

First Baptist Church Floresville, Texas

(Revised) Personnel Policy Manual (Proposed Sept 2015)

If you have recommended substantive changes, comments, concerns or questions, please contact any Personnel Committee member prior to September 20, 2015. Final proposed Manual revisions will be presented for approval at Business Meeting, September 23, 2015.

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**As Amended and Restated in its entirety and Proposed to be adopted at
the FBCF Business Meeting on 09/23/2015**

Employee Acknowledgment Form

This employee handbook describes important information about the First Baptist Church of Floresville. However, this handbook is not exhaustive, and I understand that I should consult with my supervisor regarding any questions not answered herein.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. Any such changes will supersede, modify, or eliminate existing policies. I understand that provisions in this manual supersede all other existing policies and practices and may not be amended, set aside, or added to without the express written approval of the Personnel Committee of the First Baptist Church of Floresville and approval from the church.

I have entered into my employment relationship with the First Baptist Church of Floresville voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the First Baptist Church of Floresville or I can terminate the relationship at will, with or without cause at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received this handbook, and I understand that it is my responsibility to read and comply with the policies contained within as well as any revisions made to it.

Please sign and date this form. Make a copy of the signed form and place it in your copy of the handbook. Give the original to the Office Administrator to be held for retention.

Employee's Signature _____

Date _____

Employee's name (Printed or Typed) _____

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INTRODUCTION

Welcome to the First Baptist Church of Floresville (hereinafter, "FBCF"). When it comes to being an exemplary employer or employee, it is hard to improve upon good common sense and simply doing the right thing toward each other, our members, and our community. Therefore, it is our intent to keep written policies and guidelines to a minimum. However there are some items needing to be readily understood and available to you for your reference.

This manual governs all aspects of employment, including selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

Please keep this handbook updated and available for future reference. One of your first and continuing responsibilities is to be familiar with its contents. Should you have questions or concerns about items contained in this manual, please raise these questions with your immediate supervisor or the Chairman of the Personnel Committee.

This *Personnel Policy Manual* will acquaint you with the policies and guidelines that apply to your employment with FBCF. The statements contained in this handbook constitute management guidelines and are in no way to be interpreted as a contract between FBCF and its employees.

FBCF reserves the right to revise, supplement, or rescind any policy or portion of the handbook from time to time as it deems appropriate and at its sole and absolute discretion, with or without notice. Provisions in this manual supersede all other existing policies and practices and may not be amended, set aside, or added to without the express written approval of the Personnel Committee of FBCF and approval from the church.

This handbook is the property of FBCF and is given to you for your use while employed with our organization. It is not to be loaned or given to other persons without the expressed consent of the Chairman of the Personnel Committee. Should you leave the employment of FBCF, it is your responsibility to return these materials to your supervisor on or before your last day of employment.

Section 100 - Nature of Employment

101 “AT-WILL” EMPLOYMENT

All employment and compensation with FBCF is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either FBCF or yourself, except as otherwise provided by law. FBCF is a religious organization which is specifically exempt from Title VII of the Civil Rights Act of 1964 with regard to the prohibition of religious discrimination. Belief in the lordship of Jesus Christ must be central to the faith of all employees. Scripture reference is found in *Romans 10: 9-10* “That if thou shalt confess with thy mouth the Lord is Jesus, and shalt believe in thine heart that God hath raised him from the dead, thou shalt be saved. For with the heart man believeth unto righteousness; and with the mouth confession is made unto salvation”. Additionally, FBCF may require all staff members to affirm the doctrine contained in the *Baptist Faith and Message* even if the task performed is not directly religious in character. This freedom extends to a requirement of membership in a specific denomination or even a specific church. Additionally, FBCF may legally require staff members to adhere to standards of behavior, both on and off the job, where those standards are clearly an aspect of the church’s religious doctrines and beliefs. (from 42 U.S.C. §§2000e *et. Seq.*)

102 INTRODUCTORY PERIOD

All non-Ministerial Staff are hired with a ninety (90) day introductory status. During this time, their performance will be evaluated to determine whether continued employment is appropriate.

103 NON-DISCRIMINATION

FBCF reserves the right to employ only persons who profess the Christian faith and adhere to the precepts of the *Baptist Faith and Message*. FBCF believes in the equal opportunity and advancement of all persons and will endeavor to make its personnel decisions in a way, which does not discriminate based on race, color, gender, national origin, age or any other characteristic, protected by law. Employees can raise concerns and make reports without fear of reprisal. Employees engaging in any form of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. (from 42 U.S.C. §§2000e *et. Seq.*)

104 EMPLOYMENT APPLICATIONS

FBCF relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the processes of hiring and employment. Each prospective employee must fill out an application, show evidence of having the necessary skills to fulfill the anticipated responsibilities and be processed for employment according to established procedures. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the individual being excluded from further consideration for employment. In the event the person has already been hired, such misrepresentations, falsifications, or material omissions may result in immediate termination of employment even though all other areas of performance are satisfactory.

105 EMPLOYMENT REFERENCE CHECKS

Prospective Employees

To ensure that individuals employed by the church are well qualified, have a strong potential to be productive, and have the character and integrity necessary to represent our church, it is the policy of the FBCF to conduct a thorough pre-employment investigation. This investigation may include (but is not limited to) the following activities: (a) reference checks from previous employers and acquaintances, (b) requests for verification of degrees and transcripts from all schools, colleges, and universities listed on application or resume, (c) criminal background check, (d) credit report, (e) DMV records, and (f) drug test.

Inquiries Regarding Current or Previous Employees

It is the policy of FBCF to only verify the dates of employment and the position held and whether or not a previous employee is eligible for re-hire.

106 CLASSIFICATIONS OF EMPLOYEES

Ministerial Staff

These positions are filled by a search committee, recommended by the Committee on Committees, and affirmed by a vote of the congregation. Ministerial positions are defined in the Job Description sub-section of this manual.

Non-ministerial, Support or Other Staff

The Personnel Committee and appropriate ministerial staff fill these positions and are affirmed by a vote of the congregation. These positions are defined in

the Job Description sub-section of this manual.

107 EMPLOYMENT STATUS

Each employee belongs to one of the following employment categories:

Full-time Ministerial

Employees in this category have been employed by a vote of the congregation to serve in a ministerial capacity that requires at least forty (40) hours per week. They are eligible for the benefits package provided by the church, subject to the terms, conditions, and limitations of each benefit program. Employees in this category receive Vacation Leave on a pro-rated basis, Paid Holidays (if scheduled to work on that day), and Sick Leave on a pro-rated basis. These employees may participate in the Retirement Benefit program or 403(b) Plan.

Part-time Ministerial

Employees in this category have been employed by a vote of the congregation to serve in a ministerial capacity involving thirty-two (32) or fewer hours per week. They are eligible for the benefits package provided by the church, subject to the terms, conditions, and limitations of each benefit program. Employees in this category receive Vacation Leave on a pro-rated basis, Paid Holidays (if scheduled to work on that day), and Sick Leave on a pro-rated basis. These employees may participate in the Retirement Benefit program or 403(b) Plan at their own expense plan.

Full-time Regular

Employees in this category work a minimum of thirty-two (32) hours per week each week throughout the year. They are eligible for the benefits package provided by the church, subject to terms, conditions, and limitations of each benefit program. Employees in this category receive Vacation Leave on a pro-rated basis, Paid Holidays (if scheduled to work on that day), and Sick Leave on a pro-rated basis. These employees may participate in the Retirement Benefit program or 403(b) Plan.

Part-time Hourly

Employees in this category work twenty (20) or fewer hours per week. They are not eligible for any of the benefits packages provided by the church and do not receive Vacation Leave, Paid Holidays, or Sick Leave. Part-time hourly employees may participate in the Retirement Benefit program or 403(b) Plan at their own expense and is not an employer-contribution plan.

Temporary

Employees in this category are hired for one or more of the following purposes: (a) as interim replacements, (b) to temporarily supplement the work force, (c) to assist in the completion of a specific project. Employment in this category is of limited duration. Continuation of employment beyond the initially stated period does not in any way imply a change in employment status. Temporary employees are ineligible for any benefits packages or paid leave and holidays provided by the church. The Chairman of the Personnel Committee will be notified regarding the employment of persons on a temporary basis if the duration of employment exceeds two (2) weeks. If a temporary employee becomes a permanent employee at a later date, the effective date of employment (EDOE) will be the date of permanent employment.

Volunteer

Non-paid persons are “Volunteers” and therefore are not considered “Staff” members in this manual. FLSA (see §303) requires that the hours a “non-exempt” employee volunteers to work in an area related to the employee’s job must be considered in determining the employee’s regular pay and its relation to minimum wage and overtime reporting. Therefore, non-exempt employees may not volunteer to work without pay in their normal job.

108 JOB DESCRIPTIONS**PASTOR****Principal Function:**

The Pastor shall be an ordained minister, called and approved by the Church, and responsible to the Church, for providing the spiritual leadership for its God-given mission. The pastor is classified as a Full-time Ministerial employee and exempt from the FLSA requirement to provide hourly documentation of hours worked. The Pastor is exempt from mandatory federal income tax withholding requirements.

Duties and Responsibilities:

1. Proclaim the Gospel and lead Church members in proclaiming the Gospel in the Church and in the community.
2. Care for persons and lead Church members to care for persons in the Church and in the community.
3. Provide administrative leadership to guide the Church in the attainment of its divine mission.

4. Provide leadership for congregational services, and lead in conducting the Church ordinances (Lord's Supper and Baptism).
5. Perform wedding ceremonies; conduct funeral services; conduct counseling sessions for church members and their family.
6. Work closely with the deacons in their training and performance in their work of proclamation, caring, and building up the Church fellowship.
7. Coordinate and direct the Senior Adult Ministry and Outreach Ministries, such as Hospital and Nursing Home Visitation, Prison Visitation, and General Visitation.
8. Provide administrative leadership for the total Church program.
9. Supervise Church staff members according to the plan of staff organization, and provide for staff training and development.
10. Assist the Personnel Committee, as needed, in the review of Performance Evaluations of all Church staff members.
11. Compile monthly newsletter articles.

MINISTER OF MUSIC

Principal Function:

The Minister of Music is responsible to the Pastor for the development and promotion of the music program of the Church. The Minister of Music is classified as a Full-time Ministerial employee and exempt from the FLSA requirement to provide hourly documentation of hours worked. The Minister of Music is exempt from mandatory federal income tax withholding requirements.

Duties and Responsibilities:

1. Cooperate with the Pastor and other staff members in promoting the entire program of the Church.
2. Plan, coordinate, order and direct all music, cooperating with the Pastor in matching the music to the purpose of the services.
3. Supervise the work of the organist, pianist and praise team.

4. Enlist leaders for the music ministry including graded choir workers and cooperate with Church Nominating Committee in enlisting song leaders and accompanists for the Church organization.
5. Coordinate the music programs with the organizational calendar and emphases of the Church.
6. Supervise the purchase and care of all the Church music, equipment and materials. Compile monthly newsletter articles.
7. Direct the Sanctuary Adult Choir and supervise the Youth and Children Choirs of different age groups.
8. Assist the Pastor in coordinating and directing the Senior Adult Ministry and Outreach Ministries, such as Hospital and Nursing Home Visitation, Prison Visitation, and General Visitation.

MINISTER OF YOUTH

Principal Function:

The Minister of Youth is responsible to the Pastor for the development and promotion of the youth activities in the Church. . The Minister of Youth is classified as a Full-time Ministerial employee and exempt from the FLSA requirement to provide hourly documentation of hours worked. The Minister of Youth is exempt from mandatory federal income tax withholding requirements.

Duties and Responsibilities:

1. Cooperate with the Pastor and other staff members in promoting the entire program and activities for the youth of the church.
2. Plan and direct the youth program to meet the social and spiritual needs of the youth, both in the church and in the community.
3. Arrange for transportation and adult sponsors for all church sponsored youth activities.
4. Plan and direct youth visitation outreach.
5. Plan and direct youth/children drama presentations of the Church.
6. Assist or lead in Church administrative functions and other church related ministries, as directed by the Pastor.

7. Substitute occasionally for the Pastor in Sunday and Wednesday services, and Discipleship Training, when requested to do so by the Pastor.
8. Assist the Pastor in coordinating and directing the Senior Adult Ministry and Outreach Ministries, such as Hospital and Nursing Home Visitation, Prison Visitation, and General Visitation.
9. Order all material needed for the youth activities and compile monthly newsletter articles.

OFFICE ADMINISTRATOR/CHURCH SECRETARY

Principal Function:

The Office Administrator/Church Secretary is responsible to the Pastor for performing secretarial duties and office administrative duties for the church, its organizations, and the Pastor. This is a FLSA non-exempt hourly position.

Duties and Responsibilities:

1. Cooperate with the Pastor and other staff members in promoting the entire program of the Church.
2. During the Pastor's absence, coordinate with the Minister of Music and the Minister of Youth to make decisions not requiring the Pastor's approval.
3. Perform general office work including answering telephones, making necessary copies; maintain office supplies and various files; keep current records including: members' records, contribution records and preparing and sending out annual contribution reports.
4. Pick up and distribute morning mail and mail out new mail daily; prepare routine answers without direction, for approval and signature; and answer routine letters in the absence of the Pastor.
5. Notify committee members of meeting dates by mailing our postcard notices.
6. Prepare copies of the Sunday Bulletins and the Children's Bulletins and place them in the proper places in the sanctuary. Prepare and mail out monthly newsletter and keep the church's mailing lists current.

7. Order all required Sunday morning Bible study supplies and literature in a prompt and timely manner and coordinate with the Sunday School Director and all other appointed directors and/or leaders in the church.
8. Keep all activities on the Church calendar pertaining to church activities and the use of the Church building for weddings, fellowships, meetings, revivals, concerts, etc.
9. Prepare payroll on a bi-weekly manner and end-of-year payroll reports; prepare quarterly tax reports and make monthly deposits for the payroll taxes; prepare W-4 forms, W-2 forms and W-3 end-of-year reports for all employees.
10. Prepare accounts payables for all outstanding bills and see that all church related bills are paid in a timely manner and reconcile the church's checking account at the end of each month; be aware of the daily balance in the account; prepare the Financial statement for the monthly business meeting with sufficient copies; and type up the church business minutes in final form.
11. Check that the Church, fellowship hall, Sunday school classrooms are arranged appropriately and all, including the Church grounds, are in a clean manner at all times.
12. Coordinate with the Kitchen Committee, Wednesday Night supper cooks and the Custodian to make sure that the necessary supplies are ordered so that sufficient supplies are maintained at all times for Church functions.
13. Supervise the Custodian, part-time office help and student employees.
14. Maintain a register of names of members with dates of admission, dismissal, death, or erasure, the membership roll, together with a record of baptisms and applications of new members who respond to the invitations.
15. Originate and prepare an annual letter of the church to the association. Preserve the records for present and future use, correspond with other churches and members, and preserve records of church history. Coordinate with the moderator in preparation of an agenda for church business meetings.

CHILDREN'S MINISTRY LEADER

Principal Function:

The Children's Ministry Leader is responsible to the Pastor for performing for the development and promotion of the youth activities in the Church. This is presently a volunteer position.

Duties and Responsibilities:

Cooperate with the Pastor and other staff members in promoting the entire program of the Church.

1. Cooperate with the Pastor and other staff members in promoting the entire program and activities for the children of the church.
2. Plan and direct the children's program to meet the social and spiritual needs of the children and their families, both in the church and in the community.
3. Plan and direct children drama presentations of the Church.
4. Assist or lead in Church administrative functions and other church related ministries, as directed by the Pastor.
5. Order all material needed for the children's activities and compile monthly newsletter articles.

CHURCH CUSTODIAN

Principal Function:

The Church Custodian is responsible to the Office Administrator for maintaining the Church facilities inside and out in a clean and orderly manner. The Church Custodian is a FLSA non-exempt hourly position.

Duties and Responsibilities:

1. Cooperate with the Pastor and other staff members in promoting the entire program of the Church.
2. Coordinate with the Office Administrator on all daily cleaning responsibilities and any other special assignments.
3. Sweep, mop, buff, clean and strip/wax floors according to schedule.
4. Vacuum all carpeted areas as scheduled.
5. Dust pews, all furniture, piano and organ, window sills weekly; wash walls and windows as needed. Check all window sills in building to make sure they are clean. Wipe down all tables/chairs in God's Playhouse, Fellowship Hall, "Green Room", the Family Life Center and the former Wells Fargo Bank facility with disinfectant on a weekly basis.

6. Maintain clean restrooms on a daily basis making sure that the toilets and the surrounding walls, and the sinks have been disinfected; replenish toilet paper, paper towels and hand soap; empty all trash cans daily.
7. Straighten sanctuary and other classroom areas, including tables and chairs, after all worship services, classes and activities.
8. Clean the baptistery as directed before and after use.
9. Move furniture and folding doors, set up tables and chairs for suppers, banquets, and other similar occasions; and set up assembly and classroom areas for regular activities.
10. Make minor electrical, plumbing, and equipment repairs as requested.
11. Check all light fixtures and replace bulbs as needed.
12. Maintain the flower box in front of the church building and check on the sprinkler system to make sure all sprinkler heads are free from debris.
13. Comply with the cleaning schedule in §603.
14. Perform any other duties as assigned.

109 IMMIGRATION LAW COMPLIANCE

FBCF is committed to employing only United States citizens and internationals that are authorized to work in the United States and will comply with the Immigration Reform and Control Act of 1986. As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Newly rehired employees must also complete this form before beginning work if they have not previously filed an I-9 with this organization, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid. Falsification of this, or any other document used in the employment process, may result in immediate termination of employment.

110 ACCESS TO EMPLOYMENT RECORDS

FBCF maintains a personnel file on each employee. This file includes information such as (but not limited to) the following: employee's job application, resume, records of training, documentation of performance, coaching and evaluations, compensation records, and other items deemed necessary for the administration of staff.

Employment records are the property of FBCF and access to the information contained therein is restricted. Generally, only the Personnel Committee will have

full and complete access to these files. However, supervisors may request the opportunity to view the employee file of a person he or she directly supervises. Such viewing will take place in the presence of a member of the Personnel Committee.

Employees who wish to review their own files may make a request to the Chairman of the Personnel Committee. Employees, with reasonable advance notice, may review their own file. Support Staff may review their own file in the presence of a member of the Personnel Committee. Ministerial Staff may review their file in the presence of a member of the Personnel Committee.

111 RESIGNATION OR TERMINATION

The proper method of resignation for employees who are not in the ministerial classification is through a formal letter to the Personnel Committee at least two weeks before the anticipated effective date. The employee will be paid through the last day of employment plus unused vacation on a pro-rata basis. Any unused sick leave will not be paid.

The resignation of ministerial staff whose election was voted upon by the church is to be submitted through the Personnel Committee who will present it to the church. The employee will be paid through the last day of employment plus unused vacation on a pro-rata basis. Any unused sick leave will not be paid.

Resignation without Notice — In the event that an employee resigns without notice, he/she will be paid through the last day of employment and will not be eligible for any termination benefits. Any unused vacation and/or sick leave will not be paid. The Pastor and/or Office Administrator will notify the Personnel Committee of the circumstances involved when this occurs.

112 OFFICE HOURS AND WORK SCHEDULES

Regular office hours for First Baptist Church Floresville are 8:00 a.m. to 4:00 p.m., Monday through Friday. One *uninterrupted* hour is designated for lunch for all full-time ministerial and office support staff. Work hours for some employees will vary and the supervisor will arrange these schedules as appropriate. The Pastor or Chairman of the Personnel Committee must approve all variations from the normal working schedule for Support Staff.

113 EMERGENCY CLOSING

Should inclement weather or other circumstances occur during which FBCF

temporarily closes its operations, the time off from scheduled work will be paid. In the event of inclement weather, employees should assume that FBCF will be open unless otherwise notified by the Pastor. If for any reason an employee does not deem it safe to travel during the inclement weather during which FBCF has not closed its operations, that employee may use vacation time in order to be paid for time not worked.

114 ATTENDANCE AND PUNCTUALITY

It is expected that ALL employees report to work as scheduled. Absenteeism and tardiness place a burden on other employees and on the church. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should personally notify one of the pastors and/or the Office Administrator as soon as possible in advance of the anticipated tardiness or absence. Any excess tardiness or absences should be reported to the Chairman or any member of the Personnel Committee.

115 TERMINATION OF EMPLOYMENT

Grounds for termination shall include, but not be limited to: unacceptable behavior, refusal to follow instruction, repeated absences or tardiness, continuous unsatisfactory work performance, conviction for a felony or misdemeanor, falsifying church records, sexual harassment, or conduct inconsistent with the purposes, objectives, and Christian principles of the Church. Any staff member fostering disharmony in any manner or who is unable to refrain from public criticism of the Church, the Pastor or other church employees after such problems are called to their attention shall cause his or her employment to be terminated.

Upon involuntary termination of employment, a Ministerial Staff member shall receive, as a minimum, severance pay per the following:

Less than one full year – None

One full year of service – One week base salary including one week housing allowance.

Two or more full years of service – Two weeks base salary including two weeks housing allowance.

Section 200 – Employee Conduct

201 SEXUAL AND OTHER UNLAWFUL HARASSMENT

First Baptist Church of Floresville is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristics will not be tolerated.

Any employee, who needs to report an incident of sexual or other unlawful harassment, should promptly report the matter to the Chairman of the Personnel Committee or any other member of the Personnel Committee. Employees can raise concerns and make reports without fear of reprisal.

All incidences of harassment must be reported using form Incident Report (see Appendices). Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

202 EMPLOYEE CONDUCT AND WORK RULES

To ensure order and provide the best possible work environment, FBCF expects employees to follow rules of conduct that will protect the interest and safety of all employees and the church. These rules apply to all employees of FBCF during any function whether on or off FBCF grounds, premises or properties.

It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Insubordination or other disrespectful conduct
- Sexual or other unlawful or unwelcome harassment
- Unauthorized use of telephone, mail systems, computers, or other employer-owned equipment

203 PRIVILEGED INFORMATION

Employees shall not in any way transmit information considered to be confidential. The privacy of all personnel records, including contributions, personnel and counseling records, shall be rigorously maintained. No employee shall release files or personal data of any church member to anyone unless required by law or authorized by the Chairman of the Personnel Committee, or authorized by the person or guardian of the person, for whom the data is on file. Failure to properly maintain such confidential information may be grounds for disciplinary action, up to and including termination of employment.

204 WORSHIP ATTENDANCE

Ministers are expected to attend all worship services, Wednesday night services, business meetings, and Ministers are encouraged to attend Deacons' meetings, unless their responsibilities specifically conflict.

205 DRESS CODE

The dress, grooming, and personal cleanliness standards of FBCF employees contribute to the morale of all employees and affect the image that FBCF presents to church members, guests, and our community. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

All Staff members are expected to dress with modesty, care and dignity. A businesslike appearance appropriate for the specific position and workplace is expected. Although no ministry is more important than any other ministry in God's eyes, public servants tend to be scrutinized longer and harder because they are visible. Consequently, a higher standard of dress is expected. Clothes that may be conservative in the world's eyes, might still not be modest enough for church. Inappropriate items could include: tank tops, sloppy t-shirts, frayed shorts, sweat pants, low-cut tops, see-through blouses, or any clothing that excessively outlines intimate parts of the body.

206 CONFLICT OF INTEREST

All employees have an obligation to conduct business within guidelines that avoid actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a gain personally or for a relative. If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative to disclose it to the Chairman of the Personnel Committee as soon as possible.

All full-time employees have an obligation to consider their employment with FBCF as primary. Employees wishing to engage in secondary businesses or

employment must fully disclose the nature and intent of their request to the Chairman of the Personnel Committee who will review the request to ensure no conflict of interest is involved. Under no circumstances can the facilities or equipment of FBCF be utilized in the conduct of secondary businesses without the expressed written consent of the Personnel Committee. No such work can be done during any of the employee's regular work hours with FBCF.

If the Personnel Committee determines that any employee's outside work interferes with performance, the ability to meet the requirements of assigned job responsibilities, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by FBCF. If the Personnel Committee determines that an employee's outside work represents a conflict of interest, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by FBCF.

207 TOBACCO-FREE ENVIRONMENT

All facilities and properties of FBCF are considered tobacco-free. No tobacco use shall take place in any part of any buildings, vehicles or on the premises of FBCF. Violation of this policy may be grounds for disciplinary action, up to and including termination of employment.

Section 300 – Compensation, Benefits, and Performance Evaluation

301 COMPENSATION

Within its budget and financial ability, FBCF endeavors to maintain a compensation philosophy and practice based upon the following factors:

1. **Market Competitiveness:** comparisons within Wilson County, Texas and surrounding areas of items such as church size, time in profession and in the church will be among the considerations used.
2. **Internal Equity and Fairness:** FBCF will compensate individuals based on the relative value and place of their assigned ministries/duties in the overall scope of the Church's work.
3. **Performance:** This will be a key issue for salary increase recommendations made to the church.

Compensation adjustments will begin January 1st of each year as approved by the church prior to the preceding calendar year ending December 31st. The Personnel Committee is required to give increase recommendations for all FBCF employees to the Budget & Finance Committee by November 15th. The recommendation to the church will be a joint effort of the Personnel Committee and the Budget & Finance Committee. With regard to recommendations for compensation adjustments, the Personnel Committee will adhere to the following timeline:

Oct. 15th – Nov. 30th: The Personnel Committee reviews self-evaluations and proposes salary adjustment recommendations to the Budget & Finance Committee.

Nov. 30th – Dec. 31st: The Personnel Committee and the Budget & Finance Committee agree on final salary budget changes to be brought forth for approval by the church. The church budget for the new calendar year is brought before the church for approval to include any proposed salary adjustments. Within one (1) week following budget approval, the Personnel Committee Chairman will disclose new salaries to individual employees.

If budget approval is delayed, the above will be delayed accordingly.

302 FULLY ACCOUNTABLE REIMBURSEMENT POLICY.

Any Ministerial Staff member employed by FBCF shall be reimbursed for any ordinary and necessary professional expense incurred on behalf of the church, if the following conditions are satisfied: (1) the expenses are reasonable in amount; (2) the employee documents the amount, time and place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the personal federal income tax return; and (3) the employee documents such expenses by providing an accounting of such expenses, no less frequently than monthly. Reimbursable professional expenses include: transportation, mileage, overnight travel (including lodging and meals), entertainment and business meals, conferences, books and subscriptions, education, software, vestments, and professional dues. Total reimbursement amount will be included as non-taxable income when validated as written above.

303 FLSA

FLSA is an abbreviation for the Fair Labor Standards Act of 1938 as amended defining minimum wage, overtime, child labor, equal pay and record keeping requirements for covered employees. All Staff members of FBCF are employees covered by the FLSA, with exception of *exempt employees*.

304 HOUSING ALLOWANCE

A housing allowance may be designated in writing by qualified ministerial staff. The Church complies with IRS regulations regarding the designation and approval of such allowances. The housing allowance must be submitted first to the Personnel Committee and then to the Budget & Finance Committee for approval in advance of the receipt of compensation.

305 RESPONSIBILITY FOR UPKEEP OF CHURCH-OWNED HOUSES

The staff member is responsible for routine cleaning of church-owned houses, upkeep of the yard, maintenance or installation expenses of personal appliances, etc.

The church is responsible for repairs to the house, fence, and appliances, which are part of the house (including air conditioning, painting, cleaning of carpets, etc.) The Building and Grounds Committee has the responsibility to oversee the upkeep of the staff houses.

The staff member is responsible for notifying the Building and Grounds Committee for the maintenance needs of his staff house.

306 PAYDAYS

All employees are paid on Friday on a bi-weekly basis. If that day is a scheduled holiday, payments will be made the final workday prior to the holiday. Each paycheck will include all earnings for work performed through the end of the current pay period for full-time employees. Each paycheck for part-time hourly employees will include all earnings for work performed through the end of the week preceding the payday week.

307 PERFORMANCE EVALUATIONS

The Personnel Committee requires that supervisors and employees discuss job performance on a regular, informal basis. However, written, self-evaluations of all full-time and part-time Ministers and Support Staff will be performed annually and reviewed by the Personnel Committee and the Pastor. All evaluations will be approved by the Personnel Committee. The Personnel Committee will evaluate the Pastor and is considered to be his supervisor.

New employees will receive an evaluation within ninety (90) days of employment to ensure initial expectations of the church and the employee coincide.

The written evaluations will be kept in confidential files for each employee. The Personnel Committee and/or the Office Administrator will maintain the files in a secure location at the church.

Annual Performance Evaluations will serve several purposes:

1. An assessment of the employee's performance will be made using the appropriate forms in the appendices.
2. Plans to improve in weak performance areas will be established.
3. When appropriate, definite goals for the coming year will be set by the employee and the supervisor.

308 SALARY AND INSURANCE BENEFITS

Health insurance benefits shall be provided as an option for members of the Ministerial Staff. Health insurance shall be provided for the dependents per section 700.

Health insurance benefits shall be paid for the spouse and dependents of a Ministerial Staff member for the six full calendar months following the death of that Ministerial Staff member.

309 BENEFITS OVERVIEW

The Staff of the FBCF shall be divided into the following categories for the purposes of salary and insurance benefits. Salary and benefits may be adjusted by the Pastor, in consultation with the Personnel Committee.

Ministerial Staff

This category shall consist of the Pastor, Minister of Music and Minister of Youth.

- Employee plus family health insurance
- 5% retirement based upon salary and housing allowance
- 7.65% Social Security offset (available if ordained)

Administrative Staff

This category shall consist of Full-time employees occupying Office Administrator, Receptionist and Financial Secretary positions.

- Employee only insurance
- 3% retirement based upon salary

Support Staff

This category shall consist of Full-time Custodian and any other acquired Support positions.

- Employee only insurance

Auxiliary Staff

This category shall consist of: Interns, Childcare Workers, Accompanists, Food Services Coordinator, and other acquired Auxiliary positions.

- Basic compensation

Eligible insurance reimbursement benefits

In the event an employee, eligible for insurance benefits from FBCF, is covered by a spouse's or other family health insurance policy, the employee's cost to participate in that plan, may be reimbursed in accordance with the accountable reimbursement plan in §302 of this manual up to the cost of that employee's insurance benefit from FBCF.

Section 400 - Time Away From Work

401 HOLIDAYS

Holiday time off will be granted to all employees on the holidays listed below:

New Year's Day (January 1st)
Presidents' Day
Good Friday
Memorial Day
Independence Day (July 4th)
Labor Day
Columbus Day
Thanksgiving (2 days - Thursday and Friday)
Christmas Eve (December 24th)
Christmas Day (December 25th)

A holiday which falls on a Saturday shall be taken on the preceding Friday. A holiday which falls on a Sunday shall be taken on the following Monday. When Christmas Eve and Christmas Day fall on Saturday and Sunday consecutively, the Friday before (December 23rd) and following Monday (December 26th) shall be observed for the Christmas holiday.

402 SICK LEAVE

The church will provide sick leave benefits to all employees for periods of temporary absence due to illness or non-workers compensation related injuries. Full-time employees will be granted twelve (12) working days of sick leave, with pay, per calendar year. Part-time employees will be granted six (6) working days of sick leave, with pay, per calendar year. Any unused sick leave at the end of a calendar year may be carried over not to exceed a maximum of thirty (30) days for full-time employees or a maximum of fifteen (15) days for part-time employees. For new hires, sick leave does not begin to accrue until after ninety (90) days of employment.

Illnesses requiring absence from regular assigned duties is to be reported to the Pastor immediately on the first day of illness and each succeeding day thereafter. The employee is requested to give the best possible information concerning expected date of return to work. For absences exceeding more than (5) consecutive days, the Pastor should report it to the Chairman of the Personnel Committee.

Pastor illnesses should be reported to the Chair of the Personnel Committee and recorded by the Office Administrator. In the event a Supply Pastor is needed for a scheduled worship service, the Pastor should make those arrangements. If the Pastor is unable to make those arrangements, the Deacon chair and vice-chair

shall assist in the procurement of a Supply Pastor.

At the discretion of the supervisor, a doctor's statement may be required. After an employee has used the maximum accrued sick leave, the employee will be required to use vacation or short-term disability (if enrolled in this plan.)

Personal/Sick Day

This pay benefit is received as follows: Up to six *Sick Pay Days* per calendar year may be used as Personal Days. These days may not be sequential work days and the absence should be approved in advance by the immediate supervisor. Personal Days are designated to enable Staff members to transact personal business that cannot be accomplished outside normal working hours. Sick Day benefit is received for time away from the work place due to health related reasons. Except as specifically addressed in the definition of the Personal Day, Sick Pay may be used only for legitimate illness of the Staff member or his/her immediate family (spouse, children or parents of the Staff member), or for medical or dental appointments that must be scheduled during working hours. Sick Pay may not be received before its actual accrual. Absences in excess of accumulated Sick Pay shall be treated as Vacation Pay or leave without pay.

403 BEREAVEMENT LEAVE

Employees are granted up to five (5) days per incident without loss of pay in the event of the death of a close relative (spouse, child, parent, or sibling). Absences in excess of the authorized bereavement leave or due to death of other persons not mentioned above will be charged against appropriate other leave.

This pay benefit is received at the death of a staff member's immediate family member or next of kin. Bereavement Pay is limited to five days for immediate family (spouse and children) and three days for next of kin (mother, father, brother, sister; or next of kin of employee's spouse) but may be extended by Personal Days or vacation Pay upon approval by the Pastor.

404 MEDICAL LEAVE OF ABSENCE

FBCF will grant a leave of absence for up to ninety (90) days for medical leave and/or disability. The provisions of this leave are subject to the limitations of the Family and Medical Leave Act. Employees will be required to use all paid vacation and accrued sick days prior to going on unpaid medical leave.

Employees must submit their written request for a leave of absence one month prior to the desired starting date unless accompanied by a physician's order. The

church may request a physician's certification that the employee is unable to return to work at any time during the ninety (90) day period after the exhaustion of all sick leave and vacation. If the physicians' certification indicated the employee is able to return and does not do so, the employee is considered to have resigned and the leave of absence is terminated.

Family Medical Leave. Eligible Staff members may take up to twelve weeks unpaid leave to attend to qualified personal and family situations in the manner allowed by federal law. While on this scheduled unpaid leave, the Staff member's health insurance benefits continue. Up to six (6) weeks of paid maternity leave may be taken by full time Staff members. Extenuating circumstances will be addressed at the discretion of the Pastor and recommended to the Personnel Committee.

405 MILITARY LEAVE

FBCF will grant time off for military reserve activities or for active duty military service in accordance with Federal law.

406 JURY DUTY, VOTING OR COURT SUMMONS

An employee who receives a jury or witness summons will be given the necessary time off without loss of pay and may keep juror's fees received. Employees will be expected, however to return to the church at any time during the working day when their services are not required by the court and provide written documentation to the Office Administrator as proof of their court appearance. When an employee receives a jury summons, he/she will notify the Office Administrator or the Chairman of the Personnel Committee or any other member of the Personnel Committee immediately.

Regular Pay will be received as a benefit for citizenship duties to answer a Jury or Court summons. This regular pay will be in addition to the court allowed pay and expenses received. Texas law requires that employees be given two hours to vote if their work day does not allow two hours during the period voting polls are open. Therefore, immediate supervisors shall not schedule employees to work more than nine consecutive hours on voting days without a two hour unpaid break for voting.

407 PROFESSIONAL DEVELOPMENT

FBCF offers the opportunity to participate in revivals, mission trips, seminars, conferences, or similar learning experiences for professional development for all full-time employees. Employees wishing to attend such events shall submit a written request to the Pastor at least one month in advance of the activity. The

request will include all relevant details regarding projected costs, dates, how responsibilities will be fulfilled during absence, and the objectives to be achieved as a result of this training. The following parameters of time are allowed:

Ministerial Staff

Ministers are permitted up to two (2) weeks per year. Each request must be scheduled with the Pastor and the Personnel Committee. Consecutive two-week opportunities are limited to one trip every three (3) years. Ministers may also utilize this time to be involved in mission trips or projects beyond the scope of their assignment with FBCF. Additionally, in a given year, ministers are authorized to attend the annual meetings of the Baptist General Convention of Texas and the Association or the Southern Baptist Convention.

Support Staff (Full-time)

Administration and Support Staff are permitted up to one (1) week per year with approval from the Pastor and the Personnel Committee.

408 VACATION

For scheduling purposes, vacation is accrued and used on a yearly basis beginning January 1st to December 31st.

The purpose of vacation is to provide a break from assigned work responsibilities. Therefore, FBCF strongly encourages its employees to utilize this benefit. All vacation days must be used during the same year in which they are earned. Unused vacation time will be forfeited at the end of the calendar year.

Regular Full-Time Employees

Employees in this category will receive annual vacation according to the following schedule:

If hired between January 1st and May 31st, five (5) vacation days will be granted to be used within the same calendar year and after six (6) months of employment. If hired after May 31st, ten (10) vacation days will be granted to be used the following calendar year and after six (6) months of employment.

After five (5) years of employment: 15 days

After ten (10) years of employment: 15 days plus one (1) additional day
per year, up to a maximum of
twenty (20) days.

All vacation time will be granted as of January 1st of the calendar year in which

the employee achieves his/her anniversary date of employment.

Part-Time Employees

Employees in this category will receive five (5) vacation days per calendar year beginning after one (1) year of employment.

Vacation time shall be scheduled between the Pastor, the Office Administrator and the employee at least two (2) weeks prior to vacation. Upon approval of the Personnel Committee, vacation time may be used as additional sick or emergency leave when such leave is exhausted.

Ministerial staff should not miss more than two (2) consecutive Sundays in any one (1) calendar year when using vacation time.

Upon termination of employment with the required advanced notice, employees will be paid for unused vacation time that has been earned through the last day of employment.

These vacation benefits do not apply to paid Nursery staff due to the limited number of hours they work during the year.

Any deviation from these policies must be approved by the Personnel Committee.

All Ministerial Staff members shall receive vacation time per the table below, based on the number of years in full-time ministry at a Southern Baptist church, school, or agency, or as negotiated by the appropriate Search Team.

- | | |
|----------------------------------|------------------|
| 1) Up to 10 years in ministry: | 10 days vacation |
| 2) 10 to 20 years in ministry: | 15 days vacation |
| 3) 20 or more years in ministry: | 20 days vacation |

Scheduling of vacation time of Ministerial Staff will be subject to approval by the Pastor to ensure adequate availability of ministers.

409 ABSENCES

Unless negotiated in the hiring process, no vacation may be taken before the completion of six full months of employment.

On all Office Holidays, the Pastor shall arrange an on-call schedule to ensure the availability of one minister to the membership in case of an emergency. This minister shall be readily available by telephone or pager, and instructions on how the minister may be reached shall be made public.

All absences of Ministerial Staff members shall be reported to the Pastor to be scheduled and approved in advance.

Ministerial Staff members earn eligibility for one day of Sick Pay for

each full month of employment, and this may accumulate to a maximum of eighteen days.

If a worship service or an all church activity is held on an Office Holiday, that day is considered a workday for the Ministerial Staff members involved and the Pastor will designate another date in that work week for the Holiday Pay for those Ministerial Staff members.

410 SABBATIC

After each five full years of employment dated from the Effective Date of Employment (EDOE), Ministerial Staff shall earn one-month absence with regular pay and allowances for a *Sabbatic* period. During this one-month period, the Ministerial Staff member is relieved of all duties and responsibilities at First Baptist Church Floresville and is free to pursue areas of study and research. This period of absence must be coordinated with the Pastor and Personnel Committee and an outline of goals discussed and approved by the Pastor before its commencement. This *Sabbatic* period must be completed in the calendar year between each fifth and sixth anniversary of the EDOE unless specific approval of the Personnel Committee is obtained due to extenuating circumstances, such as multiple Ministerial Staff vacancies. This *Sabbatic* absence is in addition to any other authorized professional development or conference absences for that year and may be extended by Vacation Pay, conference or other authorized absence time only with expressed prior permission of the Personnel Committee and with recommendation of the Pastor.

Section 500 – General Items

501 TRAVEL

The Pastor and Music Minister are compensated for business related travel through a travel allowance which is a part of their compensation benefits. If they incur travel expenses exceeding their annual travel allowance, those expenses should be preapproved by the Personnel Committee. Employees are expected to be good stewards of all travel monies. Therefore, it is expected that employees look for economical, yet practical and safe means of transportation and lodging. Following the completion of such travel that exceeds the allotted travel allowance, employees shall submit an itemized list of expenses, with copies of receipts, to the Office Administrator for reimbursement in accordance with the accountable reimbursement plan provided by the Finance Committee and subject to the approved general budget.

502 TECHNOLOGY, TELEPHONES, MAIL, E-MAIL, COMPUTERS

FBCF provides access to various types of technology and resources in order to assist its employees in fulfilling their responsibilities.

The telephone is for church related business. Personal calls during work hours should be kept to a minimum. Employees may be expected to reimburse the church for any personal long distance calls. Use of personal cell phones during work hours for personal calls, emails, text messaging and/or accessing the internet for purposes of visiting social networking websites should be kept at a minimum.

Church-paid postage will be used for church business only.

All intellectual property of FBCF may be audited or inspected at any time. Incidental personal use of e-mail is permissible as long as it consumes minimal time and resources. Personal use of FBCF computers to access the internet, social networking websites, etc. should be kept at a minimum. This applies to all FBCF employees and any persons who have been granted the use of FBCF computers.

It is the intent and practice of FBCF to comply with all applicable copyright or patent laws regarding software. Therefore, downloading or making unauthorized copies of software or programs is prohibited.

Violation of any of these policies may be grounds for disciplinary action, up to and including termination of employment.

503 EMPLOYEE BENEFITS

Eligible employees of FBCF are offered a number of benefits as a part of their total compensation package. Some benefit programs (such as Social Security and Workers Compensation) cover all employees in the manner prescribed by the law. Eligibility for other benefits is determined by employee category. The employee category definitions are outlined in a separate section of this manual. The specific benefits available by employee category are also defined in that section of this manual.

The following benefit programs are available to eligible employees:

- Annual Leave (Vacation & Sick Leave)
- Health Insurance
- Jury Duty/Witness Summons Leave
- Medical Leave of Absence
- Military Leave
- Paid Holidays
- Professional Development
- Retirement Plan or 403(b) Plan
- Accountable Reimbursement Plan
- Travel Allowance (Pastor & Minister of Music)

Some of the offered benefits require financial participation by the staff member while other benefits are fully funded by FBCF. The specific details of each benefit offered are available from the Chairman of the Personnel Committee.

504 GRIEVANCE PROCEDURE

It is the intent of FBCF to treat all employees fairly, impartially and ensure that each employee receives the fullest attention in settling his or her complaint through an established procedure.

The person responsible for making the decision on a complaint at each step in the process should make a thorough investigation of the complaint, review all the facts and arrive at a decision after the issue has been thoroughly considered.

The first step is with your immediate supervisor. If any grievance cannot be resolved at this first level of intervention, the Personnel Committee will become involved to serve as the final point of resolution.

505 USE OF VEHICLES

Use of any vehicle owned or leased by FBCF will be restricted only to those holding a valid driver's license in the appropriate class for each vehicle driven and who are approved by our insurance carrier. All vehicles are to be operated in accordance with applicable laws. FBCF is not liable for citations a driver may receive for any traffic violations.

Employees are expected to maintain care, follow all operating instructions, and adhere to all safety standards and guidelines when operating a vehicle owned by the church. Employees incurring or noticing damage or other repair needs should immediately report this to the Transportation Committee Chairman.

Improper, careless, negligent, destructive, or unsafe use or operation of vehicles (including excessive or avoidable traffic violations) can result in disciplinary action up to and including termination of employment.

Use of any vehicle owned or leased by FBCF shall be limited to church-related activities and events. No personal use of vehicles is allowed.

506 KEY CONTROL

Employees shall be given keys, which are necessary for the fulfillment of their job responsibilities. Employees are not to duplicate keys for their own use or for the use by another person. Should additional keys be needed, employees may request them from the Office Administrator. The Office Administrator will keep a record of the key assignment and shall see that all keys are returned whenever an employee leaves the employment of FBCF.

Section 600 - Appendices

601 INCIDENT REPORT

602 PERFORMANCE EVALUATION FORM (To be provided and updated under separate cover)

603 CUSTODIAL CLEANING PROCEDURES (To be provided and updated under separate cover)

Employee Acknowledgment Form

This employee handbook describes important information about the First Baptist Church of Floresville. However, this handbook is not exhaustive, and I understand that I should consult with my supervisor regarding any questions not answered herein.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. Any such changes will supersede, modify, or eliminate existing policies. I understand that provisions in this manual supersede all other existing policies and practices and may not be amended, set aside, or added to without the express written approval of the Personnel Committee of the First Baptist Church of Floresville and approval from the church.

I have entered into my employment relationship with the First Baptist Church of Floresville voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the First Baptist Church of Floresville or I can terminate the relationship at will, with or without cause at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received this handbook, and I understand that it is my responsibility to read and comply with the policies contained within as well as any revisions made to it.

Please sign and date this form. Make a copy of the signed form and place it in your copy of the handbook. Give the original to the Office Administrator to be held for retention.

Employee's Signature

Date

Employee's name (Printed or Typed)

FIRST BAPTIST CHURCH FLORESVILLE, TX
Employee Incident Report Form

This form is designed to allow you to surface issues within the workplace regarding items such as: workplace accidents or injuries, workplace violence, workplace discrimination, sexual harassment, etc. This document will serve as your initial notification of incident. It is important you fill this form out as accurately and completely as possible and provide your signature at the bottom. This document will be reviewed by the Personnel Committee and acted upon as needed.

CURRENT DATE: _____

DATE OF INCIDENT: _____

REPORTING EMPLOYEE NAME: _____

ACCIDENT/INJURY REPORT

NATURE OF ACCIDENT/INJURY:

DESCRIPTION OF ACCIDENT/INJURY:

WITNESSES:

DISCRIMINATION/HARASSMENT/VIOLENCE INCIDENT REPORT

Please explain why you feel you have been discriminated against or harassed, and by whom.

Provide examples of how you have been discriminated against (treated differently). For each claim, please give a complete and detailed explanation. Provide examples of how others were treated differently than you. Provide names, dates and locations where possible.

I certify that the above information is accurate to the best of my knowledge

Employee Signature

DATE