

Personnel Policy

Introduction:

You are now an employee of Central Association of Southern Baptists in Phoenix, Arizona.

Address: 1827 W. Grovers
Phoenix, Arizona 85023

On the following pages is contained the statement of the Personnel Policy of the Association for Association staff employees. The employee shall possess no contractual rights by employment by the Association that are not specifically set forth in this Personnel Policy. Furthermore, this Policy may be changed or amended at any time by Association action without agreement of the employee, changing any conditions of employment of the employee as given in this document.

Personnel job classifications and the benefits to which each are entitled are as follows:

Employment Procedures:

The Director of Missions is an employee of the Association. To seek a new Director of Missions, the president of the association shall appoint a special Search Team of five members, approved by the Executive Board, plus the President who shall serve as the Team Leader. When the search team has reached a unanimous decision they will recommend this person to the Executive Board. Notification of this recommendation shall be sent out in accordance with the notification descriptions in the Constitution and By-Laws. A three-fourths majority vote is necessary to extend a call to the candidate.

Full-time staff members are also employees of the Association. When a vacancy occurs the Administration Team will work with the Director of Missions to determine the staff need and the qualifications of the person to be sought. In concert with the Director of Missions, the Administration Team will make a recommendation to the Executive Board to extend a call to the individual. A two-thirds majority vote shall be necessary to extend the call.

Part-time and Support Personnel will be hired by the Director of Missions in consultation with other Associational staff and the Administration Team.

Job descriptions for all employees shall be approved by the Director of Missions and the Administration Team and will be kept on file in the Association office.

Ministry Staff Employees

Ministry Staff Employees are those employees who have been called by the Association to lead in a ministry area. Ministry Staff employees may or may not be full-time, permanent employees.

Support Staff Employees

Support Staff Employees are those employees who are hired to assist the Ministry Staff in administration of their duties. Support Staff Employees may or may not be full-time, permanent employees.

Full-time Permanent Employees are those who work at least 40 hours per week, for the full calendar year. These employees are eligible for all employment benefits.

Part-time Employees (those who work less than 40 hours per week) and **Temporary Employees** (those who are hired to work for a period of time less than one year), unless specifically otherwise set forth in this document, are paid only for the hours actually worked on the job, receive no employment benefits and may resign or be terminated without advance knowledge and without cause.

Support Staff Employee Probation Period:

For the first (90) days of employment, each Support Staff Employee is on probation. During the (90) day period, the employee is accumulating leave for the time he/she is in pay status. However, during the probation period any time lost from the job will be without pay and at the employees' expense, with no paid leave being usable until the expiration of the (90) day period.

During the (90) day period, either the Association or the employee may terminate the employment relationship immediately and without notice. Leave accumulated during the probation period is not vested, and the employee will not be paid for leave time accumulated if employment is terminated during the probation period.

Support Staff Employee Termination of Employment:

After completion of the (90) day probationary period, either the Support Staff Employee or the Association may terminate the employment relationship, either with or without cause, by giving a two (2) week notice to the other party. Failure of the employee to complete the two-week period after notifying the Association of their intention to leave, will cause forfeiture of leave time accrued

up to the amount of the two-week period the employee failed to complete. When notice is given by the Association to the employee, the Association may, at its discretion, either have the employee complete the full two-week period, or, pay the employee for the part of the two-week period that the employee is not allowed to complete.

Ministry Staff Employee Termination of Employment:

Termination of the employment relationship between the Association and any Ministry Staff Employee shall be controlled by the terms set forth in the Association's Constitution.

Resignation or Retirement of Full-Time Associational Employees

In the case of the retirement or resignation of full-time Associational employees, a gift shall be given in appreciation of their tenure based on the following scale:

- $\frac{1}{2}$ of 1% of the person's annual compensation for each year served up to 10 years. This is only available after five years of continuous service to Central Association.
- Should the person exceed 10 years of service the appreciation gift shall be 1% of the person's annual compensation for each year served.
- This gift shall be in addition to any other show of appreciation the Association may choose to do for the individual.
- Should the person be terminated for moral or ethical breach they will forfeit all accrued benefits of this appreciation gift.

Reporting to Work:

All employees are expected to report to their scheduled place of responsibility by the agreed upon work time unless leave has been scheduled and approved in advance. In the event of an emergency, or personal issues, the employee is required to inform their immediate supervisor as to the circumstances and when the employee intends to return to work.

Office Hours:

Regular Association office hours begin at 8:00 a.m. and end at 4:30 p.m. Work schedules do not necessarily correspond to Association office hours and may vary by specific need or arrangement.

Holidays:

The following days will be considered holidays by the Association and the offices will be closed: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, 2 Days @ Thanksgiving, and the Christmas Week. (Note: There is no set number of holidays. The Association may set its own.) These are paid holidays for Full-time, permanent employees. In the event the holiday falls on a Sunday or on the employees' day off, he/she may observe the holiday on either workday immediately preceding or following the holiday.

Regular Days Off:

For employees other than Ministerial Employees, Saturday and Sunday shall be days off from work. However, ministerial employees may be on duty on Saturdays and/or Sundays. Therefore, each Ministerial Staff Member shall receive in addition to Saturday, one other day off during the week. This day is to be scheduled in consultation with the Director of Missions and other staff members to ensure that someone is available at all times.

Leave:

New employees cannot use leave until after (90) days of employment unless approved by the Director of Missions, or the Administration Team. Leave of this nature will only be granted to allow the new employee to fulfill commitments made prior to employment with the Association. For leave purposes the year begins on the anniversary date of employment of the employee and will be prorated for that year. All subsequent years shall be based on the fiscal year of the Association.

Vacation Leave:

All Full-time, permanent employees earn vacation leave at a rate of 10 working days per year for those working a 40-hour week. After five (5) years of employment, the employee will earn 15 working days per year. After 10 years the employee will earn 20 working days per year. Except for emergencies vacation leave must be authorized in advance. Ministerial Staff may bring to this position accumulated years of ministry. With that in mind he/she should be able to count those years of service in the years necessary to receive vacation time.

Unless otherwise designated, employees are permitted to accumulate vacation leave up to 10 working days to be carried over to the next year. Employees must "use or lose" their excess leave by the end of their final employment year.

Sick Leave:

Full-time, permanent employees earn sick leave for use in the event of illness or preventive medical care needs of the employee, a parent of the employee, or a member of their immediate family, at the rate of one (1) day per month or 12 days annually. Abuse of the sick leave policy will not be tolerated and may result in disciplinary action or termination. Sixty (60) days of sick leave may be accumulated by the employee. Sick leave is provided as a benefit and is not payable at termination.

Conferences:

Ministerial Staff Employees will be allowed ten (10) paid days away from the Association each year to attend conferences such as the SBC Convention, Glorieta, state evangelism conferences and activities to better equip them for their ministry.

Mission Trips and Speaking Engagements:

Ministerial Staff Employees will be allowed ten paid days away from the Association each year to conduct or participate in mission trips, crusades, etc.

Payment of Expenses:

For activities not sponsored by the Association, the Association shall not pay the expenses of the employee for travel and attendance of the activity unless the activity is in direct and substantial support of a ministry of the Association, or, unless the Association has made provision in a separate action, and then only if funds are available.

For activities sponsored by the Association, which will normally involve other members and guests of the Association or affiliated churches taking part in the activity under supervision of the Associational employee, the Association shall pay all the expenses of the employee. In this instance the employee must submit a funding request and supply all receipts to the Association to receive reimbursement for the expenses incurred.

Military Leave:

In the event an employee is called to military duty or serves in the reserves, the Association shall pay the difference in the employees' salary and the military pay when they are on two weeks reserve training. The employee may also choose to use vacation leave for their military duties if available.

Bereavement Leave:

In the event of the death of a member of the immediate family of the employee, the employee shall be granted up to five (5) days away from work to be with the family. In the event of the death of a relative other than immediate family the employee shall be granted up to three days to attend the funeral. The three days include travel time.

Jury Duty:

The employee shall be paid for the time absent from scheduled work for jury or witness duty less the amount paid by the court. When court is not in session or there is a holiday the court observes the employee is expected to report to work.

Personal Business:

It is occasionally necessary for an employee to be absent from work briefly for personal reasons. Such absences may be arranged by contacting the Director of Missions and getting approval.

Records:

The Association will maintain accurate and ongoing records of personnel and leave status.

Association Calendar:

All planned absences of Ministry Staff Employees from the Associational field for any reason, shall be placed on the Association calendar during a staff meeting and shall be subject to the approval of the Director of Missions.

Annual Staff Review:

Each staff member shall have an annual review. The Director of Missions shall conduct the interview and make recommendations to the Administration Team regarding salary and benefits. The Director of Missions will be subject to an annual review by the Administration Team. The Administration Team shall stay up to date on current cost of living increases and other shifts in ministerial compensation in order to be as fair as possible with the staff.