

# First Baptist Church of Windsor

## Staff Handbook

Approved 4/1/13

# MINISTRY STAFF HANDBOOK

## PROPERTY OF FIRST BAPTIST CHURCH OF WINDSOR

### INTRODUCTORY STATEMENT

Welcome to First Baptist Church of Windsor! We are pleased that God has called you to serve Him together with us. The Bible has much to say about the employment relationship. Masters (employers) are taught to give unto their servants (employees) “that which is just and equal” and are to have “respect of persons.” (Col. 4:1; Eph. 6:9) Servants (employees) are to be obedient to their masters (employers) “with fear and trembling, in singleness of heart, as unto Christ; Not with eyeservice, as menpleasers: but as the servants of Christ, doing the will of God from the heart; With good will doing service, as to the Lord, and not to men: Knowing that whatsoever good thing any man doeth, the same shall he receive of the Lord....” (Eph. 6:5-8)

In keeping with these Biblical commands and to ensure that things may be “done decently and in order,” we have designed this Staff Handbook to acquaint you with First Baptist Church of Windsor and provide you with information about working conditions, employee benefits (where applicable), and some of the policies affecting your service.

Our First Baptist Church of Windsor ministry team is comprised of both paid employees and unpaid volunteers. Whether a staff member is a full- or part-time paid employee, or a full- or part-time volunteer, it is absolutely essential that each member’s testimony be above reproach. In this handbook, the term *staff member* is used to describe all of these various groups of individuals, whether paid or unpaid. The term *employee* is used in those sections—such as employment benefits—which apply only to paid staff positions and does not include unpaid volunteers.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a member of our ministry team and outlines the programs developed by First Baptist Church of Windsor to benefit staff members. As we hope you will see by the policies contained in this Staff Handbook, First Baptist Church of Windsor is committed to providing an environment that is pleasing to the Lord and that is conducive to spiritual, personal, and professional growth.

No staff handbook can anticipate every circumstance or question. As First Baptist Church of Windsor continues to grow, the need for changes may arise. First Baptist Church of Windsor reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur. The only policy in this Staff Handbook that is not subject to change is our employment-at-will policy permitting you or First Baptist Church of Windsor to end our relationship for any reason at any time.

# PERSONNEL POLICIES

## **Nature of Employment**

Employees who do not have a written employment contract with First Baptist Church of Windsor for a specific, fixed term of employment are employed at the will of First Baptist Church of Windsor for an indefinite period. Such employees are deemed *at-will employees*.

At-will employees are subject to termination at any time, for any reason or no reason whatsoever, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.

No First Baptist Church of Windsor representative, other than the Pastor/Teacher or the Official Board, is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will employment relationship. No statements made in pre-hire interviews, discussions or recruiting materials alter the at-will nature of employment or imply that discharge will only occur *for cause*. In cases where the Pastor/Teacher, on behalf of First Baptist Church of Windsor, enters into an agreement with an employee to alter the at-will status, such agreement must be reduced to writing to be of any effect.

This at-will employment policy may not be modified by any statements contained in this Staff Handbook or any other materials provided to applicants and employees in connection with their employment. Nothing contained in any of these materials, whether singly or combined, creates an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment.

Nothing in any employment-related materials of First Baptist Church of Windsor should be construed to constitute contractual obligations of any kind or as stating in any way that termination of employment will only occur *for cause*. Statements of specific grounds for termination or discipline set forth in this Staff Handbook are examples only, not all-inclusive lists, and are not intended to restrict the First Baptist Church of Windsor's right to terminate an employee at-will. Of course, unpaid volunteers may be released from service by the ministry leadership at any time and for any lawful reason.

The provisions of this Staff Handbook have been developed at the discretion of Ministry Leadership and, except for its policy of employment-at-will, may be amended or cancelled at any time, at First Baptist Church of Windsor's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Pastor/Teacher or the Official Board.

## **Employment Applications**

First Baptist Church of Windsor relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, First Baptist Church of Windsor may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If First Baptist Church of Windsor takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights

under the Fair Credit Reporting Act, as well as any other documents required by law, will be provided to the employee.

## **Equal Employment Opportunity**

First Baptist Church of Windsor believes that spiritual unity among all its employees is essential to the fulfillment of its mission. (1 Cor. 1:10; Eph. 4:1-4, 16). First Baptist Church of Windsor further believes that all men are created equal in the image of God (Gen. 1:27; Acts 17:26) and therefore, are to be afforded equal opportunity in employment. (See also Eph. 6:9.)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at First Baptist Church of Windsor will be based on merit, qualifications, and abilities. First Baptist Church of Windsor does not discriminate in employment opportunities or practices on the basis of race, color, sex (as determined at birth and not subject to change), national origin, age, disability, or any other characteristic protected by law, except when an otherwise protected characteristic is a bona fide occupational qualification and except as provided below.

As a religious entity, First Baptist Church of Windsor is legally permitted to make employment decisions based upon religious criteria, including doctrinal and lifestyle issues. It is the policy of First Baptist Church of Windsor to utilize only staff members of like faith who subscribe without reservation to First Baptist Church of Windsor's Statement of Faith and Standards of Conduct and who are living out these doctrines and standards in all areas of their lives, both at and away from ministry functions.

Furthermore, First Baptist Church of Windsor is legally permitted to make employment decisions concerning its ministerial employees based upon any criteria it deems appropriate, regardless of whether those criteria include otherwise legally protected characteristics. Ministerial employees are defined as employees whose employment responsibility is to impart ministry doctrine to the membership and/or the general public.

Nothing contained in this Equal Employment Opportunity Policy should be construed to limit First Baptist Church of Windsor's constitutionally and statutorily protected right to make employment decisions based on otherwise legally protected characteristics.

First Baptist Church of Windsor will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any staff members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Administrative Pastor. Staff members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of service.

## **Disability Accommodation**

First Baptist Church of Windsor is committed to fully complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

First Baptist Church of Windsor's hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications will be made available in alternative, accessible formats, and assistance will be provided in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement and are given only after a conditional job offer has been made. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with relevant criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equality in pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, lines of progression, and seniority lists. Leaves of all type will be available to all employees on an equal basis.

First Baptist Church of Windsor is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. First Baptist Church of Windsor will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. First Baptist Church of Windsor is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **Serious Diseases**

Staff members with infectious, long-term, life-threatening, or other serious diseases or illnesses may continue to serve as long as they are able to perform the duties of their position without undue risk to their own health, to that of other staff members, or to that of the people to which First Baptist Church of Windsor ministers.

Serious diseases and illnesses for the purposes of this policy include, but are not limited to the following: cancer, heart disease, major depression, multiple sclerosis, hepatitis, tuberculosis, certain musculoskeletal disorders, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).

Nothing in this policy in any way limits First Baptist Church of Windsor's right to discipline, up to and including termination, staff members who by their own sinful behavior acquired such a serious disease or illness.

First Baptist Church of Windsor will support, where feasible and practical, educational programs to enhance staff member awareness and understanding of serious diseases and illnesses.

A staff member afflicted with a serious disease or illness is to be treated no differently than any other staff member. Therefore, if the serious disease or illness affects his ability to perform assigned duties, the staff member will be treated like other staff members who have disabilities which limit their job performance.

A staff member who is diagnosed with a serious disease or illness, and who wants an accommodation should inform his supervisor of his condition as soon as possible and provide his

supervisor with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. First Baptist Church of Windsor may require a doctor's certification of a staff member's ability to perform job duties. In addition, First Baptist Church of Windsor may require such a staff member to undergo a medical examination.

A staff member whose disease or illness directly threatens the health or safety of the staff member or others must inform his supervisor of his condition as soon as possible.

First Baptist Church of Windsor will attempt to maintain the confidentiality of the diagnosis and medical records of staff members with serious diseases and illnesses, unless otherwise required by law. Information concerning a staff member's serious disease or illness will be treated as confidential and ordinarily will not be disclosed to other staff members. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of service.

Staff members concerned about being infected with a serious disease or illness by a co-laborer or a recipient of ministry services should convey this concern to their supervisor. Staff members who refuse to work with or perform services for a person known or suspected to have a serious disease or illness, without first discussing their concerns with a supervisor, will be subject to disciplinary action, up to and including termination of service. Where there is little or no evidence of risk of infection to the concerned staff member, the staff member's continued refusal may result in disciplinary action, up to and including termination of service.

## **Employee Medical Examinations**

To help ensure that certain employees are able to perform their duties safely, medical examinations may be required of certain positions where such information is needed to prevent a health and safety threat.

After a conditional offer of employment has been made to an applicant entering a designated job category, a medical examination may be performed at First Baptist Church of Windsor's expense by a health professional of First Baptist Church of Windsor's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Medical examinations required by and paid for by First Baptist Church of Windsor are the property of First Baptist Church of Windsor. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

## **Immigration Law Compliance**

First Baptist Church of Windsor is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with First Baptist Church of Windsor within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Business Administrator or your supervisor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **Other Employment**

All regular full-time employees must obtain prior approval from the Pastor/Teacher or the Official Board prior to undertaking any outside employment or work activity, including self-employment. Employees are cautioned to consider carefully the demands that additional work activity will create before requesting permission to seek or accept outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or additional hours.

If First Baptist Church of Windsor, in its sole discretion, determines that an employee's outside work interferes with performance or the ability to meet the requirements of First Baptist Church of Windsor as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with First Baptist Church of Windsor. If outside work activity causes or contributes to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.

Employees who have accepted outside employment may not use paid sick or personal absence time to work on the outside job. Fraudulent use of sick or personal absences will result in disciplinary action, up to and including termination.

## **Classification of Employees**

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the federal and/or state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, including the provisions requiring overtime pay. Nonexempt employees are commonly referred to as "hourly" employees, whereas exempt employees are commonly referred to as "salaried" employees. Upon hire, an employee will be notified whether he is considered a nonexempt or an exempt employee. If the employee's exemption status changes during the course of his employment, the employee will be notified of that change in writing.

In addition to the exempt classification, each employee will be classified in one of the following employment categories:

Regular full-time employees are those who are regularly scheduled to work more than thirty-five (35) hours a week and who are not in a temporary or introductory status. Regular full-time employees are eligible for First Baptist Church of Windsor's benefit package, subject to the terms, conditions, and limitations of each benefit.

Regular part-time employees are those who are regularly scheduled to work less than thirty-five (35) hours per week and who are not in a temporary or introductory status. Regular part-time employees receive all legally mandated benefits such as Social Security, but they are ineligible for all of First Baptist Church of Windsor's other benefits.

Introductory employees are newly hired employees who are being evaluated to determine whether further employment with First Baptist Church of Windsor is appropriate. Introductory employees are entitled to the same benefits as their regular counterparts, depending on whether they are full-time or part-time. Employees who satisfactorily complete the introductory period will be categorized as regular full-time or regular part-time employees.

Temporary employees are those who are hired to work a fixed or limited period of time or who are hired to assist in the completion of a certain project. Examples of temporary employees include summer interns and interim employees. Employment of a temporary employee beyond any

initially stated period of time does not change the employee's temporary status. Temporary employees retain that status unless and until notified of a change in writing. Temporary employees receive all legally mandated benefits such as Social Security, but are ineligible for all of First Baptist Church of Windsor's other benefits, unless there is a specific written agreement to the contrary between the employee and First Baptist Church of Windsor.

The foregoing classifications and categories do not guarantee employment for any specified period of time, and nothing contained in this policy in any way alters the at-will status of First Baptist Church of Windsor employees.

## **Personal Relationships in the Workplace**

The service of individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and staff member morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. For purposes of this policy, a dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" relationship.

Absent specific approval of the Pastor/Teacher or Official Board, individuals involved in a dating relationship with a current staff member may not occupy a position that will be working directly for or supervising the staff member with whom they are involved in a dating relationship. First Baptist Church of Windsor also reserves the right to take prompt action if an actual or potential conflict of interest arises involving individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a dating relationship is established after a staff member begins serving between staff members who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the ministry leadership. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, ministry leadership will decide who is to be transferred or, if necessary, terminated from service.

In other cases where a conflict or the potential for conflict arises because of a relationship between staff members, even if there is no line of authority or reporting involved, the staff members may be separated by reassignment or terminated from service. Individuals in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Absent the express approval of the Pastor/Teacher, no full-time staff member may maintain a dating relationship with an individual to whom he/she directly ministers. Because ministry staff members often maintain a position of trust and influence, and because staff counseling positions involve ethical considerations of confidentiality and fiduciary responsibility, dating an individual to whom one directly ministers is strictly prohibited. Under no circumstances may a full-time staff member maintain a dating relationship with a minor.



## **Personnel Files**

First Baptist Church of Windsor maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, and other employment records.

Employees have a duty to keep their personnel records up to date and should notify his/her manager and/or the Administrative Pastor in writing of any changes, including the following: name, address, telephone number, marital status, number of dependents, and persons to be notified in case of emergency.

Personnel files are the property of First Baptist Church of Windsor, and access to the information they contain is restricted. Only supervisors and ministry leadership personnel of First Baptist Church of Windsor who have a legitimate, employment-related reason to review information in a personnel file are allowed to do so.

Current employees may inspect their own personnel records and may copy, but not remove, documents in the file. Employees who wish to review their own file should contact the Administrative Pastor or their immediate supervisor. Within a reasonable time after their request, employees will be allowed to review their personnel files in First Baptist Church of Windsor's offices in the presence of an individual appointed by First Baptist Church of Windsor to maintain the files.

Current employees who believe that any personnel file material is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the Administrative Pastor or their immediate supervisor. If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the regular grievance procedure.

## **Employment Reference Checks**

**(1)Applicants.** It is the policy of First Baptist Church of Windsor to check the employment and personal references of all applicants to ensure that individuals who join First Baptist Church of Windsor are spiritually, professionally, and personally qualified for the position to which they have applied.

**(2)Former Employees.** First Baptist Church of Windsor will respond in writing only to those reference check inquiries that are submitted in writing. No specific employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## **Introductory Periods**

It is the policy of First Baptist Church of Windsor to give all new employees the opportunity to demonstrate their ministry spirit and their ability to perform their duties at a satisfactory level and to determine whether the new position meets their expectations. First Baptist Church of Windsor uses an initial introductory period to evaluate employees' ministry spirit, talents, abilities, work ethic, and overall performance. This initial introductory period applies to all new and rehired employees and will begin the date of hire and end ninety (90) calendar days after the date of hire. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, employees are eligible for those benefits that are required by law, such as Social Security. They may also be eligible for other First Baptist Church of Windsor-provided benefits, subject to the terms and conditions of each benefits program.

Employees should direct any questions concerning benefits to their supervisor or the Business Manager.

Employees who are promoted to a new position within First Baptist Church of Windsor must complete a second introductory period ninety (90) calendar days beginning on the effective date of the promotion. An employee who, in the sole judgment of First Baptist Church of Windsor, is not successful in the new position can be removed from that position at any time during the second introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and First Baptist Church of Windsor's needs.

Nothing contained in this policy shall be deemed to alter the at-will status of an employee's employment with First Baptist Church of Windsor. Either the employee or First Baptist Church of Windsor may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

## **Performance Evaluation**

Supervisors and staff members are strongly encouraged to discuss the staff member's spiritual and professional development, job performance, and ministry goals on an informal, day-to-day basis. Additional formal performance evaluations may be conducted to provide both supervisors and staff members the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Nothing in this policy alters the employment-at-will relationship between First Baptist Church of Windsor and its employees.

## **Termination of Employment**

An employee's employment with First Baptist Church of Windsor may be terminated because of the employee's resignation, discharge, or retirement; the expiration of an employment contract; or as result of a reduction in First Baptist Church of Windsor's workforce. Discharge may be for any reason not prohibited by law. Since employment with First Baptist Church of Windsor is based on mutual consent, both the employee and First Baptist Church of Windsor have the right to terminate the employment-at-will relationship, with or without cause, at any time.

First Baptist Church of Windsor is committed to handling all issues related to the termination of employment in a Christ-like manner and trusts that its employees will do likewise. In cases where an employee is discharged for reasons other than misconduct, First Baptist Church of Windsor will endeavor, in its sole discretion, to give the employee advance notice of the discharge or pay in lieu of notice.

Resigning employees are requested to give written notice of their intent to resign as far in advance as possible. Supervisory and managerial employees should give at least four (4) weeks notice. Clerical and administrative employees should give at least three (3) weeks notice. All other employees should give at least two (2) weeks notice to the ministry to facilitate the search for a replacement employee. Employees who fail to give written notice in accordance with these time periods may be ineligible for reemployment.

Employees who are absent from work for three (3) consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

First Baptist Church of Windsor may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, repayment of outstanding debts to First Baptist Church of Windsor, or return of First Baptist Church of Windsor-owned property. The departing employee may voice suggestions, complaints, or questions at that time. The departing employee will be asked to sign a written authorization for the release of information requested for an employment reference.

Employees will receive their final pay in accordance with applicable state law. All accrued, vested benefits that are due and payable at termination will be paid. If the employee is entitled to the continuation of certain benefits, the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Nothing contained in this policy in any way alters the employment-at-will relationship between employees and First Baptist Church of Windsor.

# WORK POLICIES

## **Work Schedules**

Although First Baptist Church of Windsor will attempt to give employees as stable of schedules as possible, the needs of First Baptist Church of Windsor and the people it ministers to sometimes require variations in employee scheduling. Supervisors will advise employees of the beginning and ending times of their shifts. Employees are required to work the hours they are scheduled unless they are given advance permission by the appropriate supervisor to deviate from the schedule.

## **Rest and Meal Periods**

Full-time nonexempt employees are provided with 2 rest periods during each eight-hour workday. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond allotted rest period time.

All full-time, nonexempt employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate ministry requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and may not be compensated for that time.

## **Overtime**

Overtime is defined as all hours worked in excess of forty (40) hours in one week, or all hours worked in excess of eight (8) hours in one day, or as otherwise defined by state law. Nonexempt employees are prohibited from working overtime without prior approval from their supervisor. It is First Baptist Church of Windsor's desire not to require overtime work of its employees. However, when ministry requirements or other needs cannot be met during regular working hours, nonexempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory overtime assignments will be provided.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

The practice of granting hour-for-hour compensatory time, often referred to as "comp" time, for overtime hours worked is prohibited.

Failure to work scheduled overtime or working overtime without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

## **Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt ministry operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

## PAY POLICIES

### **Timekeeping**

Nonexempt employees are responsible for ensuring that their time worked is accurately recorded. Federal and state laws require First Baptist Church of Windsor to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end each shift, the beginning and ending time of each unpaid meal period, and any departure from work for personal reasons. As previously stated, overtime work must always be approved before it is performed.

Nonexempt employees must sign their time records to certify the accuracy of all time recorded. The supervisor will review the time record and, if accurate, will initial the time record and submit it for payroll processing. If the time record is inaccurate, the supervisor will make the appropriate correction to the time record, and both the employee and the supervisor must initial the changes before submitting it for payroll process. Altering or falsifying time records, tampering with time recording equipment, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### **Pay Periods**

All employees are paid semi-monthly on the 15th and last days of the month. For exempt employees, each paycheck will include earnings for all work performed through the end of the previous payroll period. For non-exempt employees, the 15<sup>th</sup> paycheck will reflect hours earned from the 22<sup>nd</sup> of the previous month to the 7<sup>th</sup> of the current month. The paycheck on the last day of the month will reflect hours worked from the 8<sup>th</sup> of the current month to the 21<sup>th</sup> of the current month. Time cards will be submitted at the end of the day on the 8<sup>th</sup> (for the 15<sup>th</sup> paycheck) and the 23<sup>rd</sup> (for the end of month paycheck).

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid no later than the first day of work following the regularly scheduled payday.

### **Administrative Pay Corrections**

First Baptist Church of Windsor takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount or timing of pay, the employee should promptly bring the discrepancy to the attention of his/her manager and/or the Administrative Pastor so that corrections can be made as quickly as possible.

### **Pay Deductions**

The law requires that First Baptist Church of Windsor make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. First Baptist Church of Windsor must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." First Baptist Church of Windsor matches the amount of Social Security taxes paid by each employee.

In addition, employees may voluntarily contribute to any qualified 403(b) program. Please see your specific benefits package for information regarding matching funds.

Please direct your questions concerning any pay issue to your supervisor or the Administrative Pastor.

## **Ministry Travel Expenses**

Staff members may be required to travel away from the local area to perform ministry business. First Baptist Church of Windsor will reimburse staff members for reasonable ministry travel expenses incurred while on ministry business. All ministry travel must be approved in advance by your supervisor.

Staff members whose travel plans have been approved should coordinate with his/her manager and/or the Administrative Pastor to ensure that all travel arrangements are made in the most cost-effective manner possible. First Baptist Church of Windsor will directly pay, will advance, or will reimburse actual costs of travel, meals, lodging, and other expenses directly related to accomplishing ministry business, provided that the staff member used the most cost effective manner possible.

Expenses that generally will be reimbursed include the following:

- Airfare at the lowest available fare.
- Car rental fees at the lowest available rate.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Cost of meals, no more lavish than would be eaten at the employee's own expense.
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for ministry business purposes.

Whenever possible, First Baptist Church of Windsor will directly pay or advance the major expenses of travel such as airfare and lodging to ensure that staff members are not required to pay major expenses out-of-pocket subject to reimbursement.

Staff members who are involved in an accident while traveling on ministry business must promptly report the incident to the Administrative Pastor or their supervisor. Vehicles owned, leased, or rented by First Baptist Church of Windsor may not be used for personal use.

With prior approval, staff members on ministry travel may be accompanied by their spouse or a family member when the presence of such a family member would further or would not interfere with the ministry purposes for the travel. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, staff members should submit completed travel expense reports within 5 days. Reports should be accompanied by receipts for all individual expenses.

Staff members should contact their supervisor and/or the Administrative Pastor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, shall be grounds for disciplinary action, up to and including termination of employment.

## **Workers' Compensation Insurance**

First Baptist Church of Windsor provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither First Baptist Church of Windsor nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by First Baptist Church of Windsor.

## **Continuation of Benefits (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under First Baptist Church of Windsor's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at First Baptist Church of Windsor's group rates plus an administration fee. First Baptist Church of Windsor provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under First Baptist Church of Windsor's health insurance plan. The notice contains important information about the employee's rights and obligations.



## WORKPLACE RULES AND STAFF CONDUCT

### **Behavior of Staff Members**

Staff members are expected to uphold the doctrines and standards of First Baptist Church of Windsor as articulated in the Bible and First Baptist Church of Windsor's Statement of Faith and Standard of Conduct in all aspects of their lives, both at and away from First Baptist Church of Windsor employment and functions. Staff members must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and Christian living both at and away from First Baptist Church of Windsor. Staff members must faithfully attend all ministry services and take an active part in the total ministry program.

Staff members must be loyal to the ministry leadership of First Baptist Church of Windsor in word and in deed. To ensure orderly operations and provide the best possible work environment, First Baptist Church of Windsor expects staff members to follow rules of conduct that will protect the interests and safety of all staff members and the organization.

Although it is impossible to list all forms of behavior that are expected and prohibited of First Baptist Church of Windsor staff members, the following lists provide examples of expected and prohibited behaviors.

Staff members are expected at all times to conduct themselves in a Christ-like manner in order to present a good personal and ministry testimony. Expected staff member conduct includes, but is not limited to:

- Treating all members, visitors, and coworkers in a courteous and loving manner;
- Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to First Baptist Church of Windsor's best interests;
- Reporting to the ministry leadership suspicious, unethical, or illegal conduct by coworkers, members, or suppliers;
- Reporting to the ministry leadership suspected or actual violation of First Baptist Church of Windsor's policies;
- Reporting to the ministry leadership any threatening or potentially violent behavior by coworkers, members, or visitors;
- Cooperating with all First Baptist Church of Windsor investigations;
- Complying with all First Baptist Church of Windsor's policies;
- Wearing appropriate clothing and jewelry;
- Performing assigned tasks efficiently and in accordance with instructions;
- Reporting to work punctually as scheduled and being at the proper place, ready to work, at the assigned starting time;
- Giving proper advance notice whenever unable to work or report to work on time;
- Maintaining cleanliness and order in the workplace; and
- Complying with First Baptist Church of Windsor's Standards of Conduct.

Staff members who deviate from these and other similar forms of expected behavior are subject to discipline, up to and including termination.

The following are examples of conduct that is prohibited. Staff members engaging in such conduct or similar conduct, as determined by the ministry leadership, will be subject to discipline, up to and including termination of service:

- Stealing, destroying, defacing, or misusing First Baptist Church of Windsor's property;
- Falsifying or altering any First Baptist Church of Windsor record or report, such as an employment application, medical reports, timekeeping records, financial records, travel reimbursement voucher, personnel record, membership record, counseling record, or invoice;
- Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, deviant gender identity, or any other deviant sexual behavior as determined by the ministry leadership;
- Possessing, distributing, selling, transferring, or using illegal drugs;
- Using profanity, vulgarity, or abusive language;
- Engaging in or threatening acts of workplace violence, including but not limited to:
  - ❖ Possessing firearms, other weapons, explosives or other dangerous materials on First Baptist Church of Windsor's property;
  - ❖ Fighting or assaulting a coworker or any other person; or
  - ❖ Threatening or intimidating a coworker or any other person.
- Engaging in any form of sexual or other harassment;
- Disclosing confidential information of First Baptist Church of Windsor;
- Misusing First Baptist Church of Windsor's communications systems, including electronic mail, computers, Internet access, and telephones;
- Refusing to follow ministry leadership or a supervisor's instructions concerning a ministry-related matter or being insubordinate or disrespectful;
- Failing to follow safety or health rules;
- Sleeping on the job without authorization;
- Wearing inappropriate clothing or jewelry, or otherwise having an inappropriate personal appearance as defined in the ministry's Personal Appearance policy;
- Engaging in boisterous or disruptive activity in the workplace;
- Engaging in negligent or improper conduct leading to damage of ministry-owned or other property;
- Engaging in excessive absenteeism or any absence without notice;
- Engaging in unauthorized absence from work station during the workday;
- Violating employment policies; or
- Unsatisfactorily performing job responsibilities.

These examples of prohibited behaviors are not intended to be an all-inclusive list. At First Baptist Church of Windsor's discretion, any violation of First Baptist Church of Windsor's policies or any conduct considered inappropriate or unsatisfactory may subject the staff member to disciplinary action.

Service with First Baptist Church of Windsor is at the mutual consent of First Baptist Church of Windsor and the staff member, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **Conflicts of Interest**

First Baptist Church of Windsor expects that each staff member will use good judgment, high Biblical and ethical standards, and honesty in all business dealings with and on behalf of First Baptist Church of Windsor. Staff members have a responsibility to avoid any conflict of interest or appearance of conflict of interest.

## **Sexual and Other Forms of Harassment**

First Baptist Church of Windsor seeks to promote a productive work environment in which all staff members reach their full spiritual and professional potential in ministry service. First Baptist Church of Windsor will not tolerate verbal or physical conduct by any staff member or other person that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile work environment.

No form of harassment will be tolerated, including harassment because of a staff member's race, national origin, disability, pregnancy, age, or sex. Special attention should be paid to sexual harassment. No staff member, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct. Behavior that amounts to sexual harassment shall result in disciplinary action, up to and including dismissal from service.

Staff members are prohibited from threatening or insinuating, either explicitly or implicitly, that a staff member's willingness or refusal to submit to sexual advances will affect the staff member's terms or conditions of service.

Staff members are also prohibited from engaging in other sexually harassing or offensive conduct in the workplace, including but not limited to:

- (1) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- (2) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- (3) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- (4) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
- (5) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, disability, pregnancy, or age is also prohibited.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, and that is personally offensive, and that debilitates morale, and that, therefore, interferes with work effectiveness. Sexual harassment includes gender-based harassment of a person of the same sex as the harasser.

Any staff member who experiences or witnesses harassment of any form in the workplace, must report it immediately to their immediate supervisor. If the immediate supervisor is the alleged

harassing party, a staff member may report the harassment to the Administrative Pastor at 707-838-6694 x1145. If the Administrative Pastor is the alleged harassing party and the immediate supervisor, a staff member may report the harassment to any member of the Official Board at 707-838-6694. Any supervisor or ministry leadership level staff member who witnesses sexual harassment or learns of an allegation of sexual harassment and does not report it to the immediate supervisor (or if the immediate supervisor is the alleged harasser to the Administrative Pastor), is subject to disciplinary action, up to and including termination of service. If the Administrative Pastor is the alleged harasser, the Pastor/Teacher should be contacted.

All allegations of sexual harassment will be promptly communicated to and investigated by the Chairman of the Board, the Vice-Chairman, and the appropriate pastor (Administrative Pastor unless he is the alleged harasser, then the Pastor/Teacher) in as impartial and confidential manner as possible. A timely resolution of each complaint will be communicated to the parties involved. In the event physical harm is present and the Senior and Administrative Pastors are unavailable, communication should be initiated with any of the remaining pastors, who will enact the process as outlined above.

First Baptist Church of Windsor will permit no employment-based retaliation against anyone who brings a bona fide complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including termination of service.

Any staff member found to have violated this policy is subject to disciplinary action, up to and including termination.

## **Attendance and Punctuality**

First Baptist Church of Windsor requires employees to report to work punctually and to work all scheduled hours and any required overtime. Absenteeism and tardiness disrupt the workflow and place a burden on other employees and on First Baptist Church of Windsor. Employees should notify their supervisor as far in advance as possible whenever they are unable to report to work, know they will be late, or must leave early. The notice should include the reason for the absence and an indication of when the employee can be expected to report to work. Failure to notify First Baptist Church of Windsor of any absence may lead to disciplinary action.

Poor attendance and excessive tardiness will not be tolerated. Either may lead to disciplinary action, up to and including termination of employment.

## **Personal Appearance**

Each staff member's dress, grooming, and personal cleanliness standards reflect not only on the Christian testimony of the staff member, but also on the testimony of First Baptist Church of Windsor. Staff members are expected during service hours and when representing First Baptist Church of Windsor to present a professional, Christian image.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Male staff members' hair must be groomed and clean.
- Ladies' apparel shall exemplify Godly principles of modesty and distinction. Blouses or tops must be non see-through and modest at the neckline.

- Ladies' hairstyles are expected to be in good taste. Unnaturally colored hair and extreme styles are not professionally appropriate.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used in moderation.
- Both male and female staff members are expected to be tasteful and conservative in the styling of their clothing and hair. Extremes in styling or color are unacceptable.
- The dress code is also considered in effect at all staff functions and ministry services unless specifically stated otherwise by your supervisor or his designee.

The ministry reserves the right to modify this policy from time to time, in its sole discretion. Compliance with these policies must be accomplished to the full satisfaction of the ministry leadership. The ministry also reserves the right to require any staff member whose personal appearance is considered by it to be inappropriate or immoderate to correct the matter immediately to the full satisfaction of the ministry leadership.

## **Return of Property**

Staff members are responsible for the care and upkeep of all of First Baptist Church of Windsor's property, materials, or written information that has been issued to them or that is in their possession or control.

Staff members must return all First Baptist Church of Windsor property immediately upon request or upon termination of service. Where permitted by applicable laws, First Baptist Church of Windsor may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. First Baptist Church of Windsor may also take all action deemed appropriate to recover or protect its property.

## **Security**

It is the policy of First Baptist Church of Windsor to make reasonable efforts to provide for the security of First Baptist Church of Windsor's property, staff members, and authorized visitors.

Staff members, church members (if applicable), and visitors are prohibited from possessing firearms, other weapons, explosives or other dangerous materials on First Baptist Church of Windsor's property or at First Baptist Church of Windsor functions. Staff members are further prohibited from carrying firearms, other weapons, explosives or other dangerous materials in ministry-provided vehicles or in personal vehicles while on ministry business.

Staff members may be searched or questioned and are subject to surveillance whenever First Baptist Church of Windsor believes this is necessary to maintain security. All personal property brought onto First Baptist Church of Windsor property, such as vehicles, packages, briefcases, backpacks, purses, bags, and wallets are subject to inspection and search. Any staff member who wishes to avoid inspection of any articles or materials should not bring such items onto First Baptist Church of Windsor's premises.

Desks, lockers, filing cabinets, and other storage areas or devices may be provided for the convenience of staff members, but remain the sole property of First Baptist Church of Windsor. **Staff members have no expectation of privacy in any employer-provided desk, locker, filing cabinet or other storage area or device, computer records, or email.** Accordingly, they, as well as any articles found within them, may be searched and inspected by any properly authorized agent or representative of First Baptist Church of Windsor at any time, either with or without prior

notice. First Baptist Church of Windsor may remove all ministry property and other items that are in violation of the ministry's rules and policies found in these storage areas and devices.

Staff members are expected to exercise reasonable care for their own personal protection and personal property while on First Baptist Church of Windsor's premises. First Baptist Church of Windsor assumes no responsibility for loss, damage, or theft of personal property.

## **Safety**

To assist in providing a safe and healthy work environment for our staff members and the people to whom we minister, staff members are expected to exercise caution in all work activities. Staff members must immediately report any unsafe condition to their supervisor. Staff members who cause hazardous or dangerous situations, who fail to report, or, where appropriate, fail to remedy such unsafe conditions, may be subject to disciplinary action, up to and including termination of service.

In the case of accidents resulting in injury, regardless of how insignificant the injury may appear, staff members must immediately notify their supervisor and the Business Manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures where applicable.

## **Use of Ministry Equipment and Vehicles**

God has entrusted First Baptist Church of Windsor with resources such as equipment and vehicles to use to perform His work. Ministry staff members must recognize that they are stewards of these resources. As stewards, it is imperative that staff members exercise due care to use and maintain all ministry resources in the manner intended.

Staff members are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines for each piece of equipment used in carrying out their ministry tasks. Staff members must promptly inform their supervisor if any equipment, machines, tools, or vehicles are or appear to be damaged, defective, or in need of repair.

Staff members operating ministry vehicles must comply with all applicable laws and regulations. Staff members who are involved in an accident while operating a ministry vehicle must promptly report the incident to their supervisor and/or the Business Manager. Vehicles owned, leased, or rented by First Baptist Church of Windsor may not be used for personal use without prior approval.

The improper, careless, destructive, unsafe, or illegal use or operation of equipment or vehicles subjects the staff member to disciplinary action, up to and including termination of service.

## **Visitors in the Workplace**

First Baptist Church of Windsor expects that unknown visitors will come to First Baptist Church of Windsor looking for physical, emotional, and spiritual needs to be met. Regardless of their appearance or dress, all visitors should be courteously treated in a Christ-like manner. Unknown and unexpected visitors should be directed to the church office, where a pastor can ensure that all visitors are presented the gospel of Jesus Christ, and that the visitors' legitimate needs are met.

First Baptist Church of Windsor recognizes that the call to ministry service is a call to the entire family and that the ministry is a gathering place for members and friends of First Baptist Church of Windsor. Staff members should ensure, however, that visits by family members, friends, and members do not unduly interfere with the staff member's performance of ministry duties.

## **Solicitation and Distribution**

First Baptist Church of Windsor encourages its staff members to "exhort one another" by sharing resources such as Christian books, tapes, sermons, and articles with each other that would promote spiritual growth. First Baptist Church of Windsor further encourages its staff members to support ministry fundraising efforts and allows solicitation of funds for ministry fundraisers. Staff members engaging in these activities should ensure that they do not unduly interfere with the staff member's performance of ministry duties.

Staff members may not distribute secular literature or other media or solicit funds or sales for non-First Baptist Church of Windsor-related causes during working time. Working time does not include lunch periods, breaks, or any other periods in which staff members are not on duty.

The posting of written solicitations on First Baptist Church of Windsor's bulletin boards is restricted. These bulletin boards display important announcements and memoranda concerning ministry and employment information and should be regularly reviewed by all staff members. If staff members have a message of interest to the entire staff, they may submit it to their supervisor for approval before posting.

## **Ministry Communication Systems**

Communication services and equipment provided by First Baptist Church of Windsor, including the messages transmitted and stored by them, are the sole property of First Baptist Church of Windsor. Accordingly, First Baptist Church of Windsor may access and monitor staff member communications and files as it considers appropriate. **Staff members do not have any expectation of privacy in any communications or files made using or stored upon First Baptist Church of Windsor's communication services and equipment, regardless of whether the communications or files are designated or intended as private by the sender or the recipient.**

Communication services and equipment include, but are not limited to: mail, electronic mail (email), courier services, facsimiles, telephone systems, personal computers, computer networks, computer files, computer software, online services, internet connections, intranets, telex systems, video equipment and tapes, tape recorders and recordings, pagers, cellular telephones, voice mail systems, answering machines, and bulletin board.

Staff members should ensure that no personal correspondence appears to be an official communication of First Baptist Church of Windsor since staff members may be perceived as representatives of First Baptist Church of Windsor and, therefore, damage the reputation of or create liability for First Baptist Church of Windsor. All outgoing messages, whether by mail, facsimile, email Internet transmission, or any other means, should be accurate, appropriate, and ministry-related. Staff members may not use First Baptist Church of Windsor's stationery or postage for personal letters.

Most communication services and equipment have toll charges or other usage-related expenses. Staff members must be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each ministry communication. Staff members should consult their

supervisor if there is a question about the proper mode of communication. Staff members should practice discretion when making local personal and long distance calls and may be required to reimburse First Baptist Church of Windsor for any charges resulting from their personal use of the telephone.

Staff members must speak in a courteous and professional manner and hang up only after the caller has done so. Messages taken for other staff members should be written legibly; should include the caller's name, telephone number, message, and the date and time of the telephone call; and should be promptly delivered to the recipient.

First Baptist Church of Windsor's communications property and equipment may not be removed from the premises without prior authorization from their supervisor.

First Baptist Church of Windsor purchases and licenses the use of various computer software for ministry purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, First Baptist Church of Windsor does not have the right to reproduce such software for use on more than one computer. Staff members may only use software according to the software license agreement. First Baptist Church of Windsor prohibits the illegal duplication of software and its related documentation. Staff members are not permitted to install any program, business or personal, onto ministry equipment without prior ministry approval.

Staff members must disclose all passwords to their supervisors but should not share the passwords with other staff members. Staff members may not monitor, retrieve or review any communication or file to which they are not a party, unless they have prior authorization.

Online services and the internet may be accessed only by staff members specifically authorized by First Baptist Church of Windsor. Staff members' online use should be limited to ministry-related activities, except as allowed below. In addition, staff members should not duplicate or download from the internet or from an email, any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without the express written permission of the owner of the material. When appropriate internet materials or email files are downloaded, they should be scanned using First Baptist Church of Windsor's antivirus software. All compressed files are to be scanned before and after decompression. If misuse of the internet is suspected, an internet user report will be reviewed by an appropriate supervisor or pastor.

Staff members are not permitted to send broadcast email messages to all users or large groups of users unless specifically authorized to do so.

First Baptist Church of Windsor's policies that prohibit offensive, intimidating, harassing, or disruptive materials in the workplace apply with equal force to material communicated through or stored on First Baptist Church of Windsor's communication services and equipment.

Incidental personal use by staff members of First Baptist Church of Windsor's communications services and equipment is allowed as long as the use does not interfere with the staff member's work or First Baptist Church of Windsor's operations, does not violate any of First Baptist Church of Windsor's policies, and does not result in any additional expense to First Baptist Church of Windsor. Each staff member will be required to reimburse First Baptist Church of Windsor for any expenses incurred for the staff member's incident personal use of the ministry's communications services.

Abuse of First Baptist Church of Windsor communication services and equipment provided by the ministry in violation of law or ministry policies will result in disciplinary action, up to and including termination of service. Staff members may also be held personally liable for any violations of this policy. Staff members should notify their immediate supervisor, the Pastor/Teacher or any member of ministry leadership upon learning of violations of this policy. If



misuse is suspected, the staff will first be made aware and asked if they are aware of any impropriety. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions;
- Sending or posting messages or material that could damage the organization's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another organization or person, or refusing to cooperate with a security investigation;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the internet for political causes or activities or any sort of gambling;
- Jeopardizing the security of the organization's electronic communications systems;
- Sending or posting messages that disparage another organization's products or services;
- Passing off personal views as representing those of the organization;
- Sending anonymous email messages; and
- Engaging in any other illegal activities.

## **Workplace Violence Prevention**

First Baptist Church of Windsor is committed to preventing workplace violence and to maintaining a safe ministry environment. Given the increasing violence of society in general, First Baptist Church of Windsor has adopted the following guidelines to deal with intimidation, harassment, and threats and incidents of violence that may occur on its premises.

Staff members are prohibited from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, other weapons, explosives or other dangerous materials are prohibited from ministry premises.

Conduct that threatens, intimidates, or coerces another staff member, visitor, member, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

Staff members who observe or learn of threats or incidents of violence or who observe or learn of suspicious individuals or activities must report such information to their immediate supervisor or another supervisory employee as soon as possible. This includes threats by staff members, as well

as threats by visitors, members of First Baptist Church of Windsor, or members of the public. The report must be as specific and detailed as possible. When necessary to protect life, health, or property, or when otherwise appropriate, employees should call the police before reporting the threat or incident to a supervisory staff member.

Staff members should not place themselves in peril in attempting to intervene in a suspicious or a potentially violent situation.

First Baptist Church of Windsor will promptly and thoroughly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, First Baptist Church of Windsor may place employees on administrative leave, either with or without pay, pending investigation.

Any staff member determined to be responsible for a threat or incident of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of service.

## **Drug and Alcohol Testing**

In addition to being sinful behavior in violation of First Baptist Church of Windsor's Standard of Conduct, drug and alcohol use poses serious safety and health risks. Staff members must immediately report any observations of unusual behavior or other indications that another staff member is under the influence of alcohol or drugs.

Employees may be asked to take a test at any time to determine the presence of drugs or alcohol, unless such tests are prohibited by law. Employees asked to take the test will be asked to sign a consent form authorizing the test and First Baptist Church of Windsor's use of the test results for purposes of administering its discipline policy. Employees refusing consent for these purposes or testing positive for alcohol or illegal drugs are subject to disciplinary action, up to and including termination of employment.

The test will be paid for by First Baptist Church of Windsor. The records of the examination will be the property of First Baptist Church of Windsor and will be treated as confidential and held in a separate medical file. If required by law, the records will be made available to the employee, the employee's designees, public agencies, and relevant insurance companies.

Staff members must report to their supervisor their use of over-the-counter or prescription medication that may impair their ability to perform their job safely and effectively.

Staff members who drive a commercial motor vehicle as part of their ministry duties are also subject to First Baptist Church of Windsor's Policy for Drug and Alcohol Testing of Commercial Motor Vehicle Drivers. Employees who fail to comply with this policy are subject to disciplinary action, up to and including termination of employment.

## **Cellular Telephone Usage**

First Baptist Church of Windsor provides cellular telephones to some staff members as a ministry tool to assist them in communicating with other staff members, church members (if applicable), and others with whom they interact as part of their ministry. Cellular telephone use is primarily intended for ministry-related calls. However, occasional, brief personal use is permitted within a reasonable limit. Staff members may be required to reimburse First Baptist Church of Windsor for

any charges resulting from their personal use of the telephone, or pro-rata share of cellular phone charges based on personal use. Cellular telephone invoices are regularly monitored.

Staff members who have access to a cellular telephone while operating a motor vehicle should remember that their primary responsibility is driving safely and obeying the rules of the road.

As a representative of First Baptist Church of Windsor, cellular telephone users are reminded that the regular etiquette used when speaking from office telephones or in meetings applies to conversations conducted over a cellular telephone.

## **Progressive Discipline**

Staff members are expected to comply with First Baptist Church of Windsor's standards of behavior and performance. Any deviation from these standards must be corrected. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory ministry service in the future.

Under normal circumstances, First Baptist Church of Windsor will use a policy of progressive discipline to attempt to provide the offending employee with notice of the deficiency in his conduct and an opportunity to improve. This policy of progressive discipline is used at the sole discretion of First Baptist Church of Windsor and in no way alters the at-will status of employees. First Baptist Church of Windsor retains the right to discipline in any manner it sees fit and to bypass the progressive discipline procedures.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the offense and the number of occurrences.

Progressive discipline means that, with respect to many disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Any time First Baptist Church of Windsor determines it is necessary (such as a major breach of policy, a violation of law, and in cases involving serious misconduct) the progressive discipline procedures may be disregarded.

During the course of an investigation of an allegation of employee misconduct, the employee may be relieved of his duties and placed on administrative leave with pay pending the outcome of the investigation. Employees on administrative leave with pay remain subject to all employment rules and policies, and will continue to receive the pay and benefits to which they are otherwise entitled.

Employees who believe that they have been disciplined too severely or who question the reason for discipline may use the dispute resolution procedure.

## **Dispute Resolution**

First Baptist Church of Windsor recognizes that disagreements are inevitable in the life of every ministry. The important thing is not the fact that disagreements exist, but the manner in which staff members express and resolve them. First Baptist Church of Windsor believes that the process for dealing with conflict given by Christ to believers (recorded in Matthew 18:15-20) also applies to managing interpersonal conflict relating to ministry service. First Baptist Church of

Windsor thus requires staff members with grievances to use the following procedures for dealing with their grievances. First Baptist Church of Windsor will attempt to promptly resolve all disputes that are appropriate for handling under this policy.

Staff members are reminded that the manner and spirit with which they pursue a grievance reflect their spiritual qualification for ministry service. Thus, a staff member who addresses a conflict in an inappropriate manner or with the wrong spirit is subject to disciplinary action, up to and including termination of service.

Criticism, murmuring, gossip, disloyalty, subversion or disobedience of ministry directives, non-truthfulness and the encouragement of disobedience or disloyalty to the directives of First Baptist Church of Windsor, and its leadership, is Biblically forbidden if engaged in by any person who is a part of the ministry.

## **Procedures for Addressing Grievances With the Ministry**

**A.**An appropriate dispute is defined as a staff member's expressed dissatisfaction concerning any interpretation or application of a work-related policy by supervisors or other staff members. Examples of matters that may be considered appropriate disputes under this policy include:

- 1.A belief that ministry staff policies, practices, rules, regulations, or disciplinary procedures have been applied improperly or unfairly to a staff member;
- 2.Treatment considered unfair by a staff member, such as coercion, harassment, or intimidation;
- 3.Alleged discrimination because of a legally protected status such as race, color, sex, age, national origin, or disability; and
- 4.Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, or salary.

**B.**Staff members should notify the ministry in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for staff members with appropriate complaints. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" generally will mean 3 working days.

**C.**The dispute resolution procedure has a maximum of four steps, but disputes may be resolved at any step in the process. Disputes will be processed until the staff member is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever a staff member does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

**D.**Staff members who feel they have an appropriate dispute should proceed as follows:

**1.Step One**—Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the staff member may proceed directly to step two. The supervisor should investigate the complaint, attempt to resolve it, and give a decision to the staff member within a reasonable time. The supervisor should prepare a written and dated summary of the dispute and proposed resolution for the employee's personnel file (if applicable).

**2.Step Two**—Appeal the decision to the department head, if dissatisfied with the supervisor's decision, or initiate the procedure with the department head if Step One has

been bypassed. This appeal or initial dispute notification must be made in a timely fashion using a written form provided for this purpose. The supervisor's version of the dispute and decision will then be submitted using a similar written form. The department head will, in a timely fashion, confer with the staff member, the supervisor, and any other members of ministry leadership considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.

**3.Step Three**—Appeal an unsatisfactory department head decision to the Pastor/Teacher. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Pastor/Teacher will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.

**E.**Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as ministry policy. When appropriate, the decisions will be retroactive to the date of the staff member's original dispute notification.

**F.**Information concerning an employee dispute should be confidential. Supervisors, department heads, and other members of ministry leadership who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

**G.**Time spent by employees in dispute discussions with ministry leadership during their normal working hours will be considered hours worked for pay purposes.

**H.**Staff members will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if a staff member raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by a staff member does not limit the right of the ministry to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, staff members and supervisors are prohibited from retaliating against a staff member who properly uses the dispute resolution procedure.

**I.**The ministry may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

## **Procedures for Addressing Interpersonal Conflict**

### **Step 1: Confrontation/Negotiation**

*Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. (Matthew 18:15)*

Whenever a conflict arises between two or more individuals in the workplace, they are encouraged to meet directly to discuss the issue(s). If both individuals' hearts are right in the matter, the great majority of disagreements will be resolved at this level.

#### **GUIDELINES**

**1.**This step is to be a *direct* dialogue with the offender or between the two persons who have the disagreement.

**2.**The staff members in conflict shall not gossip and/or attempt to win third parties to "their side" of a conflict.

3.The staff members in conflict shall not talk *about*, but shall talk *with* the persons that can settle the conflict.

4.If Biblical dialogue between the offender and offended can take place at this level— control over the outcome is 100% within their power to complete.

## **Step 2: Mediation/Intervention**

*But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. (Matthew 18:16)*

If the direct confrontation and negotiation does not resolve the conflict, the offended staff member shall initiate a meeting with the supervisor to discuss the problems and suggest solutions.

### **GUIDELINES**

1.The staff members in conflict and the supervisor shall not gossip and/or attempt to win third parties to “their side” of a conflict.

2.Information concerning the interpersonal conflict should be kept confidential. The staff members and supervisor involved may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

3.Although this step of Biblical submission to the authority placed over the employee removes some of the control from the original parties, the supervisor’s primary focus shall still be to help resolve the staff member’s dissatisfaction.

## **Step 3: Arbitration/Discipline**

*And if he shall neglect to hear them, tell it unto the church; (Matthew 18:17a)*

If the mediation/intervention with the supervisor is unsuccessful, the staff member shall meet with the Pastor/Teacher to attempt to resolve the conflict. The Pastor/Teacher will listen to both parties, and will then consider the case and issue a decision. If the Pastor/Teacher is involved in the dispute, the case will be decided by the Official Board.

### **GUIDELINES**

1.If the supervisor is unable to resolve the conflict or is without authority to implement the suggested solutions, the staff members must submit the dispute to the Pastor/Teacher or Official Board (when applicable).

2.The staff members in conflict and the supervisor shall not gossip and/or attempt to win third parties to “their side” of a conflict.

3.Information concerning the interpersonal conflict should be kept confidential. The staff members and supervisor involved may only discuss it with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.

4.Although this step of Biblical submission to the authority placed over the employee removes some of the control from the original parties, the Pastor/Teacher’s primary focus shall still be to help resolve the staff member’s dissatisfaction.

# LEAVES OF ABSENCE

## **Family and Medical Leave**

First Baptist Church of Windsor will comply with all applicable requirements of the Family and Medical Leave Act (FMLA). The FMLA requires First Baptist Church of Windsor to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave.

To be eligible for family or medical leave, an employee must have worked for First Baptist Church of Windsor for at least 12 months and worked for First Baptist Church of Windsor for at least 1,250 hours in the previous 12 months.

Eligible employees may take leave to care for the employee's child upon birth or in connection with a child's placement with an employee for adoption or foster care; to care for a parent, spouse, or child with a serious health condition; or when the employee is unable to work because of the employee's own serious health condition.

For purposes of this policy, "serious health conditions" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider which includes any period of incapacity as a result of:

1. A health condition lasting more than three (3) consecutive days and any subsequent treatment or period of incapacity relating to the same condition that also includes: (a) treatment two or more times by or under the supervision of a health care provider, or (b) one treatment by a health care provider with a continuing regimen of treatment;
2. Pregnancy or prenatal care, including severe morning sickness;
3. A chronic serious health condition that continues over an extended period of time requiring periodic visits to a health care provider, and which may involve occasional episodes of incapacity;
4. A permanent or long-term condition for which treatment may not be effective, if the employee is under the supervision of a health care provider (but not necessarily receiving active treatment); or
5. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) days if not treated.

For further information on what is considered "continuing treatment," contact the appropriate supervisor or Administrative Pastor. Spouses employed by the same employer are jointly entitled to a combined leave of 12 workweeks of family leave in the 12-month period to care for a parent who has a serious health condition. However, each spouse may take up to 12 workweeks of leave to care for a child or spouse with a serious health condition.

Birth, adoption, or foster care of children. FMLA leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. In addition, spouses employed by the same employer are jointly entitled to a combined leave of 12 workweeks of parental leave in the 12-month period for the birth or placement of a child for adoption or foster care.

Intermittent or reduced work schedule leave. In certain circumstances, eligible employees may take FMLA leave intermittently (for example, in blocks of time) or by reducing their work schedule. If FMLA leave is to care for a child after the birth or placement for adoption or foster care, employees may take their FMLA leave intermittently or on a reduced work schedule only with the ministry's permission. If the FMLA leave is because of the employee's serious illness or to care for a seriously ill family member, the employee may take the leave intermittently or on a reduced work schedule if it is medically necessary.

### ***Notice and Certification***

Employees who want to take FMLA leave ordinarily must provide the ministry at least 30 days notice of the need for leave, if the need for leave is foreseeable. If the employee's need is not foreseeable, the employee should give as much notice as is practicable. When leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment in order to minimize disruptions of the ministry's operations.

In addition, employees who need leave for their own or a family member's serious health condition must provide medical certification from a health care provider of the condition. The ministry also may require a second, and if necessary, a third opinion (at the ministry's expense), periodic recertifications of the serious health condition, and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work.

The ministry may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave. The ministry also may delay or deny approval of leave for lack of proper medical certification.

### ***Benefits During FMLA Leave***

Employees taking leave under the FMLA are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. If applicable, arrangements will be made for employees to pay their share of health insurance premiums while on leave. If an employee chooses not to return to work from FMLA leave, First Baptist Church of Windsor may be entitled to recover premiums it paid to maintain health coverage during the leave.

The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, the employee must use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member. In addition, the employee must use any accrued paid vacation or personal days (but not sick days) during FMLA leave taken to care for a newborn or newly placed child.

### ***Job Restoration After FMLA Leave***

First Baptist Church of Windsor will reinstate an employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to First Baptist Church of Windsor's operations. A "key" employee is an eligible salaried employee who is among the highest paid ten percent of employees within 75 miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.



### ***Other Provisions***

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees who are exempt from the minimum wage and overtime requirements of the FLSA, and records of leave taken may be kept for those employees, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of leave required by the FMLA.

### ***Further Information***

For more information, employees may contact the appropriate supervisor or Administrative Pastor.

## **Vacation Benefits**

Eligible employees should see their specific agreements.

## **Sick Leave**

Eligible employees should see their specific agreements.

## **Holidays**

First Baptist Church of Windsor will grant paid holiday time off to regular full-time non-exempt employees on the holidays listed below:

- New Year's Day (January 1)
- Civil Rights Day (Third Monday in January)
- Presidents' Day (Second Monday in February)
- Good Friday (The Friday prior to Easter)
- Memorial Day (last Monday in May)
- Independence Day (Rotates)
- Labor Day (first Monday in September)
- Veterans Day (Typically observed the Monday after 11/11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (Additional Floating Holiday for pastors)
- Christmas Day (December 25)

To be eligible for holiday pay, the holiday must fall on a day in which the employee is scheduled to work. The employee will be paid holiday pay for the hours normally scheduled for the day on which the holiday falls. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

## **Personal Leave**

First Baptist Church of Windsor provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Only regular full-time employees are eligible to request personal leave as described in this policy.

Eligible employees may request personal leave only after having completed 180 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 10 calendar days every 2 years. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by First Baptist Church of Windsor until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by First Baptist Church of Windsor according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, First Baptist Church of Windsor cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, First Baptist Church of Windsor will assume the employee has resigned.

## **Civic Leave**

First Baptist Church of Windsor encourages employees to fulfill their civic responsibilities by voting and by serving jury duty or testifying as a witness when required. Generally, employees are able to find time to vote either before or after their regular work schedule, or on their lunch break. When working hours coincide with voting hours, flexible scheduling or time off for voting may be authorized by the immediate supervisor.

Employees needing time off to testify as a witness or serve jury duty must immediately provide their supervisor with a copy of their witness subpoena or jury duty summons as soon as it is received so that the supervisor may make arrangements to accommodate their absence. Employees testifying about ministry-related matters will be provided paid time off for the entire period of witness duty.

Employees testifying in all other matters in which the employee is not a party will be granted a maximum of 8 hours of paid leave to appear in court as a witness. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

Employees testifying in matters in which they are a party will not be granted paid civic leave, but may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees summoned for jury duty may request up to 2 weeks of paid civic leave to fulfill these duties. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Either First Baptist Church of Windsor or the employee may request an excuse from jury duty if, in First Baptist Church of Windsor's judgment, the employee's absence would create serious operational difficulties.

First Baptist Church of Windsor will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.