ethic, job performance, and other task-related duties required of the position. The reviews will include a written evaluation and interview with the immediate supervisor. The review is seen as not only an opportunity for the employee and supervisor to discuss performance, but also the work environment, the employee's future development and the position itself.

2. **Training Sessions.** Pastors and Directors are allowed two weeks to attend seminars, conferences, etc., for the development of professional skills. Assistant Directors are allowed one week and staff level are on an "as needed" basis (computer-based training development, etc.). All requests must be submitted in writing on a "Leave Request" form to the Executive Pastor of Ministries and be included in the annual financial budget. In-house and/or external seminars may also be scheduled. If an employee has a special interest, contact the immediate supervisor to determine if training is available.

3. **Cross Training.** Wherever feasible, it is the desire of ASBC to train employees at more than one position. This will be mutually beneficial for the employee and the ministry.

4. **Membership and Organizational Dues.** Paid membership and organizational dues, subscription fees, etc. directly relating to the position, are available for Pastors and Directors via the annual budgeting process. Recommendations are welcome from all employees for pertinent organizations which will enhance the operation of the ministry. Make suggestions via the immediate supervisor.

5. **Promotions.** When positions become available within the ministry, consideration is given to current employees for advancement. If interested in a vacant position, contact the Executive Pastor of Ministries indicating your interest.

6. **Discipline.** Disciplinary action will be patterned after the example Jesus gives in Matthew 18:15-17 and is an exercise of ecclesiastical discretion. The guidelines and policies included in the Employee Manual cannot cover every situation that may require disciplinary actions, and therefore does not contain an exclusive list of all of the behaviors that could result in discipline. The following discipline process will generally be followed by ASBC; however, the Elder Body or their

designee may, at their sole and absolute discretion, apply different disciplinary measures if the situation requires.

Disciplinary Process:

- a. First, documented oral warning from immediate supervisor with a copy to HR.
- b. Second, written warning from supervisor with a copy signed by the supervisor and employee sent to the Executive Pastor of Ministries or Lead Pastor and HR.
- c. Third, written warning from the Executive Pastor of Ministries or Lead Pastor with a copy to HR.
- d. Finally, if the situation continues, disciplinary action up to and including termination may result.

At each step of the process there will be an interview with the employee and the involved supervisor. The discipline process is not confined to a time span and all warnings will be kept in the employee's personnel file for an indefinite period of time.

Safety and Security

1. The physical well-being of each employee is paramount to the administration of ASBC. Consequently, a comprehensive Security Plan is in place. Refer to that document for specifics of what action to take in an emergency situation. The three most common emergencies are outlined below.

2. **In Case of Emergency.** It is important that every employee understand procedures to properly handle emergency situations. For that reason, special attention should be given to the following section. A response is one of a proper reaction to a potentially life-threatening situation rather than one of confusion and uncertainty.

- a. **Medical.** In the event of an accident or serious illness, call 911 immediately and contact your supervisor when you can. To comply with state and federal government regulations, all accidents must be reported to the Business Office where a written form must be completed. This is required of all job-related injuries regardless of how insignificant they may seem at the time. First aid kits are available. It is important to remember that many accidents can be prevented. Therefore, be safety conscious when lifting, climbing, stacking, etc. If help is needed, ask for assistance.
- b. **Fire.** In the event of fire, call 911 and contact your supervisor as soon as possible. Evacuate the building immediately without regard for physical property. For quick and efficient evacuation, use the designated evacuation maps posted in each work area. After leaving, stand at least 200 feet from the building and do not reenter until cleared to do so by authorized personnel. Many times, employees become apathetic in response to what is assumed to be another

troublesome fire drill. Do not let complacency interfere with what could be a life or death situation. Drills have been instituted for your safety.

- c. Severe Weather Conditions. In the event of a hurricane, tornado, or other severe weather conditions, follow the details provided by your supervisor.

3. Childcare Protection Policy. ASBC desires to actively reduce the risk of sexual and physical abuse by providing a safe and welcoming environment for children, youth, and adults participating in our ministries through screening and training of employees and certain volunteers. ASBC also desires to protect employees and volunteers from any appearance of impropriety or false charges that might occur. To communicate the importance of providing a safe environment and to equip employees in this endeavor, all employees shall be given a copy of the ASBC Child Protection Policy. All employees must uphold all aspects of the Child Protection Policy, as required by their position. For the safety of our children, all personnel who work with minors will be required to have a childcare screening application on file. Children's Ministry employees and/or workers may be periodically re-screened at the discretion of the Executive Pastor.

4. Theft. In case of missing equipment, vandalism, etc., contact your supervisor and file a written report with the Business Office as soon as possible.

5. Building Keys/Key Cards. For the security of the employees and the ministry property, building keys cannot be duplicated or lent to anyone except authorized personnel. Also, do not lend your key card to anyone. If a need or question arises, contact the Facilities Coordinator. As stated earlier, keys must be returned at the employee's exit interview.

6. ASBC Equipment Use. Ministry equipment cannot be used for personal use without the consent of the Facilities Coordinator.

7. Lost or Stolen Personal Property. ASBC is not responsible for any lost or stolen personal property. All lost and found items will be held for 30 days and then donated to a worthy cause. To claim your lost item, contact an administrative assistant.

Employee General Handbook Acknowledgement

The employee handbook describes important information about ASBC, and I understand that I should consult Human Resources or my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with ASBC voluntarily and acknowledge that there is no specified length of employment. Accordingly, ASBC may terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable law. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to ASBC's policy of employment-at-will. All such changes will be communicated through notices to employees, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Elder Body or their designee have the ability to adopt any revisions to the policies in this handbook. I understand that this Handbook does not contractually bind ASBC and is subject to change without notice by decision of the Elder Body or their designee. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Printed Name: _____ Position: _____
Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment will be filed in your personnel file.

Employee Commitment Statements

Statement of Belief and Support

I have reviewed the Statement of Faith of ASBC, agree with that Statement of Faith and agree to support it.

Signature

Date

Lifestyle Commitment

As an applicant for employment at ASBC, I recognize and understand that ASBC is a Church representing Jesus Christ throughout the community. ASBC requires its employee representatives to live their lives as Christian role models according to biblical precepts (Rom. 10:9-10; 1 Tim. 4:12; Luke 6:40). As an employee, I will conduct myself in a way that will not raise questions regarding my Christian testimony. I realize that a Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. As an employee, I understand that I am expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees, volunteers and/or ministry leadership.

I further understand and concur that ASBC expects its employees and volunteer representatives to maintain a lifestyle based on biblical standards of moral conduct. I further understand that moral misconduct, which violates the bona fide occupational qualification to be Christian role model, includes, but is not limited a violation of ASBC's Statement on Marriage and Sexual Ethics (found in the ASBC Statement of Faith and incorporated herein by reference). Further, I have read, agree with and agree to abide by the religious standards set out in the Statement of Faith of ASBC. The Statement of Faith of ASBC is incorporated herein as if fully set forth herein. As an employee of ASBC, I will maintain a lifestyle based on biblical standards of conduct. I recognize that failure to do so may result in a reprimand, or, in some cases, dismissal from employment. I fully support the goal of ASBC that each employee will have a lifestyle where '...He might have the preeminence.' (Col. 1:18) and commit to strive to achieve that goal in my lifestyle. By affixing my signature, I declare that I meet the religious standards of ASBC.

Signature

Date

Ministry Team Covenant

Before the Lord and together with my fellow ministry team members, and with the intent to strengthen our church, I solemnly enter the following covenant:

A Covenant of Team Unity

I now commit to remaining loyal to my fellow team members. When the team has made a decision, I will support it although I may have voted against it. I will not criticize the decision or activities of the team or any individual member unless I do it face-to-face. If a problem develops between another team member and me, I will faithfully follow the conflict resolution steps set forth in Matthew 18:15-17.

A Covenant of Open and Loving Communication

I now commit to speaking in love and acting with forbearance toward my fellow team members. I also recognize the importance of this team speaking openly and honestly to one another. As I exercise the privilege of thinking aloud to help sort out my thoughts and feelings, I will give that same privilege to others without taking offence. As I interact with members of the church family, I will do so without gossiping, sowing discord, or speaking negatively about any person in the church, nor will I participate in such conversation with any individual or group where this goes on.

A Covenant of Confidentiality

I now commit to holding in confidence the privileged information I receive because of my position as a member of this ministry team. This includes discussions in team meetings. I understand that I may share privileged information with my spouse only if he/she is also committed to this standard of confidentiality and has demonstrated the ability to maintain such a covenant.

A Covenant of Faithfulness

I now commit to serve on this ministry team. I will arrange my schedule as best I can so that I can attend meetings regularly. If something should arise that will keep me away, I will notify the leader.

A Covenant of Integrity

If the time comes when I can no longer carry out this covenant, I will resign this ministry team without causing strife and dissention within the team or within the larger church family.

Signature

Date

The signed original copy of this document will be filed in your personnel file.