



Welcome to First Baptist Church of Wauchula

The pastor and staff welcome you to the Lord's ministry at First Baptist Church of Wauchula (henceforth known as FBCW).

It is a privilege for the entire staff to work together as a team for the Lord.

This manual is for all levels of employment at FBCW, and it enjoys the unqualified approval of the Personnel Committee. It is designed to familiarize you with FBCW and provide you with information about working conditions, employee benefits, and other policies affecting your employment. Because of the "at will" employment relationship (explained further in this document), this manual is not in any way a contract. In addition, the Personnel Committee may elect to change, delete, or add policies and/or procedures at any time.

You should read, understand, and comply with all provisions of this manual. It describes many of your responsibilities as an employee and outlines the programs developed by FBCW to benefit employees. One of our main objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this manual and help ensure that all of FBCW's policies and procedures are administered as consistently and fairly as possible.

In our work as a team, our goal is to have a heart for people while we fulfill Jesus' command:

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And remember, I am with you always, to the end of the age."

Matthew 28:19-20 (HCSB)

Receipt and Acknowledgment Of FBCW's Employee Manual

Please read the following statements, sign below and return to the Senior Pastor.

Understanding and Acknowledging Receipt of FBCW Employee Manual

I have received and read a copy of the FBCW Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of FBCW at any time. This Employee Manual replaces any and all other or previous FBCW Employee Manuals or other FBCW policies whether written or oral.

At-Will Employment

I further understand that my employment is at will, and neither myself, nor FBCW has entered into a contract regarding the duration of my employment. I am free to terminate my employment with FBCW at any time, with or without reason. Likewise, FBCW has the right to terminate my employment, or otherwise discipline or demote me at any time, with or without reason, at the discretion of the Senior Pastor of FBCW.

Confidential Information

I am aware that during the course of my employment, confidential information may be made available to me. I understand that this information is proprietary and critical to the success of FBCW and must NOT be given out or used outside of FBCW's premises or purpose or with non-FBCW employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree NOT to utilize or exploit this information with anyone.

Employee's Printed Name

Position

Employee's Signature

Date

SECTION I

Purpose of the FBCW Employee Manual

The purpose of this manual is to establish and maintain a uniform system for managing personnel matters; to comply with applicable employment laws; and to provide the standards, terms, and conditions of employment with FBCW. It is further intended, by the adoption and periodic amendment of these policies and procedures that this manual serves as a guide for FBCW employees in their routine work activities and relationships that the objectives of both the FBCW and the individual employees are achieved.

The FBCW believes that in order to achieve its goal of EXCELLENCE IN ALL THINGS AND ALL THINGS TO THE GLORY OF GOD; each employee must be given the opportunity to develop his or her full potential; and the church must be able to provide timely and satisfying support, rewards and work-place environment. The FBCW also recognizes that because employees differ in their gifts, skills, goals, perceptions, and values, conditions may arise that are either insufficiently addressed in these policies and procedures or that result in conflicts. In such cases, the FBCW will endeavor to make personnel decisions from a fair and equitable perspective, while at all times assuring that the best interests of FBCW are served.

The FBCW hereby states that it intends to employ the best qualified persons available; that the continuation of employment is based on the need for work to be performed, availability of financial resources, faithful and effective performance, proper personal conduct, and continuing fitness of employees; and that all employees are terminable at will unless a prescribed employment term is specified in writing. Conversely, employees deserve to be fully informed of their duties and responsibilities; to be provided with adequate administrative and supervisory direction; to be informed of their performance levels; to be compensated based on the value of their contribution; and to be treated with dignity and respect at all times.

Therefore, the policies and procedures set forth in this manual prescribe the terms, conditions, and standards of personnel operations for FBCW, the content of which is neither contractually binding upon FBCW nor restrictive in terms of amendment or interpretation by FBCW. Employees are expected to acquaint themselves fully with the content of this manual in order to establish an employment relationship based upon an understanding of FBCW's personnel requirements, expectations and methods of conducting personnel matters.

SECTION II

Administration of Personnel Manual

These personnel policies and procedures are interpreted, applied and enforced by pastors, ministers, directors, and supervisory employees of FBCW. FBCW believes that the most rewarding employment relationship results from an open, fair, and consistent interaction directly between staff and those that supervise or manage operations. While no organization is free from day-to-day problems or unusual employment situations not covered by existing policy, it is the desire of FBCW to foster effective policy dealings at all levels. To ensure fairness and consistency in these personnel matters, the church has designated the Senior Pastor to be responsible for centralized personnel operations.

Ultimate authority for interpretation, application, and enforcement rest with the Senior Pastor, or his designee, and the Personnel Committee who are responsible for impartially resolving matters where questions or issues arise. The Senior Pastor, or his designee, and the Personnel Committee is additionally responsible for personnel matters such as:

- A. Initiation of necessary or warranted amendments and revisions to these policies and procedures.
- B. Initiation or revisions to job descriptions, wage and salary schedules, benefit plans and programs, and performance evaluation systems.
- C. Recruitment, selection, evaluation, equal employment opportunity, and personnel records.
- D. Enforcement of all applicable state and federal employment laws and their resultant effect upon personnel policies, procedures, and practices.
- E. Other duties that may be necessary to carry out the practices and provisions of a personnel system.

SECTION III

Application and Amendment of Personnel Policies

Application of these policies and procedures is effective for employees of FBCW and FBCW's related ministries. Pastors, ministers, and directors, whose employment conditions are determined by the Senior Pastor, may be exempt from certain of these policies and procedures as specified in their job description.

Amendments to these personnel policies, procedures, and practices are subject to change at FBCW's discretion in order to maintain their legal compliance, operational effectiveness, and the general scope of desired work place conditions. Upon amendment of any part of this manual, the church will endeavor to use normal communication channels to apprise employees, in a timely fashion, of such changes and their effect, if any.

Each employee covered or affected by this manual is responsible for knowledge of and compliance with all provisions contained herein. Violations of these policies and procedures will be corrected on a case-by-case basis depending on individual merit and circumstances. The FBCW reserves the right to initiate disciplinary measures as a means of correcting violations, as appropriate. FBCW is fully committed to the success of every employee and the belief that all people must be willing to assume responsibility for their own actions.

SECTION IV

Employment Classifications and Practices

EMPLOYEE CLASSIFICATIONS

- I. Food Service, Facilities, Interns, Nursery Workers, Maintenance, Custodial (non-exempt status)
- II. Clerical, Receptionist, Ministry Assistants, Musicians, Technical / IT (non-exempt status)
- III. Directors, Coordinators, Office Manager, Professionals and Supervisors (exempt status)
- IV. Pastors, Ministers and Ministerial Staff – (exempt status)
- V. Senior Pastor (exempt status)

EMPLOYEE STATUS CATEGORIES

It is the policy of FBCW to categorize the status of employees in order to make distinctions in benefits and conditions of employment, and to aid in a better understanding of employment relationships with the Church.

PROBATIONARY PERIODS

New, re-hired, or promoted employees will initially serve under a probationary period (90 Days) of close supervision and evaluation in order to assess their ability and adaptation. Probationary employment may be terminated at will at the discretion of the FBCW without advance notice or by the employee.

REGULAR FULL-TIME EMPLOYEES

Employees who complete a satisfactory probationary period and regularly work a minimum average of thirty-two hours per week on a continuous basis.

Unless otherwise specified, the benefits described in this Employee Manual apply only to full-time employees.

REGULAR PART-TIME EMPLOYEES

Employees who complete a satisfactory probationary period and regularly work less than an average of thirty-two hours per week on a continuous basis. If you are a part-time employee, please understand that you are not eligible for all benefits described in this Employee Manual.

PROVISIONAL EMPLOYEES (TEMPORARY)

Employees holding jobs of limited or specified duration arising out of special projects, position vacancy pending appointment, abnormal work loads, emergencies, or other reasons established by the FBCW. Provisional employees may work either full-time or part-time work schedules, but will not be eligible to receive FBCW sponsored benefits, accrue any form of service credit, or file grievances except in matters pertaining to alleged discrimination.

A provisional/temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns, and seasonal employees are considered provisional employees.

A provisional/temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Provisional/temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those provisional/temporary employees classified as “non-exempt” (see the section titled “Non-Exempt and Exempt Employees” below) who work more than forty (40) hours during any work week will receive overtime pay. (Time and a half or will receive Holiday Pay)

NON-EXEMPT EMPLOYEES

Employees covered by overtime pay and other distinctive provisions of applicable state and federal fair employment laws and regulations. Such employees are entitled to overtime pay for work required to be performed by the FBCW over forty hours per workweek.

EXEMPT EMPLOYEES

Employees classified by the FBCW as exempt are ineligible for overtime pay and other employment conditions as provided for in state and federal fair-employment laws and regulations. Generally, such employees are those within classifications III, IV, and V above.

AT-WILL EMPLOYMENT

Your employment with FBCW is at-will. This means that neither you nor FBCW has entered into a contract regarding the duration of your employment. You are free to terminate your employment with FBCW at any time, with or without reason. Likewise, FBCW has the right to terminate your employment, or otherwise discipline or demote you at any time, with or without reason, at the discretion of the Senior Pastor of FBCW.

No employee of FBCW can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Personnel Committee.

CONFIDENTIAL INFORMATION

Upon accepting employment with FBCW, you were asked to sign a Confidentiality Agreement, which generally provides that you will not disclose or use any FBCW confidential information, either during or after your employment. We sincerely hope that our relationship will be mutually rewarding. However, your employment with FBCW assumes an obligation to maintain confidentiality, even after you leave our employment.

If you are questioned by someone outside the church and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove or make copies of any FBCW records, reports, or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of FBCW to grant equal opportunities to all qualified persons without regard to race, sex, age, national origin, disability, veteran's status or citizenship status. To deny a qualified person the chance to contribute to our ministry because he/she is a member of a minority group is unfair to everyone and is not consistent with Scriptural principles. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms, and conditions of employment.

FBCW does, however, reserve the right to employ persons who have a Southern Baptist convention background and biblical philosophy of ministry, and who, in the opinion of FBCW have a work history and a lifestyle which is consistent with the Scriptural principles which the church espouses. In carrying out our responsibility to God and to the church we believe in:

1. Hiring the best-qualified candidate for vacancies that exist. Qualification includes stability, verifiable track record of good work performances in previous jobs, skills and energy level.
 2. Treating every employee as an individual with courtesy and dignity. All employees are to treat each other likewise.
 3. Providing fair wages and good working conditions.
 4. Encouraging frank and open discussions of any problems or misunderstandings without reprisal.
 5. Recognizing the value of cooperation of well-trained, efficient and loyal employees.
- It is the policy of FBCW to consider requests made for reasonable accommodations under the provisions of the Americans with Disabilities Act (ADA).

HARASSMENT POLICY

FBCW intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes

written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All FBCW employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the church to do so.

Reporting

While FBCW encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your immediate supervisor, even if you are not sure the offending behavior is considered harassment. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. FBCW will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted.

FBCW accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences.

POLICY STATEMENT ON SEXUAL HARASSMENT

What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be

defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against FBCW policy to download inappropriate pictures or materials from computer systems.

FBCW prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

FBCW will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

REVIEW OF PERSONNEL FILE

Employees wishing to obtain specific information, or for any other good reason, may, upon reasonable advance notice to the Senior Pastor and Personnel Committee, inspect their own personnel files at any reasonable time during normal office hours. However, such records may not be reproduced, removed, or altered; without specific written consent of the Senior Pastor and FBCW Personnel Committee.

All personnel records are considered confidential and the property of the FBCW. Personnel records and files will therefore be available or disclosed only to those persons who are authorized by the FBCW to have access to them on a need- to-know basis, or such other persons authorized by the FBCW under legal rights to review or obtain parts of such records.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all new employees will be required to provide proper documentation before they may begin work. Proper documentation is as indicated by the IRCA (i.e. a valid driver's license or other official picture identification, an original birth certificate issued by a state or municipality, or an original social security card). Questions on problems in providing proper documentation should be directed to the FBCW Personnel Committee.

COMPENSATION AND PAYROLL PRACTICES

The FBCW has established the plan, provisions, and standards outlined in this manual for employee compensation. These constitute payment in full for all employee services rendered.

COMPENSATION

Paycheck Distribution

Paychecks will be created every two weeks for a total of 26 paychecks per year. All employees have the option to have their paychecks either directly deposited to the checking or savings account you specify, or printed as a live check on the pay dates.

Computing Pay

FBCW will compute all salaried time on the basis of a forty (40) hour work week.

SECTION V

Benefits

GENERAL PROVISIONS AND APPLICATIONS

FBCW is committed to provide the best, most equitable and cost-effective benefits for its employees. Likewise, employees should recognize that the total cost to provide the benefit program described herein is a significant supplement to each employee's pay, and should therefore be viewed as additional compensation, paid in various benefit forms, on their behalf.

Policies, provisions, and procedures that govern the FBCW's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt status, unless otherwise provided in a particular benefit plan. While some benefits may earn credit during an employee's probationary period, eligibility in many cases does not occur until employees obtain regular status, or meet other conditions of employment specified herein or contained in the benefit policy booklets.

ELIGIBILITY FOR BENEFITS

If you are a full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit, and get and complete the necessary paper work. (It is the responsibility of the employee to get the information and paper work from the Senior Pastor or his Designee when they are eligible.) Coverage's are available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy all of the benefits specifically described in this manual for a part-time employee, provided that you meet the minimum requirements set forth by law and in the benefit plan.

Probationary/Temporary employees are not eligible for benefits or to the extent required by provision of State and Federal Law.

COST SHARING BENEFITS

Benefit costs have risen sharply over the years, particularly in the area of insurance plans. These include such mandatory benefit plans as workers' compensation insurance and Social Security, whose rates are controlled by law rather than competitive insurance providers. Provision of compensation for discretionary benefits are based on such consideration as cost, operational efficiency, and desirability of benefit provision. Where cost of providing such discretionary insurance benefit plans exceed the church's interest, ability or willingness to pay, the church will immediately alert qualifying personnel of this decision.

MODIFICATION OF BENEFITS

The FBCW reserves the right to add, eliminate, or in other ways modify any discretionary benefits described herein or attached to this manual where and when it is deemed in the church's best interest to do so. Under most circumstances, there will be ample opportunity to provide employees with advance notice of such modifications, and to consider the effect of the decision.

MANDATED BENEFITS

SOCIAL SECURITY AND MEDICARE

Employees and FBCW are required to contribute toward Federal Social Security and Medicare benefits from the first day of employment unless, as a licensed or ordained minister, they have applied for and received government-approved exemption. The amounts deducted from an employee's wages are considered Social Security and Medicare taxes and are used, together with the church's contribution, to fund benefits. Both the employee's and the FBCW's contribution rates are established by law and represent a percentage of earnings. Social Security and Medicare provide four basic benefit provisions consisting of retirement income, disability, death, and retirement health care. Eligibility varies among the benefits, and entitlements are subject to individual circumstance too detailed for explanation here. Booklets explaining these details are available at your nearest Social Security office.

Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at www.ssa.gov. FBCW requires a copy of your Social Security card.

WORKERS' COMPENSATION

The FBCW pays the entire amount of the workers' compensation insurance premium that provides benefits to employees who experience injury or illness in connection with FBCW employment. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. Eligibility automatically begins on the first day of employment. Benefit entitlements are governed by state law, and if employees have questions concerning their rights or benefit amounts, they should contact the Senior Pastor or his designee, or the Public Information Officer at the State Workers' Compensation Appeals Board. Benefits available to employees injured on the job may consist of the following provisions:

- Replacement Income
- Temporary Disability
- Permanent Partial Disability
- Permanent Total Disability
- Medical expenses including doctor's visitation, treatment, surgery, drugs, and hospitalization.

Replacement income entitlement may begin on the first day of hospitalization or after the seventh day of absence due to the injury if the employee is not hospitalized. Prior to the seventh day of absence, employees may use accrued sick leave and/or vacation as paid time-off.

The timeliness of payments to injured employees is dependent upon the church's ability to expedite injury reports through our insurance claims representative. Therefore, when an employee is injured, the employee and supervisor must complete an accident/injury report form within twenty-four hours, and submit the form to the Senior Pastor or his Designee, regardless of how minor the injury is.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. But nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

Employees returning to work after being absent due to a work-related injury must report to their supervisor and the Senior Pastor prior to beginning work and must bring a doctor's clearance for returning to work.

UNEMPLOYMENT INSURANCE

The FBCW is exempt from mandatory participation in the State and Federal Unemployment Insurance program. Therefore, there are no unemployment insurance funds available through either the state or federal program to former employees of FBCW.

DISCRETIONARY BENEFITS:

COMPENSATION DURING TEMPORARY WORK DISABILITY

For compensation purposes, there are two types of temporary work disability: personal and work-related:

PERSONAL

Temporary work disability that results from personal injury, illness, pregnancy, or other disabling conditions that cause an employee to be absent from work are paid based on the terms, conditions, and provisions of any disability plan made available by FBCW and the elections of the individual employee to participate in the plan. However, eligible employees may be allowed to use part or all of any accrued forms of paid time-off prior to, or upon depletion of, compensation benefits made available through the disability plan, upon written request to supervisory personnel.

WORK-RELATED

Temporary disabilities that arise out of, and in the course of, employment with FBCW is paid through the church's workers' compensation insurance carrier based on specific amounts and provisions of state law. Employees so disabled must immediately report the details of such injury-illness to your supervisor and the Senior Pastor or his Designee,

including their medical progress and the anticipated duration of disability. On a case-by-case basis where an employee reaches a point of physical recovery in which a partial resumption of work has been medically approved, the church may allow an employee to return to work on a reduced workday schedule or to perform modified work activities.

Employees may not be allowed to return to work after a disability absence of more than thirty (30) workdays, or where absence is caused by a contagious condition of a threatening nature to others, without the written medical release of a qualified physician. FBCW reserves the right to have such employees examined by a church-paid physician. Employees who abuse, or fraudulently use, these temporary disability provisions may be subject to disciplinary action, including termination.

GROUP BENEFIT PLANS

FBCW recognizes that each individual eligible employee that qualifies for benefits will have different needs to be met. Therefore it is the practice of the FBCW to not maintain a group benefit plan and instead negotiate a benefit compensation line that allows each individual to purchase their own personal insurance plans as they need. This benefit compensation line will be reviewed annually by the Senior Pastor and the Personnel Committee.

RETIREMENT BENEFITS

The FBCW provides retirement benefits as a negotiated salary benefit of Class IV and V paid staff members.

The benefit will be paid directly to the Guidestone Annuity Program directly on behalf of the employee. The employee may elect to pay additional funds into the program on their own behalf, of up to 20% of their taxable income or a maximum amount as provided by law. Upon separation from the FBCW, the employee's retirement account can be transferred to another participating Southern Baptist Church, can be left as is until retirement, or can be redeemed if the employee so desires.

Part-time and Provisional employees do not receive retirement benefits. An employee may be exempted from retirement benefits by written agreement.

HOLIDAYS AND LEAVES

HOLIDAYS

The following holidays are observed by the church, and all regular full-time employees normally scheduled to work on these days are given the day off with pay.

HOLIDAYS	DATE OBSERVED
New Year's Day	January 1
Good Friday	Friday Before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day (2 Days)	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25

Additions or deletions of Holidays may occur at the discretion of the Senior Pastor or his designee.

Holidays that occur on a Saturday will be observed on the preceding Friday, and Sunday holidays will be observed on the following Monday. Should a holiday occur during an employee's scheduled vacation, or scheduled day to work, the employee may either receive a paid holiday absence for the day, or extend the vacation period by the number of holidays occurring during the scheduled vacation period.

To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, unless the absence is approved by the Human Resource Department, or the employee is on a paid time-off status.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Provisional/temporary employees, including interim staff and interns will not be paid for the above recognized holidays.

ANNUAL VACATION LEAVE - Regular employees accrue and are eligible to use paid vacation based on the Length-of-Employment schedule below. New employees may not use paid vacation leave until they have completed at least six (6) months of continuous service.

Provisionary/temporary employees do not accrue vacation leave.

REGULAR FULL-TIME

Employee Classifications	Length of Employment	Annual Vacation Allowance
Class I - IV (as described above)	6 months – 1 year	5 days
	1 year – 5 years	10 days
	5 years – 15 years	15 days
	15 years +	20 days
Class V	Negotiated each year.	

(Note: For vacation purposes a week will be defined as the average number of hours worked per week by the employee.)

FBCW will always try to let you use your vacation time as desired, but vacations cannot interfere with your department's operation. Therefore, your vacation must be approved by your supervisor in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Vacation days must be taken in minimum increments of a whole day, unless otherwise authorized in writing by Senior Pastor or his Designee. Vacation days can not be carried over from one year to the next calendar year; you must take your vacation time within a calendar year. Only scheduled vacation time that has been canceled by the church can be carried over into the next year, if there is no opportunity to reschedule it in the same year. Upon leaving the church's service, employees may be paid at their prevailing rate for accrued but unused vacation time, provided they give two weeks' written notice or are not being terminated for misconduct. Conversely, any vacation time used but not yet accrued will be deducted from the employee's final pay.

FUNERAL LEAVE / BEREAVEMENT

The death or imminent death of an employee's immediate or extended family may warrant special consideration of paid absence from work on a case-by-case basis. Generally, up to three (3) working days of leave with pay (not charged to other leave time) shall be considered for regular full-time employees to attend the funeral services for the employee's family as listed above. However, the determination of whether an employee will be granted paid funeral/berereavement leave rather than other types of absence will be based on such factors as the employee's service length, performance history, and apparent hardship conditions.

With your supervisor's approval, you may take up to one full day without pay to attend funerals of distant relatives or friends. If you prefer, unused personal leave or a day of accrued vacation may be used for this purpose.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

Employees who wish to be considered for paid funeral/bereavement should complete a leave-request form, providing ample details of the situation and numbers of days required. This form is available from the administrative office. Approval for paid funeral/bereavement leave will be at the discretion of the Senior Pastor.

JURY DUTY

Employees are to notify their supervisors promptly upon receipt of a jury summons and subsequent notice selection to serve as a juror. Employees required to provide this community service will receive their regular rate of pay for normal hours worked, up to a maximum of 10 workdays for this occasion of absence, provided the employee submits evidence of the summons and selection notice. Paid absences for jury duty must be so noted on the employee's time sheet by the supervisor for each pay period in which this form of absence occurs. Employees will be allowed to retain any mileage and other compensation paid by the respective court jurisdiction.

Provisionary employees are not eligible for jury duty pay.

You must report to work if you are released from jury duty before the end of our work day or if you are temporarily released from jury duty.

MILITARY LEAVE

A full-time employee who enters active military duty in a branch of the U.S. Armed Forces will be granted an unpaid military leave for that period of time in which re-employment is protected by law. Such employee will be eligible for re-employment to the same or equivalent position held prior to the leave, provided the employee applied to the church for re-employment into the former position within ninety (90) days from the date of military release, and unless it would present an unreasonable burden for the church to do so.

If re-employed to the former held position, the returning employee will be entitled to the same seniority, status, and pay they would have received had they not entered military service. Additionally, an employee returning from military service may be terminated from re-employment only for just cause during their first year of re-employment.

Military Leave of Absence

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to the Senior Pastor or his Designee as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with FBCW.

4. You apply for and are available for re-employment within (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within thirty (30) days after discharge.

Military Reserves or National Guard Leave of Absence

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off *without* pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

SICK / PERSONAL LEAVE

Only regular full-time employees are eligible to accrue paid sick and personal leave. Part-time and Provisional employees are not eligible. Sick leave hours begin accruing after completing your Probationary Period.

All Full-time, Part-time and Provisional employees who are unable to report to work due to personal or other sick leave conditions are required to notify their supervisor at the earliest opportunity, but no later than one hour after their scheduled starting time. Employees who must leave work due to illness or sick leave condition should likewise advise their supervisor and other employees whose work flow or responsibilities will be affected by their absence. It is the responsibility of every employee to report the circumstances of the sick leave, recovery progress, and probable duration. Supervisors are responsible for verification, reporting, and record keeping of sick leave.

Full-time employees are eligible to receive paid sick leave based on the case-by-case circumstances where such absence becomes necessary. Sick leave may be used for conditions related to the employee's personal (non-work related) injury or illness, the necessary medical care of an immediate family member, pregnancy-related medical needs, and required medical examinations or treatments. In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Sick leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, or sibling.

Sick pay will accrue at the rate of one (1) average work day per month, for a total of twelve (12) average workdays per year. Sick and personal leave benefits begin the first hour of absence. Employees who exhaust their sick personal leave entitlement may continue their necessary absence by use of accrued vacation, and thereafter only by request for a leave of absence paid or un-paid. Only regular full-time employees are eligible to accrue sick/personal leave; Part-time and Provisional employees are not eligible.

Sick leave days can accrue from one year to the next up to a maximum of sixty (60) days.

Employees will not be paid for accrued but unused sick personal leave upon separation from the church's employment.

FBCW may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s). In all cases of an employee's use of paid or unpaid leave for reasons of a threatening contagious condition, the employee will be required to submit a medical certification of fitness to resume work activities from a physician. Similarly, an employee on sick leave for three or more days may be required to submit a physician's certification to resume work.

Employees found to abuse or fraudulently use sick leave will be subject to disciplinary action including termination. Failure of employees to follow these procedures may be treated minimally as an unexcused absence.

In the event of an illness or injury which is covered by Workers' Compensation Insurance, this Sick Leave Policy will not apply, but will defer to the state statutes.

UNPAID LEAVES

All requests for leaves of absence shall be submitted in writing to your supervisor for consideration. Each request shall provide sufficient detail such as the reason for the leave and the expected duration of the leave. It is the policy of FBCW to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count first against your allotted sick days or personal days, as appropriate, and as defined in this Manual. Once you have used all of your accrued sick or personal days, the time may be counted against your accrued vacation time. Thereafter, unless specifically accepted, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993, eligible employees who have worked for FBCW for at least 12 months and have worked at least 1,250 hours during the 12 months directly preceding a leave request are entitled to a total of twelve weeks of unpaid Family & Medical leave during any twelve-month period for one or more of the following circumstances:

- 1) Birth of a child to the employee, and to care for the child;
- 2) Placement of a child in an employee's home for adoption or foster care;

- 3) The need to care for a spouse, son, daughter, or parent with serious health condition;
or
- 4) A serious health condition that makes the employee unable to perform any one of the essential functions of his or her job.

Eligible employees may be entitled to a total of 12 unpaid work weeks of leave during a 12 month period. Extensions may be granted in the event any employee requires a leave longer than 12 work weeks to a maximum of one year. However, extensions beyond the initial 12 weeks are not protected by the Family and Medical Leave Act of 1993. Leave may also be taken on an intermittent basis as provided under the Act.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

During the term of the leave, no compensation will be paid to the employee neither will benefits accrue. Benefits will again begin to accrue from the date of return.

For detailed information on the FMLA please refer to the Family and Medical Leave Act of 1993.

LEAVE OF-ABSENCE

Full-time employees may request, subject to the sole discretionary approval of FBCW, a leave of absence without pay or employment benefits for a period not to exceed six months. Requests for a leave of absence should be submitted in writing to the supervisor as far in advance of the anticipated leave date as possible. The leave request must be dated, signed by the employee, and state the reasons, circumstance, duration, and location of the employee during leave. The supervisor will submit his or her recommendation to the FBCW Personnel Committee, who will approve or disapprove the leave, and notify the employee through their supervisor. Extensions of an initial leave of absence must be requested in the same manner, but will additionally require the approval of the same.

Upon expiration of a leave of absence, the employee may be reinstated in the position held, at the leave was granted or an equivalent one if such a position is available. An employee, who fails to report promptly for work at the expiration of a leave of absence, will be considered to have voluntarily resigned.

If FBCW grants this unpaid leave of absence for a personal reason, it will never be granted for taking employment elsewhere or going into business for yourself. If you accept employment or go into business while on a leave of absence from FBCW, you will be considered to have voluntarily resigned from employment with FBCW as of the day on which you began your leave of absence.

SABBATICAL LEAVE

All Class V Pastors are eligible for a one month sabbatical leave after the completion of ten (10) years of continuous service, and for each five years thereafter. The sabbatical leave is for the purpose of renewal, refreshment, and self-study, and the timing of the sabbatical leave must be approved by the Chairs of the Deacons and Personnel Committee. Full compensation and benefits will be provided during the sabbatical leave.

SECTION VI Compensation Policies

COMPENSATION FOR SEMINARS, OUTSIDE MEETINGS AND TRAVEL

Periodically, it may be necessary, desirable, or appropriate to the benefit of FBCW and/or individual employees to attend or participate in activities outside the normal work location. Such activities may include attendance at lectures, meetings, training programs, seminars, conferences, or specialized courses of instruction. Attendance or participation in these activities may be at the request of an employee or may be required FBCW, but in no case will it be regarded as an officially authorized activity until advance written approval has been granted by the Senior Pastor or the appropriate supervisor. Employees seeking approval must submit a written request detailing relevant information upon which a decision can be rendered such as the date, hours, location, costs and expenses, nature and purpose of activity, and justification for attending.

This policy is not applicable to an employee's voluntary attendance in a course of formal educational instruction or instruction that may generally lead to improved or upgraded job skills. Although the church encourages all employees to self-initiate various methods and means of enhancing their job performance, particular skills, and promotional qualifications, such outside involvements will not qualify for hours-worked compensation unless the church requests or directs the non-exempt employee's attendance.

Employee attendance at church-approved seminars, lectures, conferences, conventions, business-related meetings, and training programs will be considered hours worked for all employees, and will be paid as regularly scheduled work-day hours and/or in accordance with the payment provisions contained in this manual, their job description, or contract.

Where the employee's attendance constitutes an expense to the church, the employee will provide an advance itemization of known or estimated costs in connection with attendance,

whereby the church may pay in advance or reimburse the employee upon submission of receipts in reasonable form and amount. Customary expenses may include, but not necessarily be limited to, registration fees, materials, lodging, meals, transportation, and parking. Pay in advance or reimbursement will be made for the expenses of the employee only.

If an employee is advanced church funds to cover expenses, the employee will be required to submit receipts and an accurate accounting of expenses within five working days after the employee's return to work. Overpayments by the church will be refundable by the employee, and underpayments will be reimbursable to the employee.

TRAVEL / TRAVEL TIME

Travel costs in connection with approved and bonafide church activities will be paid by the church where use of private or commercial transportation is necessary, and such payment will be on the basis of the least-cost mode of transportation where there is a choice. The mode of transportation must be known to, and approved by, the church by advance written notice.

Where the use of an employee's personal vehicle, has been approved for travel, the employee shall incur necessary expense to ensure that the vehicle is in sound and safe operating condition, and may be required to prove that the vehicle is properly insured. In cases of an employee's business-related travel by personal vehicle, the employee will be reimbursed by the church on the basis of a predetermined amount per mile, excluding customary mileage to and from the employee's residence and work location.

Travel time in connection with church approved activities will be considered paid hours worked for non-exempt employees as follows:

One-day travel out of town or as part of the day's work activities will be counted as hours worked, excluding the employee's usual meal period and normal travel time to and from the employee's residence and work location where the day's travel starts and/or ends at the employee's residence.

Overnight travel out of town will be counted as hours worked only for those hours in which the employee is engaged in direct travel to the destination, and the hours during which activities are transacted for the purpose for which the employee was sent.

OVERTIME COMPENSATION

All non-exempt employees are eligible to receive overtime compensation at the rate of one and one half (1 1/2) times their regular rate of pay for hours worked in excess of forty (40) hours each workweek. Employees classified as exempt employees such as clerical, records, receptionist, technical/IT, associates, directors, coordinators, professionals, office-manager,

ministry assistants, supervisors, ministers, pastors, ministerial staff and executive staff are exempt from overtime pay and therefore not covered by this policy.

All overtime worked by non-exempted employees must be approved in advance by the employee's supervisor. Overtime hours worked without supervisory approval may be regarded as a violation of church policy and therefore subject to disciplinary measures.

Employees who work approved overtime will record such hours on their time sheet/time-clock. Overtime pay is calculated on the basis of actual hours worked over forty (40) in a workweek; therefore, paid time off such as, vacation, sick leave, and holidays do not count as hours worked for the purpose of determining overtime pay eligibility

PAYROLL PERIODS AND RECORDS

The church's payroll periods are bi-weekly for a total of 26 pay periods per year.

Regardless of the payroll period a workweek of Sunday through Saturday will be used to determine any overtime compensation earned and due the employee for the payroll period.

Payroll record errors found after submission by the person completing the record will be adjusted on the next payroll record with proper notations to explain the error and adjustment.

TIME-CLOCK PAYROLL RECORDS

Non-exempt employees who are required to complete time-clock payroll records must do so in accordance with guidelines given in this manual and verbally by their supervisor. Failure to comply with this requirement can result in the employee's pay being withheld until the end of the next pay period and/or until such time as hours worked are verified by the employee's supervisor. Continued negligence of time-clock record guidelines and instructions may result in reprimand and termination of employment. Supervisors and/or designated financial office personnel will check the accuracy of entries on a weekly basis prior to signing approval.

Entries on the time-clock records should include:

- The time the employee begins and concludes the work shift. Employees are cautioned not to commence work more than seven minutes prior to the designated starting time unless otherwise instructed by their supervisor.
- Employees are required to clock-out and clock-in during meal periods.
- Regular hours worked excluding meal periods. Supervisors may additionally enter such payroll time-keeping information as overtime hours worked, absences, vacation, holiday, and other paid and unpaid status hours.

A non-supervisory employee is expressly forbidden by the church to enter any information on another employee's time-clock record or to falsify information on his or her own time-clock record. Employees found violating this policy will be terminated. Any errors discovered in an employee's time record are to be reported immediately to the supervisor, who will determine the manner and method of correcting legitimate errors.

PERFORMANCE EVALUATION

FBCW maintains a policy of evaluating the job performance of its employees as a means of measuring efficiency and effectiveness of our operation, providing employees with meaningful information about their work, and aiding the church in making personnel decisions related to such areas as training, compensation, promotion, job assignments, retention, and long-range planning. Evaluation of employees is intended to be participatory in nature, involving the employee's input as well as that of the rating supervisor, thereby helping employees to contribute to the betterment of the church and its ministry.

During the first year of employment, employees will be evaluated twice: once after 90-days of service, and then again at the conclusion of their first year. Thereafter, evaluations will be conducted annually during the month of July.

Among the factors evaluated during a formal performance review are the employee's quality and quantity of work, work habits, interpersonal relations, and adaptability to job conditions. Each employee is to be given an opportunity to meet with the evaluating supervisor to openly and candidly discuss the evaluation before it is finalized, whereupon the employee will be given a copy of the completed form.

The annual evaluation will be conducted by the following groups. Class I, II, and III employees will be evaluated by their direct supervisor. Class IV employees will be evaluated by the Senior Pastor. And Class V employee will be evaluated by a committee consisting of the chairperson of the Budget/Finance Committee, Personnel Committee, as well as the current year Officers of the Deacons. All evaluations will be shared with the Personnel Committee upon their completion for budget planning purposes.

Where an employee has received deficiency ratings in any category or aspect of work that represents a significant area of job responsibility, the evaluating supervisor may recommend specific corrective action to the department head, the Senior Pastor and the Personnel Committee and notify the employee accordingly.

SALARY/WAGE PLAN

FBCW has established a salary/wage plan that assigns each job to a particular pay scale representative of prevailing rates in the community, the nature and scope of each job, and the relationship of job responsibility among all classifications and categories of positions of church service. Because of the FBCW's commitment to the doctrine of equal pay for equal work, no employee will be assigned to a job and paid a rate less than that established for the position as long as performing the full scope of duties of the position.

In order to ensure that the church's salary/wage plan remains competitive and fair, a periodic review of pay rates will be conducted. Based on the results of these reviews, some positions may be eligible for a pay rate increase. Individual pay rate increases may be granted based on each

employee's annual performance evaluation where meritorious work has been demonstrated during the preceding year.

SECTION VII

Conditions Of Employment

1 Thessalonians 5:21-22
Examine everything carefully; hold fast to that which is good;
Abstain from every appearance of evil.

GENERAL CONDUCT OF EMPLOYEES

An obligation rests with every employee of FBCW to render honest, effective, and courteous performance of duties. Employees will therefore be responsible and be held accountable for adhering to all FBCW policies, rules, directives and procedures prescribed by the church through the pastors, ministers, or supervisory personnel. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he/she can fully depend upon fellow workers to follow the rules of conduct, FBCW will be a better place to work for everyone.

HOW YOU WERE SELECTED – HIRING PROCEDURE

Confidentiality is of utmost importance in all stages of the employment process. Applicant information **MUST NOT** be discussed with anyone outside of the Personnel Committee or Senior Pastor. All requests regarding the status of the applicant should be referred to the Personnel Committee. It is also inappropriate to discuss employment information after the selection has been made.

There will be documentation and detailed records will be kept throughout the employment process.

- When a vacancy is anticipated within the church, the Senior Pastor will need to contact the Personnel Committee.
- The Personnel Committee will then consult with the Budget and Finance Committee for approval of position and rate of pay.
- If position is approved, the hiring staff member will review applications and resumes as they are submitted and will do initial screening and interviewing for potential candidates.
- It is recommended that at least three candidates be selected for interviews.
- The supervisor(s) will conduct interviews and make their selection.
- The supervisor will complete reference checks for the successful candidate.
- Provided reference checks are acceptable, the supervisor will then complete the required background screens, including a financial background screening.
- Once the screening has been successfully completed, the supervisor will assist the candidate in completing all necessary employment papers. The supervisor will then generate an offer letter of employment.

- If the offer is accepted, the supervisor will notify all other candidates of the decision.

HIRING REQUIREMENTS

FBCW requires that all employees pass a background check, submit information requested for a financial background check, sign an affidavit of moral character, and sign a staff leadership covenant, before hiring. All employee's must complete all of the proper forms and requirements before hiring.

Background Check – Prior to becoming an employee of FBCW, a job-related background check was conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, and education confirmation. As appropriate may include but not limited to, a credit, criminal, health examination, verification of Social Security number, current and previous residences, birth records, and driving record history may have also been obtained, and any other public records.

Criminal Records – In response to FBCW's zero-tolerance Violence in the Workplace Policy, FBCW conducts a pre-employment criminal check on applicants. The criminal record is checked to protect FBCW's interest and that of its employees and membership.

Financial Background Check – Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts, a federal statute that regulates the activities of consumer reporting agencies and users of credit reports, and protects consumers from invasions of privacy by placing certain restrictions on persons who may use or disseminate credit information about consumers, FBCW conducts a pre-employment credit check only on those applicants for positions that involve financial responsibility. Your employment with us may be conditional upon our review of the information in the credit check. FBCW reserves the right to conduct this credit check at any time after you have been employed. Remember, you have certain legal rights to discover and to dispute or explain any information prepared by the credit checking company.

CONFLICTS OF INTEREST

Employees will not be allowed to solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, church member, or any individual or organization doing or seeking to do business with FBCW. As used here, personal benefit means a gift, gratuity, favor, and service compensation in any form, discount, special treatment, or anything of monetary value. The following may serve as exceptions, but employees should consult with the Senior Pastor or Personnel Committee when circumstances are difficult or doubtful.

- The purchase of business-meeting meals.
- Consumable gifts offered to an entire work group during the holiday season where rejection would damage the spirit in which the gifts were offered.

Employees will not be allowed to offer, solicit orders for, or sell any product or service to other employees or members of FBCW, its missions, or ministries. The following may be considered as exceptions upon approval by the Senior Pastor or Personnel Committee.

- Fund-raising drives or activities approved by the church.
- Sales or solicitation of orders for products or services outside of scheduled work hours when approved by the church, Business Administrator or Senior Pastor or his designee.

Employees will not be allowed to solicit church employees or members for employment or participation in a non-church related enterprise, event, or business venture for pay or profit.

DISCIPLINARY CONDITIONS

It is the policy of FBCW to maintain a harmonious, pleasant, and positive work-place environment, and thereby makes work relations an enjoyable experience for all. It is believed that this objective can best be achieved by establishing specific standards of undesired conduct that are likely to result in disciplinary action, and to make them known openly and frequently to our employees.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or FBCW may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

Unacceptable Activities:

1. Violation of any church rule.
2. Destruction of, damage to, or unauthorized removal of church property or personal property of others without prior approval.
3. Engaging in an act of sabotage; negligently causing the destruction or damage of church property, or the property of fellow employees as well as the reputation of FBCW.
4. Inefficient or careless performance of job responsibilities or inability to perform duties successfully.
5. Failure to promptly report a work-related injury or accident.
6. Violation of security or safety rules or failure to observe safety rules or FBCW safety practices; failure to wear required safety equipment; tampering with FBCW equipment or safety equipment.
7. Negligence that results in injury to an employee, self, church member, or visitor.
8. Intentional falsification of records required in the transaction of FBCW ministries or business.
9. Failure to use your timesheet; alteration of your own timesheet or records or attendance documents. Unauthorized punching or signing of another employee's time-clock record or recording the time for another employee. Both employees may be subject to disciplinary action.

10. Irregular attendance/excessive absence: repeated tardiness, unreported or unexcused absence, abuse of sick leave, overstaying a leave of absence without written authorization. Failure to report an absence or late arrival.
11. Insubordination, including refusal or failure to perform assigned work.
12. Leaving work before the end of the workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
13. Possessing, manufacture, use, transport, sale, or attempt to sell illegal drugs or being under the influence of alcohol, narcotics, drugs, or a controlled substance.
14. Gambling
15. Sleeping or loitering while on duty.
16. Creating or contributing to unsanitary conditions.
17. Fighting or provoking a fight on church property, or negligent damage of property.
18. Obscene or abusive language toward any employee or church member; indifference or rudeness towards a church member or fellow employee; any disorderly/antagonistic conduct on church premises.
19. Making malicious, false, or derogatory statements that may damage the integrity or reputation of the FBCW, its ministry, or its employees.
20. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing FBCW.
21. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
22. Theft or unauthorized possession of church property or the property of fellow employees; unauthorized possession or removal of any church property, including documents, from the premises without prior permission from management; unauthorized use of church equipment or property for personal reasons; using church equipment for profit.
23. Dishonesty; falsification or misrepresentation or withholding of pertinent facts in securing employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by FBCW; alteration of church records or other church documents.
24. Refusal to follow instruction of authorized personnel; rude or discourteous conduct, or any action that endangers the health or safety of others.
25. Improper use of FBCW telephones or computers and/or email and internet.
26. Viewing pornography at any time; on or off church property.
27. Abuse of break times and lunch periods.
28. Performing or doing work for another employer/job; self-employment or other employment while working on FBCW time.
29. Accepting gratuities or tips.
30. Distributing or posting information that is detrimental or in conflict with the general interest and beliefs of the FBCW.
31. Use of FBCW vehicles without prior approval, or reckless and unlawful operation of said vehicle.
32. Unauthorized possession, display, or use of explosives, firearms, or other dangerous weapons while on duty or on FBCW property.

33. Encouraging or engaging in any work stoppage, slowdown, walkout, cessation of work, or any other activity designed to restrict or delay the ministry, operation, and services offered by the FBCW.
34. Violating the non-disclosure agreement; directly or indirectly, either for one's personal benefit or for the benefit of any other person or organization, revealing any FBCW confidential or employee information.
35. Immoral conduct, sexual misconduct and indecency.
36. Must have a commitment to moral purity and Christ-like conduct in every area of personal life as well as lifestyle example.
37. Discriminatory conduct or actions against any other person; harassment, sexual, racial or other. Violation of any policy, rule, procedure, or practice established by the FBCW.

Crisis Suspension

If you commit any of the actions listed above or violate the Staff Leadership Covenant and any other action not specified but similarly serious, you could be suspended without pay pending an investigation of the situation. The investigation may result in no action, further disciplinary action up to and including termination.

The provision of this Disciplinary Policy is not a guarantee of its use. FBCW reserves the right to terminate employment at any time, with or without reason. Additionally, FBCW reserves the right to prosecute any employee for any of the above infractions.

TYPES AND PROGRESSION OF DISCIPLINE

Depending on the nature and circumstances of an incident, discipline will normally be progressive and bear a reasonable relationship to the violation. The policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, managers/supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offence justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the church may decide to repeat a disciplinary step.

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner. The types of discipline that may occur are as follows in general order of increasing formality and seriousness:

VERBAL REPRIMAND - A verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance or violation, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. This is also to

remind you that it is your responsibility to meet FBCW's expectations. You will be informed that the Verbal Reprimand is the first step of the discipline procedure. Your supervisor will fully document the Verbal Reprimand. Documentation of the incident will be placed in your personnel record.

WRITTEN REPRIMAND - This is the first level of formal discipline. The written reprimand is issued by the employee's direct supervisor. Because your performance has not improved within the specified period, or if you are again in violation of FBCW practices, rules or standard of conduct, your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your supervisor will advise you that you are now on probation. After the meeting, your supervisor will put in writing a memo to you summarizing the discussion and your agreement to change. A copy is sent to the Human Resource for placement in the employee's personnel file.

DISCHARGE - Employees who continue to have a problem or the problem recurs, or if other infractions or violations occur while they are on probation, your supervisor may apply other more serious discipline which may include suspensions, with or without pay, and termination. Employees should be aware that their employment relationship with FBCW is based on the condition of mutual consent to continue the relationship between the employee and the FBCW. Therefore, the employee or the FBCW, unless bound by a written agreement, is free to terminate the employment relationship at will, with or without cause, and at any time. Recommendations to discharge an employee are to be made to, and authorized by the employee's direct supervisor and the Senior Pastor.

POST-EMPLOYMENT INQUIRIES

FBCW does not respond to oral requests for references. In the event your employment with FBCW is terminated, either voluntarily or involuntarily, the Senior Pastor may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of FBCW, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the Senior Pastor or his/her designee. This includes but is not limited to address, phone number, work schedule, length of employment, position held or other personal information.

FINANCIAL AFFAIRS

Employees are cautioned that the FBCW does not condone, or assume any liability for, the practice of lending or borrowing money, or anything of monetary or personal value, between employees. Employees who voluntarily participate in such activity, or create these obligations, do so at their own risk.

OFF-DUTY CONDUCT AND EMPLOYMENT

Generally, FBCW regards the off-duty activities of employees to be their own personal matter rather than that of the FBCW. However, certain types of off-duty activities by employees represent the potential for concern to the FBCW, and for that reason the following guidelines are established to specify conditions and guide employees.

- A. Employees who engage in, or are associated with, illegal, immoral, or harmful conduct, the nature of which adversely affects or is in conflict with the standards and moral doctrine held by the FBCW, or which adversely affects the employee's ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including termination. Also, refer to the Staff Leadership Covenant.

- B. Employees may engage in off-duty employment and formal educational and instructional courses, provided that:
 - 1. Written approval is granted in advance by the employee's supervisor and the Senior Pastor.
 - 2. The employment or educational-instructional commitment does not conflict with the employee's work schedules, duties, and responsibilities.
 - 3. The employment or educational-instructional commitment does not create a conflict of interest or incompatibility with FBCW employment.
 - 4. The employment or educational-instructional commitment does not create a detrimental effect upon the employee's work performance with the FBCW.
 - 5. The employment or educational-instructional commitment does not involve conducting business or attendance during hours of employment with the FBCW.

Self-employment is considered off-duty employment and falls under the same conditions as other off duty employment, with the additional restriction that self-employment does not involve ownership of a private business that is incompatible with an employee's position with FBCW or incompatible with the beliefs, doctrines, and moral standards held by FBCW.

- C. Employees wishing to engage in off-duty employment or pursuit of educational goals are required to submit a written request explaining pertinent details to their supervisor. If approved by the supervisor and the Senior Pastor, copies of the request will be given to the employee and the supervisor, and entered into the employee's personnel file.

Upon any subsequent change in off-duty employment or educational pursuit, including the employer, or educational instruction, type of work or training performed, modification of work schedule, or location, the employee will be required to submit a new or revised written request for off-duty employment, education, or instruction, and it will be processed as described above.

- D. An employee who sustains an injury or illness in connection with off-duty employment, education or instruction will:
 - 1. Not be entitled to receive workers' compensation benefits provided by FBCW.
 - 2. Not be entitled to receive paid sick leave. If sick leave is paid in error, the FBCW will be entitled to recover such wages from the employee.

3. Not accrue credit for vacation, sick leave, or any other discretionary employment benefits during a period of absence resulting from such injury or illness.
4. Not be entitled to the normal contribution by FBCW toward health care benefit premiums during a period of absence resulting from such injury/illness.

In those cases where an off-duty, employment-related, injury or illness results in an employee's temporary disability, the employee must either request and obtain a leave of absence without pay; or request and use accrued paid time off whereby items 3 and 4 above would not apply, or be subject to termination by FBCW due to lack of availability for work.

- E. An employee's authorization to engage in off-duty employment, education, or instruction may be revoked at any time, and at the sole discretion of the FBCW where it is determined that it is in the best interest of the FBCW to do so. Such revocations will generally be based upon a finding that the conditions set forth herein have not been met.

PERSONAL APPEARANCE STANDARDS

Employees are expected to present themselves during working hours in modest attire that is appropriate to their position and the nature of work performed. Employees are to be neatly groomed and maintain personal hygiene. Employees having personal contact with visitors and FBCW members should be particularly conscious of maintaining dress, grooming, and hygiene standards that present a professional, business-like image desired by and consistent with the doctrine of the FBCW.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be neat and business-like as working conditions permit.

Employees who are in doubt, or have questions about the specific personal appearance standards in their work unit, should consult with the Senior Pastor or his Designee. Any employee who appears for work in a manner that does not conform to FBCW standards may be required to return home to correct the situation, and the period of absence will be treated as unpaid leave.

UNAUTHORIZED VISITORS

Employees must recognize that the FBCW may have an insurance liability for persons visiting any FBCW location or facility. Therefore, it becomes necessary for the FBCW to establish this policy, the intent of which restricts work hours and work place visitation, excluding suppliers, vendors, applicants, church ministry associates, and church members whose presence is necessarily stated by approved church ministries, activities or business.

Friends, relatives, or other unauthorized persons will not be permitted to visit an employee during working hours or at work locations without the express permission of supervisory personnel. Should such advance notice not be practical or possible, employees will be expected

to exercise good judgment in their handling of an unforeseen visit, and should inform the visitor of the FBCW's policy as necessary. If warranted by the nature of an unforeseen visit, the employee may request taking an authorized unscheduled break from work away from FBCW property, the time of which may be considered unpaid time off.

This restriction includes conducting personal calls or business by telephone during scheduled work hours, but does not restrict necessary delivery of meals or messages to employees. Visits for the purpose of touring the FBCW's facilities, the employee's work place, or other reasons not specified must be approved by supervisory personnel in advance.

SECURITY AND CONFIDENTIALITY

It is the policy of FBCW to maintain control over the entrances to the premises, access to the work locations and all records, computer information, cash, equipment and material. Employees who are assigned keys, given special access, or assigned job responsibilities in connection with the safety, security, or confidentiality of such records, material, equipment, or items of monetary value will be required to use sound judgment and discretion in carrying out their duties, and will be held accountable for any wrong doing or acts of indiscretion. Information about FBCW, its members, or employees should not be divulged to anyone other than persons who have a right to know, or are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosure be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel. This basic policy of caution and discretion in handling of information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with FBCW is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil and/or criminal penalties, both for the individuals involved and for the FBCW.

PARKING LOT

Remember to lock your car every day. Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.

FBCW cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

CHANGE OF STATUS REPORT

Every new hire, transfer, promotion, demotion, change in significant duties or salary rate, employment separation, or any other temporary or other change in employment status must be

reported to, and in a manner prescribed by, the Senior Pastor or his Designee. Such notification should be made no later than five (5) working days before the end of the pay period affected by the change; otherwise the change may not be made until the next pay period.

EMPLOYEE SELECTION PROCESS

The selection techniques used in the interviewing process of prospective new or promotional employees shall be impartial and of a practical nature; they shall relate to the job content in a way that fairly and accurately measures the applicant's capability to perform those duties of the position under consideration. Assessments may include, but are not limited to, performance and achievement, personal interviews, work samples, medical or any combination of these or other requirements for the job, provided that such tests shall not be intentionally discriminatory.

ASSESSMENT RESULTS AND RECORDS - Records pertaining to any employment related examination are considered confidential and private documents of the FBCW, and may not be divulged to any person who does not possess the legal or operational right to know. Access to such records shall be determined by the Senior Pastor or his designee.

EMPLOYMENT OF RELATIVES

EMPLOYMENT OF RELATIVES - It is the policy of FBCW not to discriminate in its employment and personnel actions with respect to its employees, prospective employees, and applicants on the basis of marital status. No employee, prospective employee, or applicant will be denied employment or benefits of employment on the basis of marital status.

Notwithstanding the above provisions, the FBCW retains the right:

1. To refuse to place one spouse under the direct supervision of the other spouse where such has the potential for creating an adverse effect on supervision, safety, security, or morale; and
2. To refuse to place both spouses in the same department where such has the potential for creating an adverse effect on supervision, safety, security, or morale, or involves potential conflicts of interest.

EMPLOYEE HEALTH AND SAFETY

The health and safety of employees and others on FBCW property are of the utmost concern. It is therefore the policy of FBCW to strive constantly for the highest possible level of safety in all activities and operations, and to carry out our commitment of compliance with all appropriate health and safety standards applicable to our ministries and organization by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions.

The FBCW will make every effort to provide working conditions that are as healthy and safe as feasible, and employees are expected to be equally conscientious about work-place safety, including proper work methods, reporting potential hazards, and lessening observed hazards.

Unsafe conditions in any work area or public area that might result in an accident should be reported immediately to a supervisor.

If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify the supervisor, who will see to necessary medical attention and complete required reports. In any case of serious injury, employees are to receive prompt and qualified medical attention followed by the filing of necessary reports. Should an injury prevent an employee from returning to work for more than two days, his or her supervisor will see that the workers' compensation carrier is notified and the employee is contacted in regard to the employment benefits under this condition.

FBCW strongly encourages you to communicate with your supervisor regarding safety issues.

REPORTING SAFETY ISSUES

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in accordance with Worker's Compensation, and in the case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form (or call the report to Worker's Comp) must be reported and/or completed in all cases in which an injury requiring medical attention has occurred, as well as the injured employee must go for drug screening the day of injury if at all possible and it does not interfere with any necessary emergency medical care.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The Florida state Worker's Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

ATTENDANCE, HOURS, MEALS AND REST PERIODS

ATTENDANCE - Employees are expected and required to be in attendance, prepared to start work activities, at designated work locations, days and assigned hours. Employees are also expected to remain at work for the entire work period excluding rest and meal periods. Late arrival, early departure, and other personal absences are disruptive and should be avoided. Where employees are found to abuse absence time from scheduled work, the church may find it necessary to attempt correction of the situation by counseling, disciplinary measures, or termination. Any employee on an unauthorized absence for more than three (3) scheduled work days without acceptable notification to the church will be deemed to have abandoned the position, and will be automatically terminated. In such cases, the department head is to notify the Human Resource Department, who will handle related personnel processing.

GENERAL HOURS OF WORK - For full-time employees, the regular work-week will consist of eight (8) hours per day, four days per week. Most employees will be assigned to a work schedule of 8:30 a.m. to 5:30 p.m., Monday through Thursday, excluding the unpaid one-hour lunch period. However, the church can assign employees to other days and hours within the work-week that begins at 12:01 a.m. Sunday and ends at 12:00 midnight of the following Saturday.

ABSENCE OR LATENESS - From time to time, it may be necessary for you to be absent from work. FBCW is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days, vacation, and personal days have been provided for this purpose. Please submit an Absence Report Form for approval.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off by submitting in advance an absence report form directly to your supervisor to sign and approve and then turn into the Senior Pastor's Office for final approval.

When you call in to inform FBCW of an unexpected absence or late arrival, simply ask for your supervisor. If you're arriving to work late, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

All Employees are responsible for submitting an "Absence Report Form" for any and all absences; illness, doctor appointments if gone more than two hours, personal appointments, vacations, personal days, camps, mission trips, conferences, seminars, death in family, jury duty, paid time away, leave without pay and all other absences. Prior approval is required unless in cases of emergencies. Failure to submit and/or receive approval may result in unpaid time away.

Absence from work for three (3) consecutive days without notifying your supervisor or the Senior Pastor will be considered job abandonment and voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

MEAL AND REST PERIODS - Non-exempt employees will have at least a 30-minute unpaid meal period and two 15-minute paid rest periods assigned by supervisory personnel. During meal periods, employees are to be relieved of their job duties and permitted to leave their work locations. Rest periods are taken at the employee's work place unless otherwise specified by their supervisor.

One rest period may be taken during the first three and one-half hours of work, with the second rest period taken during the last four hours of work. Part-time and temporary employees who work six hours or less per day may not take the second rest period.

Rest periods can be used in conjunction with meal periods. Rest periods may not be taken during the employee's first or last scheduled hour of work.

SEVERE WEATHER AND EMERGENCY CONDITIONS

In the event of severe weather conditions or other emergencies, the Senior Pastor may decide to close FBCW for the remainder of the day or for a period of time. As such, you will be notified as soon as possible by your supervisor. No loss of pay will occur as a result of early dismissal for this reason. Likewise if you report to work and find FBCW is unexpectedly closed due to an emergency, no loss of pay will occur.

If your supervisor asks that you remain at work to complete assigned work duties after FBCW has closed because of severe weather conditions or another emergency, you will be paid a regular time for the remaining hours that you work beyond the announced closing time.

Any employee, who was on a previously approved leave day during a declared emergency, shall not be charged leave for the emergency period of time.

JOB DESCRIPTIONS

The church has adopted a policy of maintaining job descriptions on each position in the church. These descriptions include the classification of employment for each position. This aids the church in developing and maintaining a clear structure of job responsibility, work activity, pay scale, performance standard, and other employment conditions. The church may classify and reclassify positions according to the best interests of the church. While it is the intent of this policy to describe and classify jobs in specific ways as a means of benefiting the organization's employment structure, this policy is not intended to restrict or confine the assigning of new responsibilities to the employee that are job related and necessary to the success of church operations. In altering job descriptions and responsibilities, supervisory personnel will remain mindful of the provisions set forth in this section.

The Personnel Committee is responsible for preparing and maintaining thorough job descriptions on all separate classifications of employment with the aid and assistance of supervisors and employees. Such job descriptions should contain the designation as to whether the position(s)

covered by the job description are categorized as exempt or non-exempt, in addition to duty and qualification specifications. All job descriptions will be reviewed periodically to determine their continued accuracy, completeness, compliance with applicable standards of state and federal laws, and relevance to the church's pay and performance evaluation systems. Each employee will be assigned to a position approved by the Personnel Committee and the Senior Pastor and position vacancies will be filled on the basis of job description standards after notification of the pending vacancy has been made to the immediate supervisor and approved as to fill the vacancy has been made by the Senior Pastor and the Personnel Committee.

REVISION OF JOB DESCRIPTIONS AND POSITION ALLOCATION

Job descriptions and assignment of employees to positions may be revised or altered from time to time at the sole discretion of the church as a means of operational efficiency and the changing nature of the organization. When and where this is deemed appropriate, the church will endeavor to advise affected employees of changes in their job description or their assignment to a specific position, including the determination to abolish positions, in which case employees may be offered other positions for which they are qualified.

EMPLOYEE ORIENTATION

During each new employee's first work-week, the Senior Pastor or his Designee will conduct a thorough orientation of the employee on such matters as the church's organization and functions; the employee's role in helping to achieve church goals and objectives; the employee's job content and scope; training, performance and evaluation standards, promotional opportunities, job safety, and any other matter of departmental importance. Within the new employee's first seven (7) days of employment, the administrative and finance office staff will provide an additional orientation consisting of the completion of employment forms and records, an explanation of the church's compensation and benefit program, and personnel policies, and any other information as determined appropriate to the employee's orientation and integration into church service.

ANNIVERSARY DATE

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual.

RE-HIRED EMPLOYEES

Re-hired employees will be treated as a new employee with regards to paid benefits. Such applicants are subject to FBCW usual pre-employment procedures. Length of employment and anniversary will be computed based upon the re-hire date. To be considered, an applicant must have been in good standing at the time of their termination of previous employment with FBCW.

SEPARATION OF EMPLOYMENT

TERMINATION - FBCW operates under the principle of at-will employment. This means that neither you nor FBCW has entered into a contract regarding the duration of your employment. As an employee you are free to terminate your employment with FBCW at any time. FBCW has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of FBCW.

RESIGNATION - An employee wishing to leave employment with FBCW in good standing must file a written resignation with the immediate supervisor at least two (2) weeks prior to the effective date, stating specific reason(s) for the resignation. The employee's resignation shall be promptly forwarded to the Senior Pastor with a statement by the supervisor as to the employee's service performance and any other information pertinent to the resignation. Failure of the employee to give such notice will be noted on the employee's service record, and may result in denial of future employment by the church.

LAYOFF - An employee may be subject to a non-disciplinary, involuntary termination through layoff in connection with a shortage of funds, abolition of a position, or lack of need for the work performed by the employee or group of employees. In such cases, affected employees will be given as reasonable an amount of advance notice as conditions permit.

DISCHARGE - FBCW strives to provide all employees with fair and reasonable conditions of employment at all times. However, in order to carry out its obligations and priorities in the most efficient manner possible, the church adheres to the principles of at-will employment whereby the church and employees alike can terminate the employment relationship at any time and for any reason. In exercising such a policy, the church will attempt to inform an affected employee confidentially of the circumstances surrounding a discharge.

CHECKOUT UPON SEPARATION - Employees who resign, retire, or are discharged or laid off will be required to return any church property issued to you, computer equipment, keys, uniforms, church-owned property or working materials to their supervisor not later than their final workday, at the exit interview and/or prior to receiving their final pay check. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your final paycheck, and you may be required to sign a wage deduction authorization form for this purpose. The employee will be contacted by the Human Resource Department for an exit interview. The employee may be asked to discuss the details surrounding their separation in this exit interview with the Human Resource Department.

COMPENSATION UPON EMPLOYMENT SEPARATION - Employees leaving FBCW employment will receive their final paycheck within the period prescribed by law. Final pay will consist of all hours worked from the last pay period to the employee's last day and hour of work, and any form of accrued benefit hours payable upon separation as set forth in this policy manual. Any accrued unused vacation time will be paid out at the time of final pay if proper

notice is given and completed. The church does not pay employees for any accrued or unused sick or personal days. The final paycheck may also be reduced by the amount or value of any set-offs allowable by law and normal deductions required and/or reimbursement to the church for lost or damaged property of the church in your possession and/or assigned to you. The final paycheck will be direct deposited into the employees' bank account, if applicable. Under special circumstances the paycheck may be mailed to the employee's last known address on record. Returned paychecks will be held by the church for a maximum period of thirty (30) calendar days.

WORKPLACE POLICIES

This Employee Manual is designed to answer many of your questions about the practices and policies of FBCW. Feel free to consult with the Human Resource Department for help concerning anything you do not understand.

COMMUNICATIONS

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all FBCW methods of communication, including this Employee Manual, discussions with your supervisor, memoranda, employee meetings, and training sessions.

You will receive other information booklets, such as your insurance booklets/papers, from time to time. You may take these booklets/papers home so that your family may know more about your job and your benefits.

CHURCH AND DEPARTMENT MEETINGS

As part of your employment with FBCW there may be church/staff/department meetings that you will be required to attend. On occasion, we may request that you attend a church and/or staff sponsored meeting. All staff are requested to attend a weekly prayer time. Each department may also require occasional or weekly meetings.

COMPUTER SOFTWARE (Unauthorized Copying)

FBCW does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. **Unauthorized duplication of software is a federal crime.** Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

1. FBCW licenses the use of computer software from a variety of outside companies. FBCW does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, FBCW employees shall use the software only in accordance with the software publisher's license agreement.
3. FBCW employees learning of any misuse of software or related documentation within the church *must notify their supervisor.*
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. FBCW employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination. And if any legal action taken it will be at the expense of the employee.

COMPUTERS, ELECTRONIC MAIL, AND VOICE MAIL USAGE POLICY

FBCW makes every effort to provide the best available technology to those performing services for FBCW. In this regard, FBCW has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by FBCW employees with the use of FBCW equipment.

This policy also sets forth requirements and instructions on the proper use of the computer, voice mail, and electronic mail systems provided by FBCW property, including computers, electronic mail and voice mail. These should only be used for conducting church business.

Incidental and occasional personal use of personal cell phones, company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of electronic mail system may not be used to solicit for commercial ventures, political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, and gender-specific comments in addition to others. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, proprietary financial information, or similar materials without prior authorization.

Although FBCW provided certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as church records.

FBCW also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, FBCW must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because FBCW reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that FBCW or its designated representatives will not have a need to access and review this information. Individuals using FBCW's business equipment should also have no expectation that any information stored on their computer – whether the information is contained on a computer hard drive, computer disks or in any other manner- will be private.

FBCW has the right to, but does not regularly monitor voice mail or electronic mail messages. FBCW will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by FBCW, if necessary, within or outside of FBCW.

Given FBCW's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

The Senior Pastor will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

EXPENSE REIMBURSEMENT

You must have your supervisor's written authorization (usually by way of Payment Authorization Request) prior to incurring an expense on behalf of FBCW. Any amount of expenses of \$250.00 or more must be authorized by the Business Administrator. To be reimbursed for all authorized expenses, you must submit an expense report, invoice, voucher accompanied by receipts and it must be approved by your supervisor. Please submit your expense report or voucher each week, as you incur authorized reimbursable expenses. In order for FBCW to keep records and accounting accurate and current, expense reports or vouchers

older than three (3) months old may not be honored. Expenses incurred without the prior approval of your supervisor or the Business Administrator may not be reimbursed.

If you are asked to conduct church business using your personal vehicle, you will be reimbursed at the rate currently allowed by the Internal Revenue Service. Please submit this expense on the church mileage report.

PERSONAL USE OF CHURCH PROPERTY

In some instances, employees of the church may be allowed to borrow certain FBCW computers, tools, equipment and/or any other property belonging to the church for their own personal use while on our premises. In no instance may this be done off our premises without prior administrative/supervisor approval. You understand and agree that FBCW is not liable for personal injury incurred during the use of church property for personal projects. As a FBCW employee, you accept full responsibility for any and all liabilities for injuries, losses, or breakage which may occur, or for the malfunction or equipment. You are responsible for returning the computers, equipment, tools and/or church property in good and working condition and you agree you are required to pay for any damages and/or losses that occur while using the equipment or tools for personal projects.

SOLICITATION

Solicitation of employees during work time by, or on behalf of, an individual, organization or club is disruptive to the work environment. The posting or distribution of literature or other materials in the work area and/or on FBCW property can create an unprofessional and/or cluttered appearance to our visitors and guests. For these reasons, employees are asked not to solicit others while they are in the workplace, performing work.