

The personnel positions are classified according to the following breakdown with explanation of each classification:

PROFESSIONAL (P) – All full-time salaried personnel positions in professional areas.

SECRETARIAL (S) – All full-time salaried personnel positions in the clerical and secretarial areas.

CUSTODIAL (C) – All full-time salaried personnel positions in the custodial areas.

PART-TIME SALARY (PS) – All regular part-time salaried positions.

PART-TIME HOURLY (PH) – All regular part-time hourly positions.

ABSENCE

1. **Bereavement Leave – (P,S,C)** – Bereavement leave with pay in the event of death of an immediate family member will be granted to any full-time employee for up to three working days. Definition of immediate family is: Spouse, Father, Mother, Brother, Sister, Son, Daughter, Grandparent, Mother and Father-in-Law, Brother and Sister-In-Law, Son and Daughter-In-Law, and grandchildren.
2. **Personal Illness (P,S,C,PS,PH)** - In the event illness prevents the performance of job duties by an employee for any regularly scheduled work day, such employee shall receive paid personal illness day(s) to the extent of the accumulated sick leave.

Personal Illness or “Sick” Leave will be granted to all employees at the following accrual rates: Full-time employees – 2 hours per week and Part-time & Hourly employees – 1 hour per week. Full-time employees may “roll-over” up to but not to exceed 40 hours every calendar year. Part-time and Hourly employees may “roll-over” up to but not to exceed 20 hours every calendar year. If during the month, more than five days are missed due to illness or non-occupational injury, such month shall not be considered a full month for the purpose of accruing sick leave.

Sick leave can not be used for any other purpose than that specified in the plan and is not payable in cash or any other form should employment be terminated voluntarily or otherwise.

If any employee becomes ill or injured while on vacation, the employee shall be paid only for the vacation. If the illness continues after the scheduled vacation or holiday period, benefits under the Personal Illness or “Sick” Leave plan would commence upon completion of the scheduled vacation or holiday.

Personal Illness or “Sick” Leave is to be approved and managed by the Executive Pastor.

3. **Jury Duty** – Employees are encouraged to cooperate/participate in civic responsibilities. The worker on jury duty will receive jury pay and regular pay. The employee is expected to report to duty if excused earlier than 2 ½ hours prior to the closing of a normal office day.

EMPLOYEE BENEFITS

1. **Advance Salary** – An employee may receive, in advance, his/her salary check if its normal date of issue falls within his/her scheduled vacation time. Normally checks are not given in advance.
2. **Group Insurance Benefits** – The church shall provide group insurance benefits for all full-time employees (**P,S,C**). Some benefits will be for both full-time (**P,S,C**) and part-time (**PS, PH**) employees.

Coverage for basic hospitalization plan and major medical plan is paid at the following rates: Qualified Employees – 100%, Spouse/Dependents – 80%

If the employee elects alternate coverage, the church will reimburse the employee for the cost of that benefit up to the amount of the current group policy rate.

Dental Insurance – The church will pay 100% of the group plan cost for qualified employees and their spouse/dependents.

Group Life Insurance – The church will pay 100% of the group plan cost for all employees (**P,S,C,PS,PH**). The benefit of the plan will be \$50,000.

3. **Holidays** – The following holidays are observed by the church: New Year’s Day, Good Friday, Independence Day, Labor Day, Thanksgiving (2 days), Christmas Eve, Christmas Day, Martin Luther King, Jr. Day, Memorial Day, and President’s Day. All full-time employees will be paid for these days. Part-time and hourly employees will be paid for these days IF the holiday coincides with a scheduled work day. However, the Lead Pastor or Executive Pastor may alter the dates and stagger work schedules in order to maintain operational requirements.
4. **Moving Expenses** – The church shall pay all costs for moving household goods of a Professional (**P**) staff member to Macon/Lizella. In addition, the church will pay the new worker who drives his car to Macon/Lizella the current federal reimbursement rate for mileage plus accommodation expenses incurred enroute. The church will pay furniture storage charges not to exceed sixty (60) days.

5. **Annuity** – Retirement annuity will be provided for all Professional **(P)** and full-time **(S,C)** staff. The church will contribute 6% of the employee’s annual salary to their annuity.
6. **Vacation** – Vacation days will be granted to all employees based on length of employment at the following rates:

Hire date – 1 year	1 week
2 years – 4 years	2 weeks
5 years – 10 years	3 weeks
11 years or more	4 weeks

**A week is defined as the number of hours an employee is scheduled to work in any given week.*

In counting time of employment for Professional **(P)** staff, the date of ordination will be used.

In counting time of employment for all other employees (non-ordained pastors, full-time secretarial, full-time custodial, part-time or hourly) **(P,S,C,PS,PH)**, the date of hire will be used.

Vacation schedules for each calendar year of Professional Staff **(P)**, ordained or not, must be scheduled so as not to interfere with major planned church activities.

Holiday During Vacation Period – Should a holiday occur during a vacation period, the employee will be paid for the holiday and can take the vacation day at a later date.

Scheduling Vacation Time – Whenever possible, vacations should be scheduled by annual church planning time. No vacations will be scheduled during special events such as revival, vacation Bible school, etc.

**Exceptions to this vacation policy will be handled on an individual basis with the approval of the Lead Pastor and/or Executive Pastor.*

Vacation Time “Roll-Over” - All employees **(P,S,C,PS,PH)** may “roll-over” up to but not to exceed 1 week of vacation time every calendar year.

**A week is defined as the number of hours an employee is scheduled to work in any given week.*

7. **Scheduled Days Off for Professional (P) Staff** – Under normal conditions, Saturday will be classified as an “off” day for all personnel. For Professional **(P)** staff who perform duties on Sunday, an additional day off per week will be scheduled.

When an inordinate amount of time is required for work during non-work hours, certain rescheduling will be considered. Due to demands placed on office personnel on Sundays and some evenings, Secretarial (**S**) staff may have one day off per month for personal leave. These personal days cannot be accumulated or attached to a scheduled vacation.

8. **Revival and Educational Meetings** – Each member of the Professional (**P**) staff is entitled to two weeks per year for revivals, assisting other churches or leading conferences, and one week per year for self-improvement type seminars or conferences in addition to his regular vacation time. These weeks are to be used only as specified. Additionally, the Lead Pastor will represent the church at the Southern Baptist Convention meeting as needed. Other ministerial staff will rotate attendance to these meetings from year to year at the discretion of the Lead Pastor and/or Executive Pastor. All staff may attend certain meetings as necessary.

TERMINATION OF EMPLOYMENT

The church requires a two week notice for resignation.

PERFORMANCE REPORTS

1. An annual performance report will be completed for every employee (**P,S,C,PS,PH**) during the last quarter of every year by the Executive Pastor.
2. The Personnel Committee will meet after the reports have been completed to determine if a salary increase is warranted based on performance and approval of the Finance Committee in consideration of the church operational budget.
3. The Personnel Committee will be responsible for evaluating the Lead Pastor and Executive Pastor for the purpose of possible salary increases.

PERFORMANCE IMPROVEMENT PLAN

1. Ongoing informal performance evaluations will be conducted by the Executive Pastor. In the event that an employee is not performing his/her duties as expected, the following progressive actions will occur:
 - Verbal Warning
 - Written Warning
 - Suspension without pay
 - Discussion about suitability of employment vs termination

PROBATIONARY PERIOD FOR NEW EMPLOYEES

1. Each new employee **(S,C,PS,PH)** will be placed in a six month probation period which is considered a “trial period” during which the employee will be evaluated as a suitable fit to the position. The new employee will be given consistent feedback. At the end of the probationary period (or possibly before), the Executive Pastor and Personnel Committee will determine if the employee will continue in their position or be terminated.
2. During the first six months of employment, employees **(P,S,C,PS,PH)** will not be allowed to use vacation time. However, vacation time will accrue during the six-month probation period.

***Special circumstances will be addressed/approved by the Executive Pastor and/or Personnel Committee.**

CODE OF CONDUCT

1. **Inclusions** - This ministry code of conduct is rooted in its sincerely held religious beliefs and is consistent with the following scriptures:
 - a. The Ten Commandments (Exodus 20:2-17)
 - b. The Great Commandments as stated by Jesus Christ (Matthew 22:37-40)
2. **Personal Conduct** – All persons connected with this ministry community (e.g. full- and part-time employees, volunteers, contract workers, etc. hereinafter referred to as ministry community members) must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of Lizella Baptist Church, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are called into community with the ministry in proper conduct. Failure to maintain reasonable standards is subject to discipline, up to and including termination, from the ministry community. It is expected that all members of the Lizella Baptist ministry community will conduct themselves in a manner consistent with Biblical standards, values, and character.
3. **Rules of Conduct** – In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of Lizella Baptist ministry. Ministry community members are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the

safety and dignity of each community member without placing unreasonable restrictions on anyone.

Ministry community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Ministry community members are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Ministry community members shall maintain appropriate attitudes of concern for others. Problems concerning ministry community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the relevant chain of responsibility. Specifically, ministry community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our ministry's functions. Ministry community members are expected to operate within their respective roles.

In summary, Christian ethics demand that ministry community members act in love and integrity, in confidentiality, and in alignment with the mission/purpose of this ministry.

4. **Inappropriate Conduct** – Violation of ministry rules and policies by employees may result in the progression of address as listed above under Performance Improvement Plan. For volunteers and lay leaders, discipline and correction may progress according to the procedures outlined in Lizella Baptist Church Constitution and Bylaws. There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the ministry community. Set forth below are some examples of misconduct which will not be tolerated by the ministry. This list is not exhaustive, and examples are not listed in order of seriousness.
 - a. Falsification of personnel and/or student records and information, or other ministry records.
 - b. Dating, or otherwise becoming romantically involved with, anyone under legal age.
 - c. Engaging in any activity which a ministry community member knows, or has reason to know, will adversely affect the mission of the ministry.
 - d. Engaging in sexual acts and/or relationships outside the confines of Biblical marriage between one man and one woman.
 - e. Deliberate damage or destruction of any ministry property or the property of any ministry community member.
 - f. Engaging in criminal conduct.

- g. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other ministry leader, or the use of abusive or threatening language toward a supervisor, teacher or other ministry leader.
- h. Using abusive language at any time on campus.
- i. Failure to notify a supervisor when unable to report to work.
- j. Sleeping on the job.
- k. Wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Genesis 1:27)).
- l. Violation of any safety, health, security or ministry policies, rules or procedures.
- m. Committing a fraudulent act or a breach of trust under any circumstances.
- n. Unlawful harassment including harassment of a sexual nature (with the understanding that this ministry reserves the right to operate according to its sincerely held religious beliefs about Biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its Biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.)
- o. Engaging in behavior that suggests willful violation of the religious beliefs and practices of the ministry.

If a ministry community member has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of this ministry, the community member should ask Lead Pastor, Executive Pastor or other appropriate ministry leader for clarity.

Lizella Baptist Church shall only hire staff members who agree to abide by its Code of Conduct which is rooted in sincerely held religious beliefs and which this ministry believes reflects a relationship representative of an abiding walk with Christ. Ministry community members in any role (as defined above) will acknowledge this Code of Conduct and signal their agreement with it by signing a copy to be placed with their file in the Church records.

All revisions to the Personnel Manual must go through the Personnel Committee.

