



*New Testament Baptist*  
**CHURCH**

## **EMPLOYEE HANDBOOK**

*EFFECTIVE: JULY 2019*

Dear Employee,

Welcome, or welcome back, to the family of New Testament Baptist Church (NTBC). We are thankful that the Lord has led you to be a part of our ministry.

This Employee Handbook has been developed to acquaint you with the policies and procedures of our ministry. Please take the time to read this Handbook so you know what is expected of you as an employee. If you have any questions, please talk to your supervisor or contact the Human Resources Office.

The ministry organization of NTBC involves many different departments and functions in a way that all departments support each other in our ministry. Obviously, the church is our primary ministry as we seek to reach the communities in which we are located with the Gospel of Jesus Christ. One of the ways we reach into our communities is via our two schools-Dade Christian School in Miami-Dade County and The Master's Academy in Broward County.

Please pray for all aspects of our ministry as we honor Christ in all we do and that we would be faithful to Him as we see to accomplish our mission statement as a ministry.

New Testament Baptist Church exists to glorify God and to demonstrate God's love by presenting the gospel at home and abroad, baptizing a believer, discipling them, and teaching to obey God's Word.

May God bless you and give you a great ministry.

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## INTRODUCTION

### HISTORY

New Testament Baptist Church has been in existence since March 1954. In order to serve a growing clamor for excellence in Christian education, New Testament Baptist Church founded Dade Christian School in September 1961. Later, in the early 90's, as the Church and school expanded beyond capacity a second location was opened in what today is the town of Southwest Ranches. It was there that, in August 1993, a second school known as the Master's Academy was established. Today, both location of the church and both schools continue to serve in meeting the spiritual and educational needs of the South Florida community.

### MISSION AND VISION

New Testament Baptist Church and all of its ministries, including Dade Christian School and The Master's Academy, exist "To Glorify God by Making Disciples of Christ."

### CORE VALUES

- 1. WE BELIEVE THAT GOD IS THE CREATOR OF THE UNIVERSE. THEREFORE, THE PURPOSE FOR EVERYTHING IN THE UNIVERSE IS TO SERVE THE DESIGN OF GOD. ULTIMATELY, GOD'S DESIGN FOR ALL MATTERS IS TO BRING GLORY TO HIS NAME.**
2. We believe man was separate and distinct from all other living beings in the universe. In fact, we were created in the image of God. As such, God wants to relate to us in a deeply spiritual and personal way.
3. We believe all men are sinners, separated from God by disobedience to His will, and in need of His forgiveness through the work of Jesus.
4. Since all men are created in the image of God, and since all men are sinners in need of Christ's forgiveness, we believe that all people are equal. We do not discriminate against any person based on any human standard. However, like God, we do distinguish among men based on faith in Jesus, believers, and unbelievers.
5. We strive to live a Biblical life. As we believe that the complete document of the Bible is inerrant and infallible. As such, the Bible alone is the source of absolute truth by which all matters on earth must be judged and determined. It is the only source that determines our faith, and the practice thereof.

### HANDBOOK PURPOSE

This employee handbook is presented as a matter of information and has been prepared to inform employees about the Ministry's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question employees may have, nor would the Ministry want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. The Ministry depends on its employees; their success is our success. Please don't hesitate to ask questions. Every manager will gladly answer them. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find the Ministry a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, manager, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision.

We ask that employees read this guide carefully, become familiar with the Ministry and our policies, and refer to it whenever questions arise.

#### **EMPLOYEE'S ROLE**

The reputation of an organization can hinge on many things: the popularity of its services, its image, or its policies. Yet, we often form an opinion of an organization based on an experience with a single staff member.

Likewise, many people will get their first and most lasting impression of the Organization through you. Depending on the amount of public contact in your job, you are "the Organization" to dozens, and perhaps hundreds, of people. Your personal qualities, such as courtesy, helpfulness, knowledge, and being good at what you do, influences the public's attitude toward you and New Testament Baptist Church.

#### **PERSONNEL ADMINISTRATION**

The task of handling personnel records and related personnel administration functions at New Testament Baptist Church has been assigned to the Human Resources Office. Questions regarding insurance, wages, benefits, the interpretation of policies, and any other employment-related questions should be directed to the Human Resources Office.

#### **EMPLOYEE ACKNOWLEDGEMENT POLICY**

All employees must sign the corresponding "Employee Acknowledgement Form" on the last page of this handbook.

## **EMPLOYMENT**

### **AT-WILL NOTICE**

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with the Ministry and their employment can be terminated at any time, with or without cause and with or without prior notice. Ministry policy requires all employees to be hired at-will and this policy cannot be changed by any oral modifications.

In order to maintain a consistent curriculum, it is our ambition that faculty work the entire academic year to which they are hired; however, this does not amend the employment-at-will rule and both the employee and the employer are free to terminate the employment relationship at will.

There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this handbook or any other Ministry document or written or verbal statement or policy.

### **EQUAL EMPLOYMENT**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at New Testament Baptist Church will be based on its business judgement and on such matters as merit, qualifications, and abilities.

It is the policy of the Ministry to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- National origin
- Pregnancy
- Genetic information, including family medical history
- Physical or mental disability
- Child or spousal support withholding
- Marital status



- Sickle cell trait
- AIDS/HIV
- Military or veteran status
- Citizenship and/or immigration status
- Any other protected class, in accordance with applicable federal, state, and local laws

The Ministry takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

Any employees 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 Human Resources Office. Employees 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 employment.

#### **FINGERPRINTING AND BACKGROUND CHECKS**

All persons, whether paid or volunteer, who have direct student contact will undergo a state and national background screening, pursuant to Florida Statute 943.0542, by electronically filing with the Department of Law Enforcement a complete set of fingerprints taken by an authorized law enforcement agency, a school district, or private ministry who is trained to take fingerprints and deny employment to or terminate an employee if he or she fails to meet the screening standards under Florida Statute 435.04. Results of the screening shall become the property of NTBC.

No person having direct student contact will begin working with the school, in any capacity, without first submitting to a state and national background screen. Upon notification that an employee or potential employee has failed the background screening, the employee or potential employee will be dismissed or denied employment.

All staff members with direct student contact will undergo background screening every (five) 5 years. Upon notification that a staff member has failed the background screening, the employee will be immediately dismissed.

All potential employees who will have direct student contact will provide past employer references as part of their pre-employment screening process. No potential employee will begin service to the ministry until the ministry has contacted or has reasonably attempted to contact all past employer references. All contact will be documented and becomes the property of NTBC.

## **DRUG TESTING**

New Testament Baptist Church's Standards of Conduct states that as part of a Christian ministry it is necessary to live an exemplary life. Since the use and abuse of drugs and alcohol pose serious safety and health risks, all employees must immediately report any observations of unusual behavior or indication that another employee is under the influence of alcohol or drugs.

All prospective employees must submit to a drug test prior to employment. Employees may also be asked to take a test at any time to determine the presence of drugs or alcohol. Employees asked to take the test will be asked to sign a consent form authorizing the test and NTBC's use the test results for purposes of administering its disciplinary 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 NTBC. The records of the examination will be the property of NTBC 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.

Employees must report to their Department Head their use of the over-the-counter or prescription medication that may impair their ability to perform their job safely and effectively.

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

## **EMPLOYEE MEDICAL EXAMINATIONS**

To help ensure that employees are able to perform their duties safely, a medical examination may be required where there exists a bona fide occupational need. After an offer has been made to an applicant entering a designated job category, a medical examination may be performed. Typically, employees working with children 2-4 years of age and café personnel will be required to attain medical clearance prior to assuming their official duties. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations may be scheduled at reasonable times and intervals.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially in accordance with HIPPA regulations. Access to this information will be limited to the Director of Human Resources.

## **ANNIVERSARY DATE AND SENIORITY**

The employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service commencing on the date of hire at the Ministry. Should employees leave the Ministry's employment and then be rehired, previously accrued seniority will be forfeited and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence without pay or leaves of absence that exceed 30 calendar days.

## **IMMIGRATION LAW COMPLIANCE**

All individuals hired by the Ministry will be required to establish and certify their identity and right to work in the United States. Each individual employed by the Ministry will be required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, proof of their identity and eligibility to work in the United States.

## **INTRODUCTORY PERIOD**

The employee's first 90 days of employment with the Ministry are considered an introductory period. This introductory period will be a time for getting to know fellow employees, managers and the tasks involved in the position, as well as becoming familiar with the Ministry's products and services. The supervisor or manager will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and the Ministry. During this introductory period, the Ministry will evaluate employees' suitability for employment and employees can evaluate the Ministry as well. At any time during this first 90 days, employees may resign. If during this period, employee work habits, attitude, attendance, performance or other relevant factors do not measure up to our standards, the Ministry may terminate employment.

At the end of the introductory period, the supervisor or manager will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee is discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with the Ministry, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Ministry of more than one year is considered an introductory employee during their first 90 days following rehire.

## **EMPLOYMENT APPLICATIONS**

New Testament Baptist Church 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 New Testament Baptist Church's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment will ensue. All personnel should be advised that their application will only be held in consideration for available positions they may qualify for, for a period of 6 months; after which time, the applicant must reapply.

## **EMPLOYMENT CLASSIFICATIONS**

The Ministry has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment-at-will status.

### **FULL-TIME EMPLOYEE**

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by the Ministry. See fulltime employee categories below.

- 12-Month full-time, salaried employees are classified as exempt employees. They will take time off only during ministry observed holidays (excluding school breaks) or when taking approved personal time off (Please reference pp. 27- 28).
- 10-Month full-time salaried employees (teachers) are classified as exempt. They will take time off during ministry observed holidays, school breaks or when taking approved personal time off (Please reference school calendar).
- 10-Month and 12-Month full-time hourly employees are classified as non-exempt employees. Compensation paid is only for hours actually worked. They will take time off during ministry observed holidays or while taking approved personal time off (Please reference pp. 27-28).

### **PART-TIME EMPLOYEE**

An employee who is scheduled to work less than 30 hours in a workweek and is not eligible for benefits. Employee is paid only for hours worked and does not receive any type of holiday pay.

### **INTRODUCTORY PERIOD EMPLOYEE**

Introductory period employees (also referred to as new employees) are those whose performance is being evaluated to determine whether further employment in a specific position or with New Testament Baptist Church is appropriate.

### **TEMPORARY EMPLOYEE**

An employee who is scheduled to work on a specific need of the Ministry. The employee will not receive any benefits unless specifically authorized in writing.

### **EXEMPT**

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

### **NON-EXEMPT**

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of the Ministry are non-exempt.

### **PERSONNEL RECORDS**

The Ministry will maintain various employment files while individuals remain an employee of the Ministry. Examples of these files are employee personnel files, attendance files, I-9 files and files for medical purposes. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or manager so the appropriate updates can be made to the files. The Ministry will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

Employee files have restricted access. Employees, their supervisor or manager, or their designated agents, may have access to those personnel files. In the event that an employee wishes to review their personnel file, they must do so in the presence of a supervisor or manager. Employees may review their personnel file by making a written request to their supervisor or manager. The written request will become a permanent part of the personnel file.

### **EMPLOYEE REFERENCES**

The Ministry makes strict provisions regarding information provided to people outside the Ministry for current and former employees. This information is restricted to the employment

dates and positions held in the Ministry for that person. This is done to protect the Ministry and its employees. This information will only be released by authorized management.

#### **PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify the Human Resources Office of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify Human Resources and your Supervisor immediately

#### **JOB TRANSFERS**

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are solely decided by the Ministry.

#### **EMPLOYMENT OF RELATIVES**

The Ministry does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of harassment, safety, security, supervision and morale.

Close family members generally may not be hired or transferred into positions where they have access to sensitive information regarding a close family member, or if there is an actual or apparent conflict of interest (including but not limited to establishing an immediate supervisor/employee relationship).

These restrictions apply to the following degrees of relationships, whether established by blood, marriage, or other legal action: spouse, domestic partner (including parties to a civil union), child, step-child, parent, step-parent, sibling, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, nephew, niece, cousin, or relations of the same degree of a domestic partner. This policy also applies to romantic relationships.

If marriage or other action creates these kinds of relationships, one of the employees affected must give up that position by the end of the fiscal year or within six months from the date the relationship was established (whichever is the greater period). The employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Ministry will decide who will remain in the position. At the sole discretion of the Ministry, either or both of the employees may be allowed to transfer to other positions within the Ministry.

## CONDUCT AND BEHAVIOR

### GENERAL CONDUCT GUIDELINES

Orderly and efficient operation of the Ministry requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing here is intended or will be construed to change or replace, in any manner, the at-will employment relationship between the Ministry and the employee. The Ministry views the following as inappropriate behavior:

1. Failure to follow the policies outlined in this handbook.
2. Negligence, carelessness or inconsiderate treatment of Ministry clients and/or their matters/files.
3. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the Ministry, or any client or employee; removal of same from Ministry premises without authorization.
4. Divulging trade secrets or other confidential business information to any unauthorized person(s) or to others without an official need to know.
5. Obtaining unauthorized confidential information pertaining to clients or employees.
6. Changing or falsifying client records, Ministry records, personnel or pay records, including time sheets without authorization.
7. Willfully or carelessly damaging, defacing or mishandling property of a client, the Ministry or other employees.
8. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
9. Entering Ministry premises without authorization.
10. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
11. Unauthorized use of a personal vehicle for Ministry business.
12. Conduct that is illegal under federal, state, or local law.
13. Creating a disturbance on Ministry premises.
14. Use of abusive language.
15. Any rude, discourteous or un-businesslike behavior, on or off Ministry premises, which adversely affects the Ministry services, operations, property, reputation or goodwill in the community or interferes with work.
16. Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept a job assignment or to perform job requirements.
17. Failure to observe scheduled work hours, failure to contact a supervisor or manager in the event of illness or any absence within 30 minutes of the scheduled start of work; failure to report to work when scheduled; abuse of sick leave or any other leave of absence.
18. Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.

19. Sleeping during regular working hours.
20. Recording time for another employee or having time recorded to or by another employee.
21. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws), on Ministry premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance, or having any detectable amount of illegal drugs in an employee's system.
22. Unauthorized possession of a weapon on Ministry premises.
23. Illegal gambling on Ministry premises.
24. Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. These activities are closely controlled in order to prevent disruption of Ministry services and to avoid unauthorized implication of Ministry sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of the Ministry business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of the Ministry is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on Ministry property at all times.
25. Falsification of one's employment application, medical or employment history.

#### **PATRIOTISM AND PROPER SHOW OF RESPECT**

As a Church and Christian school, we teach our students to show proper respect for our flag, national anthem and God's Word. We ask that all our employees set a good example and show respect when the national anthem is played and while God's Word is read or taught. Sitting, kneeling, or otherwise showing disrespect, during the time that the anthem is played, pledges to the flag(s) are conducted and God's Word is read or taught goes against our Christian values and doctrine.

#### **PRINCIPLES OF PROFESSIONAL CONDUCT**

To comply with the requirements established by the Florida Ethics in Education Act, Florida Statute §1002.421, through the adoption, implementation, and enforcement of a policy that regulates and creates ethical standards in employment and notifies all staff of their obligations to report child abuse.

#### **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

Sexual harassment and unlawful harassment are prohibited behavior and against Ministry policy. The Ministry is committed to providing a work environment free of inappropriate and



disrespectful behavior, intimidation, communications and other conduct directed at an individual because of their sex, including conduct that may be defined as sexual harassment.

Applicable federal and state law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission of the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employees work performance or creating an intimidating, hostile, or offensive working environment. The following list contains examples of prohibited conduct. They include, but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any employee's body or dress;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding and/or blocking movements;
- Retaliation for reporting harassment or threatening to report harassment.

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager, or harassment by persons doing business with or for the Ministry, such as clients, customers or vendors.

### Other Types of Harassment

Prohibited harassment on the basis of race, color, religion, national origin, ancestry, physical or mental disability, veteran status, age, or any other basis protected under local, state or federal law, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;
- Retaliation for reporting harassment or threatening to report harassment.

### Retaliation

It is against Ministry policy and unlawful to retaliate in any way against anyone who has lodged a harassment complaint, has expressed a concern about harassment, including sexual

harassment, or has cooperated in a harassment investigation. Therefore, the initiation of a complaint, in good faith, will not under any circumstances be grounds for disciplinary action.

### Enforcement

All managers and supervisors are responsible for:

- Implementing the Ministry policy on harassment, which includes, but is not limited to, sexual harassment and retaliation;
- Ensuring that all employees they supervise have knowledge of and understand the Ministry policy;
- Reporting any complaints of misconduct to the designated company representative, HR Manager, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy, and; Leading themselves in a manner consistent with the policy.

### Harassment Complaint Procedure

The Ministry's complaint procedure provides for an immediate, thorough and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

Anyone who has been subjected to the conduct prohibited under this policy, or who has knowledge of such conduct, should report this information following the normal Complaint Procedure as soon as possible. However, employees are not required to report any prohibited conduct to a supervisor who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in the conduct in question or with whom the employee is uncomfortable discussing such matters. Complaints regarding harassment or retaliation may be oral or in writing. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

All reported incidents of prohibited harassment will be promptly investigated. When the investigation is complete, a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. During the investigation, confidentiality will be preserved to the fullest extent possible without compromising the Ministry's ability to conduct a good faith and thorough investigation.

If the Ministry determines that prohibited harassment has occurred, the Ministry will take effective remedial action commensurate with the circumstances. Appropriate action will also be

taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken.

The Ministry recognizes that actions that were not intended to be offensive may be taken as such. An employee who believes that they have been subjected to sexual harassment by anyone is encouraged, but not required, to promptly tell the person that the conduct is unwelcome and ask the person to immediately stop the conduct. A person who receives such a request must summarily comply with it and must not retaliate against the employee for rejecting the conduct. The Ministry encourages, but does not require, individuals to take this step before utilizing the above Complaint Procedure.

### **ABUSIVE CONDUCT**

Abusive conduct means malicious conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe and egregious.

The Ministry considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report any abusive conduct to a supervisor or manager with whom employees are comfortable speaking. Supervisors and managers are to assume the responsibility to ensure employees are not subjected to abusive conduct. All complaints will be treated seriously and investigated promptly. During the investigation process the Ministry will attempt to maintain confidentiality to the fullest extent possible.

It is a violation of Ministry policy to retaliate or otherwise victimize an employee who makes a complaint or a witness who serves in the investigation of the abusive conduct allegation.

### **COMPLAINT PROCEDURE**

The Ministry subscribes to the open door policy. Employees may bring a particular complaint to their supervisor or manager for resolution. When matters cannot be handled on an informal basis, the Ministry has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner. Employees may skip to Step 2 if the complaint is related to their supervisor or manager or if they feel they would not provide an impartial resolution to the problem.

## Step 1

The complaint should be submitted in writing to a supervisor, manager or designee within three working days of the incident. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the supervisor, manager or designee will give the employee a written resolution within three working days. If the employee is not satisfied, the employee may proceed to Step 2.

## Step 2

If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 1 solution to the HR Manager or their designee. Such a request should be made within three working days following the receipt of the Step 1 resolution. The HR Manager or appointed representative will review the complaint and proposed solution and may call a further meeting to explore the problem. This meeting is to be attended by the employee concerned, the employee's supervisor or manager (if appropriate), and any other employee of the Ministry whom the aggrieved employee chooses. The HR Manager or appointed representative will render the final decision within ten working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's personnel file.

## **CORRECTIVE ACTION**

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor or manager to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of the Ministry to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Ministry may select to enhance job performance. The Ministry is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if the Ministry so elects. The Ministry reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If employees violate established Ministry procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the Ministry may elect to administer disciplinary action.

## COMPENSATION

### PAY PERIODS

Paydays are typically on the 5<sup>th</sup> and the 20<sup>th</sup> of every month. Except as otherwise provided, if any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

### TIMEKEEPING

All hourly employees are required to use the timekeeping system to record their hours worked. Hourly employees are required to clock in/out for lunch, for time off and other leave tracking purposes.

Clocking in/out off-site is not authorized. Employees will only clock in/out while on campus, at their workstation or other designated location.

Employees should clock in no sooner than five minutes before their scheduled shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in/out for their designated lunch periods. The length of the lunch period should have the agreement of the employee's manager. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Should an employee miss an entry into the timekeeping system, the employee will notify their manager, using the timeclock adjustment acknowledgment form, as soon possible for correction. Employees may not ask another employee to clock in/out for them.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

Hourly employees are not permitted to work overtime or unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through the scheduled lunch period.

### OVERTIME

The Ministry complies with all applicable federal and state laws with regard to payment of overtime work. Hourly employees are paid overtime at the rate of 1.5 times the regular rate of pay for all hours worked over 40 in a workweek. Additionally, hourly employees will be compensated at 1.5 times their regular rate of pay for hours worked in excess of 10 per day.

Employees are required to work overtime when assigned. However, any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

## **PAYROLL DEDUCTIONS**

The Ministry is required by law to make certain deductions from all employees' paychecks. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions might include premiums for benefits, retirement plan contributions, and disability insurance.

### Exempt (Salaried) Employee Payroll Deductions

The Ministry complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. Exempt employees are those employed in a *bona fide* executive, administrative or professional capacity and who are exempt from the FLSA's overtime pay requirements.

There are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons (including sickness); two half days absent will be counted as a full day absence;
- When an exempt employee is absent for one or more full days if the deduction is made in accordance with a bona fide plan;
- To offset amounts received as witness or jury fees, or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

The Ministry is not required to pay the full salary in the first or last week of employment; for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act, if applicable; or for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

### What to Do if an Improper Deduction Occurs

If you believe that an improper deduction has been made, you should immediately report this information to your direct supervisor, or to the person responsible for payroll processing.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

## **PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS**

The Ministry is most interested in providing maximum opportunity for employee advancement within the Ministry, if advancement opportunities are available. Accordingly, present employees of the Ministry may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course, the Ministry retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

All pay increases are based upon merit, market factors, and the profitability of the company. There may not be an automatic annual cost of living or salary adjustment to reflect current economic conditions. Employees pay also may be adjusted downward. Salary decreases may take place when there are job restructuring, job duty changes, job transfers or adverse business economic conditions.

Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If and when a demotion occurs, employees may maintain their seniority with the Ministry.

## **PERFORMANCE EVALUATION**

Employees will receive an annual appraisal of their job performance during the month of May. All evaluations must be completed and turned in to HR by the end of each school year.

An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the evaluation and fully discuss the contents of it with their supervisor or manager. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to any formal review, informal counseling sessions may be conducted from time to time.

## **SALARY INCREASES**

Pay adjustments are awarded by New Testament Baptist Church in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including (but not limited to) the information documented by this formal performance evaluation process.

Guidelines for wage and salary increases are normally based on merit and length of service. Compensation reviews do not necessarily translate into salary increases. Additionally, economic factors always have an impact on merit awards

New Testament Baptist Church conducts reviews annually. We separate salary increases from performance reviews so employees do not fall into the typical mistake that performance *necessarily and always translates into* a salary increase.

Salary increases (if any) will be given at the discretion of the Pastor in consultation with the appropriate Department Head and they will be based upon (in order of importance) ministry economics, market projections, market and internal job equities, ministry performance, all other performance including individual department and employee performance.

#### **WORK ASSIGNMENTS**

In addition to specific duties that come with an individual's job responsibilities, each job also includes "other duties as assigned." From time to time, employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Employees will be compensated at their regular rate of pay while performing other assigned duties on a temporary basis.

#### **PURCHASE ORDERS**

The purchase order procedure, for both Church and schools, covers the complete administrative procedure for purchasing goods or services.

- Fill out purchase order request form
- Approval of purchase order by immediate supervisor, accounting manager and business administrator
- P.O document is assigned number by accounting officer and returned for purchase

#### **EXPENSE REIMBURSEMENT**

Prior approval is required prior to requesting expense reimbursements-no exceptions to this policy will be authorized.

This policy establishes the reimbursement procedures for travel, entertainment, and other business expenses ("business expenses") incurred while conducting the Ministry business. It is Ministry policy to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of Ministry business. Directly related means:

- There is the expectation of deriving some current or future benefit for the Ministry
- The employee is actively engaged in a business meeting or activity necessary to the performance of the employee's job duties, or
- There is a clear business purpose for entertainment



Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Reimbursement for expenses that are outside the scope of this policy requires the prior written approval of management.

Employees who utilize personal cars for business travel will be reimbursed at the per mile rate established annually by the Ministry.

The following expenses are not reimbursable under this policy:

- Child care costs
- Airline club dues
- Barber/hairstylist
- Toiletries
- Traffic fines
- Tips in excess of 20%
- In-flight movies or refreshments
- Hotel room movies and other forms of personal entertainment
- Luggage, briefcases
- Alcohol
- First class airfare

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be incurred. Remember, approval is required prior to requesting expense reimbursements-no exceptions will be authorized.

### Credit Cards

No ministry credit cards will be issued. No employee will use a personal credit card for ministry payments and expect the ministry to reimburse their expense. Please reference purchase order procedures.

### Documentation

Requests for reimbursement of business expenses and requests for payment of credit card bills must be submitted on the appropriate form.

Original receipts are required for all expenses submitted for reimbursement. Requests for exceptions to this policy should document extenuating circumstances and be approved by following the purchase order procedures.

The Ministry complies with IRS regulations which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be denied for processing.

### Approvals

Expense reimbursement (P.O. and check requisition), together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval. In addition to the immediate supervisor, approval from the accounting manager and business administrator is also required.

Once the expense reimbursement has been approved, it must be submitted for processing no later than 30 days after the expenses occurred. Prior to approving expense reimbursements, supervisors, accounting manager and business administrator are responsible to ensure the following:

- Expenses reported are proper and reimbursable under this policy
- The expense report has been filled out accurately and with the required documentation
- The expenses are reasonable and necessary

### **ADVANCES AND LOANS**

The Ministry does not give salary advances or loans to its employees.

## **EMPLOYEE BENEFITS PROGRAM**

### **HOLIDAYS**

Regular full-time employees are entitled to the following paid holidays observed by the Ministry:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day

- Labor Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

Administrative/Faculty Attendance: Any unscheduled/unapproved absence before or after a holiday can be counted as a double absence (see Faculty Manual).

#### **PAID TIME OFF**

The Ministry believes that its employees are the key to what makes a great Ministry. While work makes up a large portion of an employee's life, we believe that a balance between work and play is essential in maintaining quality performance and a fun atmosphere in which we work. To help foster this idea, the Ministry has a paid time off plan (PTO). PTO is designed to give employees time needed away from their everyday work schedule. In addition to vacation time purposes, PTO may be used for reasonable personal sickness, family sickness, family activities and extra holiday time. Eligible employees include:

- Full-time exempt
- Full-time non-exempt

Employees will accrue PTO according to the following schedule:

- 10-Month employees get a maximum of 5 paid days in total

10-month employee's accrued/unused PTO does not carry over from school year to school year and must be used prior to the end of the current school year. Accrued/unused PTO will be lost if not taken by the end of the current school year. Accrued/unused PTO will not be paid out upon employee separation.

- 12-Month employees receive 5 days at 6 months
  - after 1 year 10 days (ten days per fiscal year)
  - after 5 years 11 days
  - after 6 years 12 days
  - after 7 years 13 days
  - after 8 years 14 days
  - after 9 years 15 days (max)

12-month employee's accrued/unused PTO does not carry over from year to year and must be used prior to July 1<sup>st</sup>. Accrued/unused PTO will be lost if not taken prior to July 1<sup>st</sup>. Accrued/unused PTO will only be paid out upon employee separation.

All non-faculty (non-teacher) employees are expected to follow their regular work schedules and are off only on ministry observed holidays or while taking approved PTO. These employees are expected to work during all school breaks.

Employees (classified as Faculty-teachers) will follow the school calendar for breaks and holidays. See 10-month employee above for more details.

All teachers must use their accrued hours by the end of each school year; and, other employees must use their accrued hours prior to July 1 of each year. Any hours not used will be lost.

New accruals will start on July 1 of each year. Employees will only be authorized to request actual accrued time.

PTO hours are accrued on a pay period basis. For example: an employee who gets paid 24 times a year, with 15 PTO days a year, will accrue 5 hours each pay period.

#### **PTO REQUEST POLICY**

Employees must notify their supervisors three weeks in advance of the time they wish to take off. Requests to schedule paid time off must be submitted in writing. To ensure that our ministry's staffing and operational needs are met at all times, the ministry reserves the right to grant paid time off requests at its discretion.

Additionally, vacation (PTO) time will not be authorized during the 2 week period immediately after the last day of school, or during the 2 week period immediately before the first day of school.

#### **HEALTH AND WELFARE BENEFITS**

The Ministry complies with all applicable federal and state laws with regard to benefits administration. All regular employees scheduled and generally working at least 30 hours a week are entitled to health insurance and other company-sponsored health benefits, as may be in effect from time to time. The Ministry reserves the right to change or terminate health plans or other benefits at any time.

New qualifying employees will be eligible for coverage on the 1<sup>st</sup> of the month following the date of hire. New employees may elect not to be covered.

## **CONTINUATION OF BENEFITS**

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after experiencing a qualifying event as outlined below. Longer periods of coverage may be available dependent upon the qualifying event.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

### Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

### Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

### Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

## **TEMPORARY DISABILITY LEAVE**

The Ministry recognizes that a temporary disability may preclude an employee's attendance at work. In such cases, the Ministry does not have a predetermined specified period of time in which this unpaid leave is granted. Rather, the Ministry will attempt to reasonably accommodate the needs of the employee as well as the needs of the Ministry. If a leave is granted, any extensions will be subject to the same considerations.

Employees that request a temporary disability leave must do so in writing. That request must be accompanied by a doctor's statement identifying the temporary disability, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify the Ministry as soon as possible. Prior to returning to employment with the Ministry, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

Any unused, accrued paid time off days must be used prior to the effective date of the temporary disability leave. The Ministry may require the use of other accrued paid time off in accordance with state and federal medical leave regulations.

#### **MILITARY LEAVE**

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.

#### **JURY SERVICE LEAVE**

If an employee is summoned to report for jury duty, they will be granted a leave of absence with pay when the employee notifies and submits a copy of the original summons for jury duty to their supervisor or manager. The Ministry reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the Ministry.

Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each day of jury duty, a certificate of jury service shall be certified by the Court and filed with the Ministry no later than Wednesday of the following week.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

#### **WITNESS LEAVE**

If an employee is absent from work to serve as a witness in response to a subpoena in a criminal case, the employee will be granted a witness leave with pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually spent in the performance of serving as a witness. For each week of witness leave, a certificate of service shall be certified by the Court and filed with the Ministry no later than Wednesday of the following week.

## **DOMESTIC VIOLENCE & SEXUAL ASSAULT LEAVE**

Employees will be provided up to three days of unpaid leave in any 12-month period to allow them to engage in activities related to dealing with domestic or sexual violence, such as seeking a protective injunction or obtaining medical or mental health counseling. An employee must have worked three months with the Ministry to be eligible.

## **FAMILY AND MEDICAL LEAVE ACT**

The federal Family & Medical Leave Act provides eligible employees with unpaid leave under certain circumstances. The following provides a general overview of two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as military family leave entitlements (Military Family Leave). Employees with any further questions about their eligibility for FMLA leave should contact Human Resources for more information.

Employees are eligible for FMLA leave if they:

1. Have worked for the Ministry for at least 12 months in the last seven years;
2. Have worked at least 1,250 hours for the Ministry during the 12 calendar months immediately preceding the request for leave; and
3. Are employed at a work site that has 50 or more employees within a 75-mile radius

### Basic FMLA Leave

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

- To care for the employee's son or daughter during the first 12 months following birth
- To care for a child during the first 12 months following placement with the employee for adoption or foster care
- To care for a spouse, son, daughter, or parent with a serious health condition
- For incapacity due to the employee's pregnancy, prenatal medical or child birth
- Because of the employee's own serious health condition that renders the employee unable to perform an essential function of their position

### Military Family Leave

There are two types of Military Family Leave available:

*Qualifying exigency leave.* Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter is on active duty or called to active duty status in the National Guard or Reserves in support of a

contingency operation or deployment overseas with the armed forces. Qualifying exigencies may include:

- Short-notice deployment (up to seven days of leave)
- Attending certain military events
- Arranging for alternative childcare
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the service member (up to 15 days of leave)
- Parental care
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status)
- Other activities arising out of the service member's active duty or call to active duty and agreed upon by the Ministry and the employee

*Leave to care for a covered service member.* There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform their duties due to a serious injury or illness incurred in the line of duty or while on active duty, and/or pre-existing injuries or illnesses that were aggravated in the line of duty, that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. In addition, leave will be provided to eligible family members of certain veterans receiving medical treatment, recuperation, or therapy if the veteran was a member of the Armed Forces at any time during the five year period preceding the date of the medical treatment, recuperation, or therapy.

### Notice

Employees taking FMLA should provide as much notice as practicable. When the need for leave is foreseeable, 30 days' advance notice is requested. Employees should make effort to schedule FMLA leave in the least disruptive manner so as not to affect operations. An employee who is taking FMLA leave may be required to report periodically to the Ministry regarding their status and intent to return to work. An employee who fails to return to work at the expiration of the leave without an approved extension will be considered to have resigned. After the leave, the employee must be restored to the same or essentially-same position held before the leave.

### Health Care Benefits

If applicable, health care benefits will be maintained during the leave. The employee is responsible for their portion of the medical insurance premium cost, if any. Failure to pay the



employee portion of the health insurance premiums in advance may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

The Ministry reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by the Ministry on behalf of the employee while the employee was on FMLA leave if the employee fails to return from FMLA leave for reasons other than the continuation, recurrence or onset of a serious health condition of the employee or the employee's family member, which would otherwise entitle the employee to leave under the FMLA or other circumstances beyond the employee's control.

#### **BEREAVEMENT LEAVE**

A full-time employee of the Ministry may request a leave of absence with pay for a maximum of 3 working day(s) upon the death of a member of their immediate family. Members of the immediate family are defined as parents, spouse, child, sibling, grandparent and grandchild. Special circumstances must be approved by the Pastor. Proof of death may be required.

### **HEALTH, SAFETY AND SECURITY**

#### **NON-SMOKING**

Smoking is not permitted in any Ministry buildings and grounds, facilities, work sites, or vehicles. This policy applies equally to all employees, members, students and visitors.

#### **DRUG AND ALCOHOL**

The Ministry is dedicated to providing employees with a workplace that is free of drugs and alcohol. For the safety of our employees and clients, the Ministry reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol under state, federal, or local laws. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or if there is an apparent inability to perform the duties required of that position. Specific jobs may, at the Ministry's discretion, require regular drug testing. Drug or alcohol tests may be conducted after an accident or with reasonable suspicion of impairment while on the job. Under those circumstances the employee may be driven to a certified lab for the test at the Ministry's expense.

Any employee found to use, sell, possess or distribute drugs that are illegal under state, federal or local laws, including marijuana, or any unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Ministry premises, performing Ministry-related duties, or while operating any Ministry equipment is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drugs confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform the essential functions of the job and should advise their supervisor or manager of any job limitations. Upon notification of job limitations, the Ministry will make reasonable efforts to accommodate the limitation.

To the extent any federal, state or local law, rule, or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended in compliance.

### **REASONABLE ACCOMMODATIONS**

It is the policy of the Ministry to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA) and Pregnancy Discrimination Act (PDA), as well as state and local laws concerning the hiring and employment of individuals with temporary and ongoing disabilities. Pregnant workers may also have impairments related to their pregnancies that qualify under the ADA. The Ministry will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, discharge, compensation and training.

Employees who become disabled should notify their supervisor or manager if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Ministry undue hardship. The Ministry will also make reasonable accommodations for employees who have work-related limitations stemming from pregnancy, childbirth or a related medical condition. This may include temporary transfer to a less strenuous or less hazardous position, if an employee so requests upon the advice of their health care provider, as long as the accommodation does not cause the Ministry undue hardship.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a decision has been made by management in regard to the employee's immediate employment situation.

### **INJURY AND ACCIDENT RESPONSE AND REPORTING**

In the event that an employee becomes injured or witnesses an injury during working hours, they must report it immediately to the nearest available supervisor or manager. Employees are to render any assistance requested by supervisor, or manager. Questions asked by law enforcement or fire officials making an investigative report should be answered giving only

factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must obtain an injury reporting form and complete and return the form to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources or the designated Safety Officer. The employee may not return to work without the permission of Human Resources or the Safety Officer.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, the Ministry has an independent interest in making its facilities a safe and healthy place to work. The Ministry recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as all non-functioning or hazardous equipment, to a supervisor or manager immediately. Appropriate remedial measures will be taken when possible and appropriate.

Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

#### **WORKERS' COMPENSATION**

The Ministry provides insurance for all work-related injuries or illness. The name of the Ministry's workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all insurance benefits provided by the Ministry. These contracts shall not be limited, expanded or modified by any statements of Ministry personnel or Ministry documents. Any discrepancies shall be determined by reference to the insuring contracts.

#### **UNEMPLOYMENT COMPENSATION**

New Testament Baptist Church is not required by law to participate in, and does not pay unemployment tax. No unemployment benefits are available from New Testament Baptist Church.

#### **WORKPLACE VIOLENCE AND SECURITY**

It is the intent of the Ministry to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom the Ministry does business. The Ministry has zero tolerance for violent acts or threats of violence.

The Ministry expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee or

Ministry property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit a violent act against any person while on Ministry premises will be subject to immediate discharge.

Employees within the Ministry share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor, manager or designee. Any threat reported will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

### **SECURITY ACCESS PASS/CARD**

In an effort to keep our campus safe, a ministry security pass will be issued to each employee. This pass will allow entry into building(s), sections of building, and offices to which employee has been granted entry during authorized times. This pass is to be used only by the employee to whom it is issued and must be kept in a safe place-preferably on your person. Employee must contact their immediate supervisor if pass is lost. Lost passes will be replaced for a \$25 fee. Please be advised that allowing others to use your pass is a violation of our security protocol and will result in disciplinary action, up to and including separation from employment. Terminated employees must turn in their pass during their exit interview.

### **DRIVING SAFETY**

The safety and well-being of our employees is of critical importance to the Ministry. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on Ministry business will be expected to consistently follow all the safety procedures below.

1. All employees are expected to wear seat belts at all time while in a moving vehicle being used for Ministry business, whether they are the driver or a passenger.
2. Use of handheld devices, whether personal or Ministry-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to safe location and stop the vehicle prior to using any device.
3. Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voicemail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to clients, associates, and business partners of the policy as an explanation as to why calls may not be returned immediately.
4. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.

5. The use of other handheld electronic devices, such as iPads, iPods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on Ministry business.
6. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, or changing radio stations or music is also strongly discouraged while driving, even when in slow-moving traffic.
7. The use of alcohol, drugs, or other substances including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.
8. All employees are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
9. All passengers must be approved by management in advance of travel.
10. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
11. Employees must promptly report any accidents to local law enforcement as well as to the Ministry in accordance with established procedures.
12. Employees are also required to report any moving or parking violations received while driving on Ministry business and/or in Ministry vehicles.
13. Insurance must be maintained current as a term and condition of continuing employment in positions that require driving.
14. Must have current driver's license in good standing.

Employees are not to drive a personal vehicle for Ministry business unless authorized to do so. If the job requires an employee to operate their personal vehicle, the employee shall be required to submit proof of a current and valid state driver's license. If employees use their own vehicle, either by authorization or requirement to carry out the business of the Ministry, they must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of insurance.

If an employee is involved in an automobile accident while on Ministry business (in a personal or Ministry vehicle) they must report the accident to their supervisor or manager immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. Employees should not admit liability or guilt and should not apologize or say they are sorry under any circumstances, even if they believe they are at fault.

#### **INCLEMENT WEATHER**

This policy establishes guidelines for Ministry operations during periods of extreme weather and similar emergencies. The Ministry will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, the Ministry does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

### Designation of Emergency Closing

Only by the authorization of designated managers will the Ministry cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

### Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, it is the employee's responsibility to immediately notify their direct supervisor. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message, text message or email is acceptable.

Once the "all-clear" return to work announcement has been given by the Ministry, all employees are expected to return to work. An employee who is unable to report to work may use his/her accrued PTO, or take the day off without pay.

### Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to continue work from home if their job duties allow. The Ministry will pay the exempt employee's regular salary regardless, as outlined in the Exempt Employee Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

### Other Work Options

Supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

## **WORKPLACE GUIDELINES**

### **HOURS OF WORK**

Employees are expected to be at their work area, ready to work at their scheduled time. Employees will be given their individual duty hours upon hire and at the time of any change in

position. If the normal duty hours are changed or if the Ministry changes its operating hours, employees will be given written notice to facilitate any personal planning.

### **OFF-THE-CLOCK WORK**

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. This includes checking email on personal devices after work hours. Any possible violations should be reported promptly to a supervisor or member of management.

### **LACTATION ACCOMMODATION**

The Ministry provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to one year following the birth of a child. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

### **ATTENDANCE AND TARDINESS**

Employee attendance is a major concern of the Ministry. Unsatisfactory attendance including tardiness and leaving work early is unacceptable performance. Employees will be rated in their performance appraisal in the categories of attendance and punctuality.

If an employee is ill, injured, or an unexpected emergency arises which prevents them from coming to work, the employee must notify their supervisor or manager no later than 60 minutes before the start of their scheduled work day. If an employee's supervisor, manager or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact the Ministry, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or with the answering service is not considered proper notification.

When an employee calls in absent they are to advise the Ministry of their expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement or notice for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for three consecutive days and has not provided proper notification, the Ministry will assume that the employee has abandoned their position and will be treated as having voluntarily terminated employment with the Ministry.

If an employee becomes ill at work they should notify their supervisor or manager immediately. If an employee is unable to perform their job tasks they may be sent home for the remainder of the day or until able to work again.

Employees shall be at their workstation ready to begin work at the start of their scheduled work time or resumption of work duties. If employees are not prepared they will be considered tardy. Excessive tardiness, whether excused or unexcused, constitutes unacceptable work performance.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

### **PERSONAL APPEARANCE AND HYGIENE**

The Ministry requires all employees to present a professional image to the public and clients. Accordingly, employees must wear appropriate attire while at the office or conducting Ministry business.

Expensive clothing is not necessary for a well-groomed appearance. Clothing should be clean and neat in appearance. Employees should consider their level of customer and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The Ministry wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are not acceptable:

- Bare feet, flip flops
- Spandex, sweats, or work out attire
- Pants, shorts, or skirts worn below the waistline (sagging pants)
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Uncovered Tattoos

All employees are expected to maintain clean and appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should be moderate and businesslike and should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Managers are responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If the



appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to correct the situation.

It is understood that all employees agree to our mission and vision statements, and complete statement of Faith. Reasonable accommodations will be made for persons with disabilities whenever possible, consistent with business necessity. If you would like to request an accommodation or have other questions about this policy, please contact your immediate supervisor.

#### **CONFIDENTIALITY**

There shall be no disclosure of any confidential information or trade secrets to anyone outside the Ministry without the appropriate authorization. Confidential information may include internal reports, policies, procedures, and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products, design, instruments, formulas and technology. In addition, always respect financial disclosure laws and third party intellectual property.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax, and email.

When any inquiry is made regarding an employee/former employee, or client, the inquiry must be forwarded to a supervisor or manager without comment from the employee. When any inquiry is made regarding any client, the inquiry must be forwarded to a supervisor or manager.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or clients.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

#### **SOLICITATION AND DISTRIBUTION**

The Ministry prohibits solicitation and the distribution of literature during the working time of either employee; the solicitor or the employee being solicited. In addition, the Ministry prohibits solicitation and distribution in working areas at all times. This does not preclude employees from using their approved breaks and rest periods to solicit or distribute literature outside of working areas.

Individuals not employed by the Ministry are prohibited from soliciting or distributing literature on Ministry property at all times.

Failure to adhere to this policy may result in discipline, up to and including termination of employment.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The Ministry is not a covered entity as defined by HIPAA (the ministry will share in-house information (non-HIPAA) within its departments); however, we do maintain health care plans and personnel files that are subject to HIPAA requirements. Thus, the Ministry has made a decision that HIPAA privacy and security provisions will apply to protected health information (PHI) maintained by the Ministry. HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security and health information electronic transmission. The Ministry will consider any breaches in the privacy and confidentiality of handling of PHI to be serious, and disciplinary action will be taken in accordance with our code of conduct.

### **CONFLICT OF INTEREST**

The Ministry is judged by the collective and individual performance of its employees. The Ministry has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Ministry holds itself and its employees to the highest standards of lawful and ethical conduct.

Employees must be very careful that their relationship with clients or vendors and other activities do not subject them or the Ministry to questions or undue criticism. Employees must refrain from engaging in any activity that could be in conflict with their status as a Ministry employee. This includes the use of an employee's position with the Ministry for personal profit, advantage, or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with the Ministry, or are violating laws governing fiduciary relationships. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

If an employee has questions about the propriety of a transaction or activity, they should seek guidance from their supervisor or manager. If necessary, employees should seek written approval before proceeding.

### **BUSINESS GIFTS**

The Ministry wants at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the policy of the Ministry that employees are prohibited from either directly or indirectly asking, demanding, exacting, soliciting, or seeking anything of value for themselves or for any other person or entity.

Employees are also prohibited from either directly or indirectly accepting, receiving, or agreeing to receive anything of value for themselves or for any other person or entity (other than from the Ministry) for, or in connection with any transaction or business of the Ministry that has a value of more than \$100. If an employee is promised, offered, or given anything of value from any member, prospective member, customer, or prospective customer for, or in connection with any transaction or business of the Ministry, employees are to advise their supervisor or manager at once.

#### **OUTSIDE ACTIVITIES**

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees are to notify their supervisor or manager in writing. The notice must contain the name of the potential company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job, at any time, employees may be required to terminate such activity.

#### **REPORTING IRREGULARITIES**

It is the responsibility of each employee of the Ministry to immediately report any and all irregularities indicating actual or suspected existence of loss, fraud, embezzlement, or similar impairment of Ministry funds or property and suspicious persons or activity.

If an employee's actual or constructive knowledge of any irregularity exists and the employee does not report it to their supervisor or manager, that employee has engaged in unacceptable job performance.

#### **INSPECTIONS AND SEARCHES**

Any items brought to or taken off of Ministry premises, whether property of the employee, the Ministry, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by the Ministry. The Ministry may monitor any telephone conversation employees have on Ministry owned or controlled equipment, premises, or property. Any inspection or search conducted by the Ministry or its designees may occur at any time, with or without notice.

#### **ELECTRONIC ASSETS USAGE**

The Ministry recognizes that use of the internet has many benefits for the Ministry and its employees. The internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the internet appropriately if required by their job. Use of the internet for non-work purposes should be held to a reasonable limit; reasonableness

will be determined by management. Non-work internet usage may be prohibited. If employees have questions about what constitutes reasonable usage they should not hesitate to contact their manager or supervisor.

The following guidelines have been established for using the internet and email in an appropriate, ethical, and professional manner:

- Employees are prohibited from placing any passwords or restrictors on any document, computer, or computer software without the prior permission of their supervisor or manager. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting, or erasing any Ministry information without the appropriate authorization is strictly prohibited.
- Ministry internet and email access may not be used for transmitting, retrieving, or storing of any communications of a defamatory, discriminatory or harassing nature, or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other federal or state protected status shall be transmitted. Harassment of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language (materials that would adversely or negatively reflect upon the Ministry or be contrary to the Ministry's best interests) and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the internet or email are forbidden.
- Copyrighted materials belonging to entities other than the Ministry may not be transmitted by employees on the Ministry's network. All employees obtaining access to another Ministry's or individual's materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except with permission or as a single copy to reference only. If employees find something on the internet that may be interesting to others, they should not copy or download it. Instead, they can give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on their own.
- Employees should not use the system in a way that disrupts its use by others. This includes but is not limited to streaming of any video, unless work-related, streaming of music unless approved by management, sending or receiving many large files, and sending email messages to an excessive number of users or sending emails that are not work-related in content.
- The internet is full of useful programs that can be downloaded, but some of them may contain computer viruses or spyware that can extensively damage our computers and compromise security of Ministry information. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio, or images that they place on Ministry drives or send over the Ministry's internet and email system. No email or other

electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the Ministry's name is attached to all messages so use discretion in formulating messages.

- Email is not guaranteed to be private or confidential. All electronic communications are Ministry property. Therefore, the Ministry reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage. Also, the internet is not secure so don't assume that others cannot read or possibly alter messages.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the Ministry.

All Ministry-supplied technology including computer systems and Ministry-related work records belong to the Ministry and not the employee. The Ministry routinely monitors usage patterns for its email and internet communications. Although encouraged to explore the resources available on the internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the email and internet connection are Ministry-owned, all Ministry policies are in effect at all times. Any employee who abuses the privilege of Ministry-facilitated access to email or the internet may be denied access to the internet.

### **BRING YOUR OWN DEVICE**

Use of personal electronic devices for work purposes, including but not limited to smartphones, tablets, laptops and computers is allowed only when management has provided written authorization and may be limited to certain employees or departments.

During working hours and while conducting Ministry business, employees must exercise the same discretion in using their personal devices as is expected for the use of Ministry devices. All Ministry policies in effect pertaining to harassment, discrimination, retaliation, proprietary information, trade secrets, confidential information, and ethics apply to the use of personal devices for and during work-related activities.

Non-exempt hourly employees will generally not be authorized to use their personal devices for work purposes. In the event that an hourly employee receives management authorization to use personal devices, the employee may not use their device for work purposes outside of their normal work schedule without authorization in advance from management. This includes but is not limited to reading, sending and/or responding to work related e-mails, text messages, or phone calls (answering and initiating). Hourly employees will be paid in accordance with federal and state law for all hours worked.

Employees may not use their personal devices for work purposes during periods of unpaid leave without prior management authorization. The Ministry reserves the right to deactivate the Ministry's information and access on the employee's personal device during periods of unpaid leave.

To ensure the security of proprietary Ministry information and technology, employees who have been authorized by management to use personal devices are required to comply with Ministry requirements regarding the installation of antivirus software, additional encryption software, and “remote-wipe” software. All Ministry-related information and applications must be stored in a way that is password-protected and secure. Cloud-based applications or backup software programs may not be used unless authorized specifically by management as these programs may allow Ministry-related information to be transferred to unsecure parties. Additionally, employees may not use unsecure internet connections.

When personal devices are being used for work purposes, employees should not expect any privacy except that which is governed by law. The Ministry has the right, at any time, to monitor any communications that utilize the Ministry’s networks in any way, including data, voicemail, telephone logs, internet use, network traffic, etc. to determine proper use. The Ministry reserves the right to review, retain, monitor or release personal and/or Ministry-related data on personal devices to government agencies or third parties during an investigation or litigation. The Ministry may review the activity and analyze usage patterns and may choose to publicize these data to assure that the Ministry’s resources in these areas are being utilized according to this policy. Finally, no employee shall knowingly disable, tamper with, alter, or destroy any network software or system identified as a monitoring application.

Employees are expected to reasonably protect personal devices used for work-related purposes from loss, damage, and theft. If a personal device is lost or stolen the employee must notify the Ministry immediately. The Ministry may choose to remotely wipe Ministry-related data. The Ministry is not responsible for the loss or damage of other data and applications on the device when it is remotely wiped. The Ministry bears no responsibility for replacing or repairing personal devices that are damaged, even if that damage occurs on Ministry property and/or during working hours.

The employee may be asked to produce any personal device used for work purposes at any time for inspection or review of compliance with policy. When an employee resigns or is terminated, the employee must cooperate in allowing access to the personal device so that the Ministry can remove all Ministry data.

#### **TELEPHONES, VOICE MAIL AND EMAILS**

The ministry records all calls and emails into and out of the workplace and on company owned telephones and servers. This is done to ensure quality control and to protect employees and customers. While the main purpose of the call recordings is for training and customer service satisfaction checks, the ministry reserves the right to use the recordings for the purpose of monitoring employee performance, monitoring employee compliance with ministry policies, and customer complaints.

Access to the recordings will only be provided to authorized individuals on a need-to-know basis. Personal information contained on the recording shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Recordings from the calls will generally be kept for 12 months. Old recordings may be permanently erased.

Individuals who fail to follow this policy or who use recordings inappropriately will be subject to disciplinary action, up to and including termination.

Employees should practice discretion in using ministry telephones when making local personal calls and are required to reimburse New Testament Baptist Church for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use an appropriate greeting and speak in courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

#### **E-MAIL**

New Testament Baptist Church reserves the right to enter and review all messages transmitted on the ministry information system. Employees have no expectation to personal privacy in any material created, received, or sent from the E-mail system and any other information system. All E-mail should have a legitimate business purpose. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

#### **REGULAR MAIL**

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

#### **SOCIAL MEDIA**

The Ministry understands that social media can be a fun and rewarding way to share an employee's life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of the Ministry.

#### Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of

any sort on the internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with the Ministry, as well as any other form of electronic communication.

The same principles and guidelines found in Ministry policies apply to employee activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employees should keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Ministry, or the Ministry's legitimate business interests may result in disciplinary action up to and including termination.

### Know and Follow the Rules

Carefully read these guidelines, the General Conduct Guidelines, the Sexual and Other Unlawful Harassment and Abusive Conduct policies, and ensure your postings are consistent with these. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

### Be Respectful

Employees should always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of the Ministry. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with their co-workers or by utilizing our Complaint Procedure than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage customers, members, employees, or suppliers; or that might constitute harassment or abusive conduct. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Ministry policy.

### Be Honest and Accurate

Employees should make sure they are always honest and accurate when posting information or news and if they make a mistake, it should be corrected quickly and they should be open about any previous posts they have altered. The internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that they know to be false about the Ministry, fellow employees, members, customers, suppliers, and people working on behalf of the Ministry or competitors.



## Post Only Appropriate and Respectful Content

- Employees should maintain the confidentiality of Ministry trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures or other internal business-related confidential communications.
- Financial disclosure laws must always be respected. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.
- Employees should not create a link from their blog, website or other social networking site to a Ministry website without identifying themselves as a Ministry employee.
- Only personal opinions should be expressed. Employees should never represent themselves as a spokesperson for the Ministry. If the Ministry is a subject of the content they are creating, they should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the Ministry, fellow employees, members, customers, suppliers or people working on behalf of the Ministry. If an employee does publish a blog or post online related to the work they do or subjects associated with the Ministry, they should make it clear that they are not speaking on behalf of the Ministry. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Ministry.”

## Using Social Media at Work

Employees must refrain from using social media while on work time or on Ministry equipment, unless it is work-related as authorized by a manager or consistent with the Electronics Assets Usage policy. Employees may not use Ministry email addresses to register on social networks, blogs, or other online tools utilized for personal use.

## Retaliation is Prohibited

The Ministry prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

## Media Contacts

Employees are not to speak to the media on the Ministry’s behalf. Violation of this policy will result in disciplinary action, up to and including termination.

## For More Information

If an employee has questions or needs further guidance, they should contact their supervisor or Human Resources.

## **MINISTRY PHONE USAGE AND PERSONAL CELL PHONES**

The telephones of the Ministry are to be restricted to business calls for Ministry business. All employees are required to be professional and conscientious at all times when using Ministry phones. The use of personal cell phones or other devices during working hours should be held to a reasonable limit. Reasonableness of cell phone usage will be determined by management.

## **PERSONAL PROPERTY**

The Ministry is not liable for lost, misplaced, or stolen personal property. Employees should take all precautions necessary to safeguard their personal possessions. While the Ministry does not prohibit personal items in the office, desks and office areas are to be kept as neat and organized as possible. Employees should refrain from having their personal mail sent to the Ministry because mail may be automatically opened.

## **PARKING**

All parking is at an employee's own risk. It is recommended that employees and visitors lock their vehicle and take other appropriate safeguards. Employees are to park in designated areas and are not to park in areas reserved for visitors.

## **EMPLOYMENT SEPARATION**

### **RESIGNATION**

Employees are requested to provide a minimum of two weeks' written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the Ministry should be submitted to their supervisor or manager. An exit interview may be requested.

### **TERMINATION**

All employment with the Ministry is at-will employment. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with the Ministry or the Ministry can terminate the employment relationship at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

## **PERSONAL POSSESSIONS AND RETURN OF MINISTRY PROPERTY**

Any Ministry property issued to employees, such as computer equipment, keys, tools, parking passes or Ministry credit cards must be returned to the Ministry at the time of employment

separation. Employees may be responsible for any lost or damaged items. Upon separation of employment employees are to remove their personal possessions from all Ministry property.

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

### NEW TESTAMENT BAPTIST CHURCH

I acknowledge receipt of the Ministry's employee handbook. I agree to read the handbook and to follow the guidelines and policies set forth in the handbook and any amendments to the handbook along with the other policies and procedures of the Ministry.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by the Ministry or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with the Ministry only under certain circumstances or after certain events.

I understand that the policies, rules, and benefits described in the employee handbook are subject to change at the sole discretion of New Testament Baptist Church, at any time. I understand that this handbook replaces all other previous handbooks for New Testament Baptist Church.

I understand that New Testament Baptist Church is an equal employment opportunity employer and that discriminatory practices, including sexual harassment, will not be tolerated.

I pledge to be safe at all time and to immediately report any safety violations or perceived safety problems that I observe. I understand that I must report such potential safety problems to my supervisor under penalty of disciplinary action up to or including dismissal. (NOTE: No action or retribution will be taken against an employee who reports possible safety problems, unless not reported immediately upon observation.)

I am aware that the contents of the employee handbook are presented as a matter of information and that except for the at-will provisions, the handbook can be amended at any time. Additionally, I am hereby made aware that under the Defend Trade Secrets Act I may not be held criminally or civilly liable under federal or state trade secret laws if I disclose a trade secret to a government official or attorney solely for the purpose of reporting or investigating a violation of law, or in a complaint or document filed in a lawsuit, if that filing is made under seal.

I understand and agree that the handbook is for informational purposes only and is not intended to create a contract, nor is it a contract of employment or continuing employment between myself and the Ministry. I also understand that neither the handbook nor any policy of the Ministry is a guarantee or promise of employment or continuing employment. I am aware that Ministry policy requires employees to be hired at-will and this policy cannot be changed by any oral modifications. My at-will employment status with the Ministry has been fully explained and I have been given an opportunity to ask questions regarding Ministry policies and my at-will employment status.

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Signature

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Printed Name

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Date