

EMPLOYEE HANDBOOK



8869 Cedar Avenue, Cleveland, OH 44106
216.421.1516 Church
216.229.0437 Fax
www.AntiochCleveland.org

Rev. Marvin A. McMickle, Ph.D.
Pastor

TABLE OF CONTENTS

	<u>Page</u>
Overview	2
Employment Policy	2
Employment Status	3
Standards of Conduct	4
Infractions to Standards of Conduct.....	5
Attendance and Punctuality	6
Dress	6
Church Property.....	7
Personal Property	7
Changes in Personal Data	7
Telephone Use.....	7
Confidentiality.....	8
Accurate Records and Reporting	8
Recruiting & Hiring	8
Internal Hires.....	9
Terminations	
Voluntary Terminations	9
Involuntary Terminations.....	9
Relations with Employees	10
Anti-Harassment	10
Persons with Disabilities	11
Alcohol and Drug-Free Workplace	12
Smoking Policy	13
Pay Practices	
Pay Periods and Paydays	13
Timesheets	14
Eligibility for Holiday Pay.....	14
Overtime	15
Benefits	15
Parking.....	15
Recognized Holidays	15
Vacation Leave	16
Sick Leave	17
Medical Appointments	17
Reporting Illness or Injury.....	17
Sick Leave Balances at Termination & Retirement	18
Monitoring & Approval	18
Paid Personal Leave	18
Bereavement Leave	18
Jury & Witness Duty Leave	18
Working During Jury Duty.....	19
Policy.....	19
Notification.....	19
Family & Medical Leave Act.....	19
Personal Leaves of Absence	20
Military Leave	20
Performance Appraisal	21
The Appraisal Process	21
New Employee Orientation	22
Information Systems & Technology	
Use of Computers	22
Monitoring Use of Computers	23
The Internet.....	23
Software Code of Ethics.....	23
Confidentiality Agreement	25

OVERVIEW

Antioch Baptist Church was founded on January 2, 1893, and has established a long history of service to its membership and the entire community. We are proud of this reputation and constantly strive to build upon it. In order to be able to continue this tradition, we need the commitment of all employees, as well as their skills and talents.

Every employee and job is important. We hope you will find your employment with Antioch Baptist Church meaningful and rewarding.

This Employee Handbook is presented to all of the employees of Antioch Baptist Church to ensure that they understand our policies and procedures, and what is expected of them as employees of the church. The policies and procedures in this handbook constitute the guidelines of the church and are in no way to be interpreted as a contract between the church and its employees. Moreover, the Board of Trustees expressly reserves the right to modify, add to or rescind any of the policies in this handbook.

EMPLOYMENT POLICY

The Board of Trustees is responsible for the development and implementation of the church's human resources policies and procedures. Creation of new positions in the church, and setting wage compensation levels of non-ministerial staff is done collaboratively between the Board of Trustees and the Director of Administration. The Director of Administration is responsible for managing the daily operations of the Church and ensuring compliance to the human resources policies and procedures established by the Board of Trustees. The Director of Administration shall be responsible for hiring, promoting and terminating non-ministerial employees within the established guidelines, policies and procedures.

In the absence of any written agreement, the employment relationship between the Antioch Baptist Church and all employees is at will. Employees are free to resign, and Antioch Baptist Church reserves the right to terminate any employee at any time, with or without cause and with or without prior notice. The Board of Trustees must approve any and all employment contracts. The Church shall not be responsible for any oral agreements or promises that have not been confirmed in writing by the Board of Trustees.

EMPLOYMENT STATUS

Definitions of employment status provide Antioch Baptist Church with a basis from which to determine employee eligibility for benefits. Employment status definitions are based on Federal and local statutes as well as requirements of the Church.

Non-exempt employees are entitled to overtime pay under the specific provisions of the FLSA (Fair Labor Standards Act) and state wage and labor laws, whereas exempt employees are excluded from these provisions. Independent contractors are not considered employees.

The employee classification is based on work hours or anticipated length of service with Antioch Baptist Church, as follows:

- **Regular Full-Time Employees** are hired to work the Church's normal, full-time, forty-hour workweek on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.
- **Regular Part-Time Employees** are hired to work fewer than forty hours per week on a regular basis. (Any employee working 32 or more hours per week is eligible for full-time benefits). Such employees may be "exempt" or non-exempt" as defined below.
- **Probationary Employees** are engaged to work full or part-time. The first ninety (90) days of work is the probationary period for all new employees. At the end of this period, the employee will be informed of his or her performance rating and either be changed to regular status or terminated. The Director of Administration or the employee's immediate supervisor will perform the evaluation.

- **Temporary Employees** are engaged to work full-time or part-time on the Church's payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note that a temporary employee may be offered and may accept a new temporary assignment with the Church and thus still remain in a temporary status). Such employees may be "exempt" or "nonexempt" as defined below. An employee hired through a temporary employment agency for a specific assignment is an employee of the agency and not of the Church.
- **Nonexempt Employees** are required to be paid overtime at the rate of 1½ times their regular rate of pay for all hours worked beyond forty hours in a work week, in accordance with applicable federal or state wage and hour laws.
- **Exempt Employees** are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a week. Managers, supervisors and certain employees in administrative positions are typically exempt.

STANDARDS OF CONDUCT

As an employee of Antioch Baptist Church you are subject to regulations, which prescribe Standards of Conduct. The Antioch Baptist Church Standards of Conduct are listed below. It is your responsibility as an employee to read and adhere to these standards:

- **Excellence** in everything that we do. No matter what our job is within the Church, we must always do our best – we must always strive for excellence.
- **Honesty and integrity** in all of our dealings – whether they be with our Church membership, residents of the community, our co-workers or anyone else with whom we have contact.
- **Respect** for the dignity and rights of every person within our organization and with whom we come in contact.
- **Fairness** in all of our dealings with our suppliers and competitors.

Infractions to Standards of Conduct

These infractions are not all inclusive. Any actions that are deemed inappropriate and unacceptable by the Director of Administration and/or the Trustee Board/Human Resources Committee, yet not noted below may also result in disciplinary action up to and including immediate discharge and/or criminal or civil prosecution:

1. Committing or supporting fraud, theft or any dishonest behavior against the Church, its property and or its resources.
2. Consumption, possession, or being under the influence of alcohol or illegal drugs on Church property.
3. Neglect of duty, defined as failure or refusal to follow instructions or to perform designated work where such instructions or work may be reasonably and properly required.
4. Any form of harassment or discrimination: gender, racial, sexual orientation, age, social class, disability, or the like.
5. Theft or embezzlement of funds.
6. Removal of Church property or items abandoned by members or visitors without written approval from administrative staff.
7. Disorderly conduct of any kind, including, but not limited to fighting, gambling, horse play, or the use of profane or abusive language.
8. Possession of firearms, knives, or any type of weapon on the Church premises, unless required as part of the job description or for the performance of the job function.
9. Criminal or civil finding of fault by any court, the nature of which the Church or Board of Trustees deems renders the employee unfit to continue in the employ of Antioch Baptist Church.
10. Lack of due diligence in the performance of job responsibilities.
11. Use of Church phones for personal long distance calls.
12. Inappropriate use of Church computers and/or the Internet.

Attendance and Punctuality

The absence of any one individual has a considerable bearing on the work of others and may greatly affect the entire staff. For this reason, all employees have an obligation to be on the job as scheduled. Employees who find that they are unable to report to work must notify their supervisor(s) as soon as possible and prior to their scheduled starting time, in order that proper arrangements for coverage can be made.

Employees will be considered to have an unexcused absence when they fail to obtain supervisory approval in advance of their absence, or they were not able to justify their absence with a doctor's excuse or sufficient reason. Employees will be considered to be chronic absentees and subject to appropriate disciplinary action when in a period of one calendar month they have accumulated three or more unexcused absences or five or more unexcused absences in a quarter.

In addition, employees are required to be on time at the start of their shift and work their entire shift unless given authorization by their supervisor. An employee will also be subject to appropriate disciplinary action when they are tardy.

Dress

All employees are expected to dress appropriately for their job because of the number and diversity of visitors to the Church's office. It is important to convey a professional and businesslike environment.

Please use good judgment in your choice of apparel and remember to conduct yourself at all times in a way that best represents you and the Church.

Church Property

Each of us is responsible for treating Church property with respect. It must be properly and safely used, and it may not be removed from Church premises without proper authorization. If you leave your employment with Antioch Baptist Church, you must return any property that has been issued for your use. The Church reserves the right to search offices, desks, workstations, and other areas of the Church's property to ensure that no drugs, weapons, stolen property, or other contraband or prohibited items are hidden therein.

Personal Property

Although we are committed to providing our employees with a safe and secure work environment, we cannot assume responsibility for your personal property. This includes money, clothing, jewelry, purses, wallets, photographs, etc. Employees should be careful where they store such property and should avoid bringing costly or irreplaceable property to work. The Church is not liable for personal belongings that may be lost or stolen on the job.

Changes in Personal Data

It is important for us to keep our personnel records up-to-date. Please report changes in name, address, phone number, marital status, or emergency contact to the appropriate supervisor.

Telephone Use

Many of our employees use telephones in the course of their workday. The phones are provided for business use and should not be used for reasons that are not work-related.

We do recognize however, that employees may from time to time need to use a telephone for personal reasons. Such phone use should be for brief periods of time and should not interfere with business or with the performance of the employee's job. Normally, personal calls should only be made or received during established breaks. Excessive use of telephones for personal business may result in counseling and/or disciplinary action.

Confidentiality

All employees who will have access to confidential information must execute and abide by confidentiality agreements and other specific procedures that the Church has established to safeguard its confidential information. The Church absolutely prohibits the disclosure of confidential information to anyone outside of the Church or anyone inside the Church who does not have a need to know the information. The Church also absolutely prohibits the use of confidential information for any purpose other than in connection with the Church's business. All employees are required to sign a Confidentiality Agreement.

Accurate Records and Reporting

Almost every employee in the Church records and/or reports data of some kind. All such record keeping and reporting must be accurate, honest and complete and must not be organized in a way intended to mislead or misinform the reader. Whether the reported information is hours worked or some other information, it must be accurate and timely and be a fair representation of all the facts.

The Church's goal for record keeping and reporting is to have this process be 100% accurate and above-board. All employees are expected to participate in achieving this goal.

RECRUITING AND HIRING

At Antioch Baptist Church, every effort is made to hire individuals for positions that will make the best use of their abilities and to integrate the individual's goals with those of the Church. The Church's hiring process supports this philosophy and is designed to provide fair and equitable treatment to all applicants.

As an equal opportunity employer, Antioch Baptist Church bases all hiring decisions on the applicant's qualifications for the position to be filled, and on the church's historic mission. The Antioch Board of Trustees oversees hiring and performance of all non-clergy staff members in collaboration with the Director of Administration.

Internal Hires

It is important to provide opportunities for advancement for those employees who demonstrate excellence in their current positions and who want to move on to greater challenges. Selection for open positions is based upon various factors, including demonstrated skills, knowledge, and performance relating to the needs of the position applied for. Any employee's status is subject to change as a result of promotion, transfer, or otherwise.

TERMINATIONS

Voluntary Terminations

Antioch Baptist Church expects employees to submit written notification of intent to resign not less than 2 weeks before the effective date of resignation. However, the Church reserves the right to accept the resignation immediately. Employees are expected to work with their manager to meet any outstanding obligations and may be requested to provide additional notice to complete those obligations.

Employees who voluntarily terminate employment with the Church will be paid unused accrued vacation and may be eligible for rehire, depending on performance.

Involuntary Terminations

Terminations are considered involuntary when the Director of Administration and/or the Board of Trustees determine that it is in the best interest of the Church that an employee be asked to terminate employment. Employees may be terminated for infractions to rules of conduct.

Employees terminated for poor performance or lack of appropriate work will be paid for unused accrued vacation and are not eligible for rehire. In all cases of involuntary termination, the Director of Administration, in collaboration with the Board of Trustees, will set the effective date. Benefit continuance following termination will be according to the terms and conditions of the Church's benefit policies and practices.

Failure of a terminating employee to return Church property may delay processing of the employee's final paycheck. The final paycheck will be mailed to the employee, consistent with applicable law.

RELATIONS WITH EMPLOYEES

Antioch Baptist Church provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, national origin, age, handicap, disability, or veteran status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Antioch Baptist Church expressly prohibits any form of unlawful employee harassment based on race, color, sex, national origin, age, handicap, or status as a Vietnam-era or special disabled veteran. Improper interference with the ability of the Church's employees to perform their expected job duties is not tolerated.

Anti-Harassment

The Church's sexual harassment policy prohibits harassment in the workplace, whether committed by managing or non-managing employees. All employees are expected to act responsibly in helping the Church maintain a workplace that is free of sexual harassment. Specifically, no supervisory or administrative staff shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, wages, advancement, assigned duties or any other condition of employment or career development.

Further, sexual harassment also includes conduct that may create an offensive work environment-regardless of whether committed by a managing or non-managing employee or a non-employee. Such conduct is also prohibited. Examples of this type of conduct will include, but not be limited to, repeated offensive or unwelcome sexual flirtations, advances or propositions; continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words use to describe an individual; jokes of a sexual nature; leering, whistling or obscene gestures; touching another person in a sexually suggestive way or in a way which invades a person's privacy; or the display in the work place of sexually suggestive objects or pictures.

Sexual harassment in the workplace by any employee, managing or non-managing, will result in disciplinary action up to an including dismissal and may lead to personal, legal and financial liability.

Any applicant or employee who believes that he or she is a victim of sexual harassment or any other unlawful discriminatory conduct or that his or her work is being unreasonably interfered with by such conduct, should promptly notify the Church Director of Administration, the Pastor, Trustee Board or any other officer of the Church, verbally or in writing. Such complaints will be investigated promptly and corrective action will be taken where allegations are verified. No employee will suffer retaliation or intimidation as a result of using this complaint procedure.

Finally, false accusations of sexual harassment can, in and of themselves, have a serious adverse effect on those who are wrongly accused and may result in the termination of employment of any employee making false accusations. Antioch Baptist Church has adopted a policy against sexual harassment. The policy may be found in the end of this manual.

Persons with Disabilities

In keeping with its commitment to the principles of equal employment opportunity, Antioch Baptist Church does not permit any discrimination against a qualified person with a disability in application procedures, hiring, promotion, compensation, training, termination, or any other terms, conditions, and privileges of employment with Antioch Baptist Church.

Every employee shares the responsibility for ensuring respect for the Church's policy of equal employment opportunity in the workplace for persons with disabilities.

Antioch Baptist Church will provide opportunity for a person with a disability to make the disability known and request reasonable accommodation for the disability, at any time during his or her employment with the Church. We make a sincere effort to provide reasonable accommodation that enables the essential job functions to be performed. In deciding whether to provide such accommodation, Antioch Baptist Church may take into account whether there is undue hardship or financial burden to the specific business operation in which the disabled person is employed. The Church reserves the right to verify the nature and extent of the disability as reported by the employee.

Any applicant or employee who believes he or she has been discriminated against should contact the Church Director of Administration. An employee or applicant reporting an incident is assured that there will be no retaliation and confidentiality will be maintained to the greatest extent feasible.

ALCOHOL AND DRUG-FREE WORKPLACE

Antioch Baptist Church has a vital interest in maintaining a safe, healthful, and productive work environment for its employees and in protecting the Church's property, equipment, and operations. To further these objectives, Antioch Baptist Church's policy is to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use for purposes other than that, for which they were prescribed of legal drugs, to the extent that the employee's performance or reliability is affected, is prohibited.

As a condition of employment, each employee will abide by this policy and will notify the Church of any criminal drug statute conviction within 5 days after such conviction.

Each employee receiving a criminal drug statute conviction or otherwise violating this policy shall participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency. Use of drugs or alcohol on the Church premises or during scheduled work hours is prohibited.

Regardless of agreement by an employee to participate in a drug or alcohol abuse assistance or rehabilitation program, violation of this policy may result in disciplinary action, up to and including termination. Each employee will be asked to acknowledge receipt of this policy and to confirm by written signature that he or she has read and understands it. The signed forms will be maintained in the employees' personnel files.

SMOKING POLICY

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in Antioch Baptist Church is not permitted. Smoking is permitted only during break and/or lunch times.

PAY PRACTICES

Pay Periods and Paydays

Exempt and Nonexempt employees are paid every ~~two~~ other weeks through the Antioch Baptist Church Direct Deposit System or a check from the contracted payroll company. If a scheduled payday falls on a holiday, employees will usually be paid on the day preceding the holiday. All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from your paychecks.

Timesheets

Hourly employees are responsible for making a daily record of their hours worked and ensuring that such information is accurately presented on their time record. Employees are responsible for submitting time records to their supervisor by the end of the last day of the pay period. All employees must submit a time record in advance of the deadline if they plan to be on leave on a day the time records are due.

Supervisors are responsible for training all new hires on how to complete a time record. Supervisors must review each time record completed by their employees for completeness and accuracy and indicate approval of each time record with their signature.

Misrepresenting working hours, falsifying signatures or information on a time record, or tampering with the time clock or other employees' time record are extremely serious offenses. Employees found to have engaged in any of these prohibited activities are subject to immediate discipline, up to and including termination of employment.

Eligibility for Holiday Pay

An employee is eligible for paid holiday time immediately upon hire provided he/she is regularly scheduled to work at least 30 hours or more per week and is eligible to participate in the benefits package. When business demands require employees to work during a designated holiday, time worked should be recorded according to established timekeeping policies and procedures. When a holiday observed by Antioch Baptist Church falls within a scheduled vacation period, the holiday will not be charged against your vacation allowance.

Overtime

In accordance with the Fair Labor Standards Act, nonexempt employees are entitled to receive compensation for approved overtime work. Hourly (non-exempt) employees will be paid one and one-half times their regular hourly rate of pay for all hours actually worked beyond the forty hours in any given work week. Excused absences (including jury and witness duties) other than regularly scheduled holidays are not counted towards the forty-hour requirement. Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

BENEFITS

All full-time employees are eligible for medical and dental insurance that is provided by the Church. Coverage will vary depending upon the type of plans that are offered. The Church reserves the right to revise and/or terminate any and all benefits at any time, including but not limited, to the right to modify co-pays, deductibles, and contribution levels.

Parking

Parking is available for employee, free of charge, in lots monitored by security staff.

Recognized Holidays

The following days are designated as holidays by Antioch Baptist Church:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Holidays falling on a Saturday are normally observed on the proceeding Friday. Holidays falling on a Sunday are normally observed on the following Monday. Employees are notified prior to the beginning of each calendar year of the actual dates on which each of these holidays is observed and the Church reserves the right to amend the schedule. Any employee working between 30-39 hours per week will receive holiday pay based on the number of regularly scheduled work hours. Holiday pay will not be paid if the holiday falls on a day not scheduled or normally worked by the employee. Total hours paid with holiday time cannot exceed the number of scheduled hours.

Vacation Leave

Antioch Baptist Church recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities. Antioch Baptist Church grants annual paid vacations to its full-time employees. The amount of vacation to which you accrue depends on your length of service as follows:

Years of Service as of December 31	Following Year's Annual Vacation Allowance
1 year	1 week
2-5 years	2 weeks
6-10 years	3 weeks
11 + years	4 weeks

- Vacation time is earned upon completion of one year of service and is calculated as above.
- Vacations may be taken in daily or weekly increments as long as the period(s) chosen meet departmental approval. Vacation requests should be submitted to the supervisor as early as possible to prevent scheduling conflicts.
- Annual vacation allowance is earned during a given year to be taken the following year. All carry-over of vacation (earned vacation that is not used within one year of being earned) must be approved by the Board of Trustees. You will not be paid for unused vacation at year-end. The maximum amount of accrued vacation that you may accumulate is your one-year accrual plus up to two weeks carryover.

Sick Leave

Antioch Baptist Church recognizes that inability to work may result from a sickness or injury, accident, pregnancy, childbirth, and related medical conditions. To accrue sick leave, employees must have successfully completed the probationary period, and be on a work schedule of at least **20** hours per week. Sick leave cannot be accrued during unpaid time off, and is to be used by the employee for appropriate medical conditions. Unlike vacation time and other paid time off, it cannot be utilized for non-medical time off.

- An employee must be medically unable to work.
- Eligible employees accrue sick days at the rate of one (1) day for each 160 hours worked to a maximum of twelve (12) days per calendar year.
- Sick days may be taken during the year accrued or may be carried over from one calendar year to the next. No payments are made for accrued unused sick days at the end of any calendar year or in the event of termination.
- The maximum amount of sick leave that an employee may accumulate is 1,000 hours.

MEDICAL APPOINTMENTS

Sick leave may be utilized for medical and dental appointment. Employees must notify the supervisor in advance of using any sick time. All time taken for medical or dental examinations and treatment should be recorded as illness on the employee's time report.

REPORTING ILLNESS OR INJURY

An employee is responsible for notifying his or her supervisor of absence due to illness or injury prior to the start of the scheduled shift. Absences not reported will be considered unexcused leave without pay and may result in corrective action, up to and including termination. Medical proof may be required at any time and must be furnished for any absence over three (3) days.

Sick Leave Balances at Termination and Retirement

No payment is made at termination for the accrued balance of unused sick leave. Payment to settle a negative sick leave balance is deducted from the employee's final paycheck, subject to national and local laws and regulations. Upon retirement (in good standing) employees are eligible to receive compensation for fifty percent (50%) of any unused sick leave time.

Monitoring and Approval

It is the responsibility of the employee's supervisor to maintain sick leave balances. The employee's supervisor is responsible for approving sick leave by reviewing and signing the employee's time report in the case of non-exempt employees.

Paid Personal Leave

All regular full-time employees are entitled to a maximum of three (3) days of paid personal leave per calendar year, which may be used for personal obligations during regular workdays. Personal time is not cumulative; unused leave time is forfeited at the end of each calendar year and is not compensated for upon termination of employment.

Bereavement Leave

If death occurs in your family, bereavement leave is granted to full-time employees. Compensation will be in accordance with the following guidelines:

- Up to three (3) days off from work with pay in the event of the death of your spouse, child, parents (in-law), or siblings.
- Up to three (3) days of paid **or unpaid personal leave** in the event of the death of a relative who is not a member of your immediate family as defined herein.
- Requests for bereavement leave should be submitted in advance to the immediate supervisor.

Jury and Witness Duty Leave

Antioch Baptist Church provides time off, without loss of pay or benefits, to eligible employees required to serve on a jury for a maximum of thirty (30) days in any one calendar year, or as required by law. The

supervisor must be notified prior to taking the time off, and documentation of jury duty must be provided on return to duty.

Working During Jury Duty

Employees on jury duty are expected to work as much of their regularly scheduled hours as the jury schedule permits.

Policy

- If you are summoned to jury duty, Antioch Baptist Church continues your salary during your active period of jury duty for up to a maximum of thirty (30) working days per calendar year, or as required by law. If you are not a full-time employee, you are given time off without pay while serving jury duty.
- An employee required to be available for jury duty, but not required to be in the courthouse, must report to work. Utilization of the court's call-in system, if available, is required.
- Payment received to full-time employees for jury duty is to be turned over to Antioch Baptist Church upon return to duty.
- Other kinds of court appearances will be handled on a case-by-case basis.

Notification

An employee subpoenaed to serve on a jury duty or a witness must notify his or her supervisor and submit a copy of the summons to serve as soon as it is received. If an employee's absence would cause a hardship on the employee's department or its clients, management may have the employee request the court to excuse or postpone the date of service. The Director of Administration should initiate the request.

Family and Medical Leave Act

The Family & Medical Leave Act (FMLA) applies to organizations who employ over fifty (50) employees within seventy-five (75) miles of the worksite, and at least fifty (50) of the employees work 20 or more workweeks in the current or preceding calendar year. Public agencies are subject to provide FMLA regardless of the number of employees employed. Antioch Baptist Church recognizes the need for employees to be absent from work for family or medical reasons. Requests for extended leave for the birth or adoption of a child, to care for a family

member, or if the employee has a serious health condition will be considered on a case-by-case basis.

Personal Leaves of Absence

- Unpaid personal leave of absence may be requested in writing at least five (5) working days prior to the time you wish such leave to commence. If the personal leave is necessitated by an emergency, you or a member of your immediate family must notify your supervisor or the head of your department as soon as possible. Except in extraordinary circumstances, such notice should be provided to the Director of Administration within two working days of learning of the need for leave. Written explanation of the nature of the leave and the expected length of your absence should follow.
- At the Director of Administration's discretion, personal leave may be granted for any justifiable reason, provided the leave does not disrupt Church operations. Personal leave is not granted until all accrued, unused vacation and sick days have been exhausted. Benefits that operate on an accrual basis will not accrue during an approved unpaid personal leave of absence.
- While on leave, you will be required to pay your share of the health insurance premiums just as you would if you were not on leave. You must pay your share of the premium to Antioch Baptist Church at the same time, as your share of the premiums would be made if by payroll deduction. That is, payments must be made on or before regular paydays. If your premium payments are late, your health insurance benefits may be terminated.
- Reinstatement cannot be guaranteed to employees returning from personal leave. However, Antioch Baptist Church endeavors to place employees returning from personal leave in their former positions or positions comparable in status and pay, subject to budgetary restrictions, and the Church's needs to fill vacancies.

Military Leave

- Leave of absence without pay for active military Reserve National Guard duty is granted to full-time and part-time employees.
- Copies of your military orders should be submitted to your supervisor if you are called for active military duty or reserve or National Guard training.

- You will be granted a military leave of absence without pay for period of military service, in accordance with applicable federal and state laws. Antioch Baptist Church benefits will continue for up to thirty (30) days during a military leave of absence and for any periods beyond thirty (30) days as required by law.
- Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

PERFORMANCE APPRAISAL

The purpose of Antioch Baptist Church Performance Appraisal Process is:

- To provide a formal channel for stimulating employee growth and development.
- To enhance communications between the employee and supervisor and review supervisor and employee expectations.

The Appraisal Process

- The supervisor should provide timely performance appraisals as provided in the Church guidelines. Salary increases will be commensurate with performance.
- The supervisor should regularly review the performance plan, and provide feedback to employees on work performance and behaviors being observed. Upon receipt of the signed and dated appraisal form, supervisors should meet with the employees to plan for the next performance period.
- The supervisor should review overall ratings with each employee, and be willing to change your ratings, if appropriate.
- The Director of Administration monitors staff evaluations and ~~recommends~~ establishes salary increases.
- The timing of the reviews will fall under the guidelines established by the Board of Trustees with each employee receiving a performance review annually.
- A newly hired employee will also receive a progress review after six (6) months of employment.

- The supervisor should summarize the performance results on the performance appraisal form. A copy will be given to employee for his/her record – original is maintained in the employee file with a copy submitted to the Board of Trustees.

NEW EMPLOYEE ORIENTATION

New employees' orientation is the responsibility of the immediate supervisor(s). Orientation includes but is not limited to overview of this manual, relevant employment and church policies, job-specific responsibilities and other pertinent information.

INFORMATION SYSTEMS AND TECHNOLOGY

Use of Computers

Antioch Baptist Church makes available computer systems and software to enable employees to work efficiently and provide high-quality, high-tech service to its clients. Employees should use these resources only for business-related purposes. Antioch Baptist Church prohibits employees from using the Church's equipment for personal use. Employees are not to use such equipment to create material intended for personal or other non-business-related purposes.

Playing computer games at any time is prohibited, whether on or off duty. Employees cannot remove from the workplace disks, CDs, tapes, or any other electronic data storage device or other equipment or property belonging to Antioch Baptist Church. Any deviation from this policy requires authorization of the Director of Administration.

Monitoring the Use of Computers

When using the computers, employees have no right to privacy and should not expect privacy. Antioch Baptist Church reserves the right to inspect and monitor any incoming and outgoing correspondence: received or sent by an employee to or from the Church's premises; received or sent using Church equipment; received or sent via a messenger; and/or service that is paid for by the Church. This right extends to all internal and external mail; messages, electronic correspondence and any other service paid for by the Church.

The Internet

Online (Internet and World Wide Web) access is limited to employees who have a business-related need. Antioch Baptist Church will treat all e-mail messages sent, received or stored on this system as business messages and as Antioch Baptist Church property. The Internet address of any site visited by an employee may be recorded and the network activity of an employee reviewed by the Church. Therefore, employees should not regard any electronic messages or their Internet usage as personal or private. If Antioch Baptist Church discovers that an employee is misusing its electronic media and services, or is violating any provision of the policy, the employee will be subject to disciplinary action up to and including termination of employment.

Software Code of Ethics

Antioch Baptist Church makes software packages available to its employees through *site licenses* – for software that may be used on employees' office computers (e.g., MSWord, Excel, Mail and PowerPoint). Antioch Baptist Church has a strict policy concerning software duplication to ensure that the Church and its staff comply with copyright and trademark laws around the world and use software in accordance with applicable license agreements.

Any unauthorized duplication of software, except for backup and archival purposes is contrary to the Church's policies and may be a violation of copyright or other laws. Observing the following guidelines should help employees comply with our policies, applicable laws, and software license agreement:

- Use software in accordance with the terms of license agreements.
- Purchase all software for use on Church computers through appropriate Church procedures.
- Do not give unauthorized copies of software to anyone.
- Notify Director of Administration of any suspected misuse of software within the Church.

Antioch Baptist Church will not tolerate the use of any unauthorized copies of software. Licensed software will be provided to employees who require it in connection with their work. Anyone who makes, uses, or otherwise acquires unauthorized software is subject to appropriate disciplinary action, which may include termination of employment. In addition, employees should be aware that any person illegally reproducing software could be subject to civil and criminal penalties.

Antioch Baptist Church Confidentiality Agreement

The nature of services provided by the Antioch Baptist Church requires that information be handled in a private, confidential manner. Employees who are authorized to work with confidential information on the Church's computers are to keep such information confidential. Other employees will not access such information, and if inadvertently they gain access to confidential information, they will immediately exit from the document or program and will keep such information confidential.

Information about our employees or clients will not be released to people or agencies outside the Church without written consent. The only exceptions to this policy will be to follow legal or regulatory guidelines. All memoranda, notes, reports, or other documents will remain part of the Church's confidential records.

Personal or identifying information about our employees (such as names, addresses, phone numbers or salaries) will not be released to people not authorized by the nature of their duties to receive such information, without the consent of management and the employee.

The policies and procedures in this handbook constitute the guidelines of the Board of Trustees and are in no way to be interpreted as a contract between the church and its employees. Moreover, the Board of Trustees expressly reserves the right to modify, add to or rescind any of the policies in this handbook.

I agree to abide by this Confidentiality Agreement.

Name (Print)

Signature

Date

Witness

Date

Acknowledgement of receipt of Employee Manual

Signature acknowledges that employee has received and will be held accountable for information included in this manual.

Name (Print)

Signature

Date