



**EBENEZER**  
BIBLE FELLOWSHIP CHURCH

# Personnel Handbook

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## **WELCOME:**

We welcome you to Ebenezer Bible Fellowship Church (EBFC) and wish you every success here. We believe that each member of our staff contributes to EBFC's growth and is an important part of the ministry of our church. This handbook is designed to communicate the policies, programs and benefits available to EBFC personnel who receive remuneration for their services. The policies contained herein do not pertain to those whose service is on a volunteer basis. The handbook explains the advantages, benefits and rules for employees.

Policies set forth in this handbook are not intended to create a contract, but are guidelines for the relationship between EBFC, the Board of Elders, and hired personnel. Further, certain employees may be employed pursuant to a written employment contract. If, in any particular instance, the contract differs from the Handbook, the contract governs.

It is the intention of EBFC that this handbook complies in all respects with all applicable legal requirements. Periodically policies or the entire handbook may be revised or changed at the discretion of the Board of Elders or as changes in federal, state and local law occur; however, we cannot republish it every time a change in the law is made. If any policy in this handbook is found to be inconsistent with any law, that policy shall be deemed modified to comply with that law.

Although it is the intention of EBFC that this handbook complies with applicable law, EBFC's interpretation of these requirements is governed and guided by the Faith and Order of the Bible Fellowship Church 2013 Edition (BFC Faith and Order).

If for any reason the entire handbook or specific policies contained herein are changed, the current amended handbook replaces any previous edition. Please familiarize yourself with the contents of the handbook and feel free to ask questions about any items that are unclear. If there is anything that is not addressed in this handbook, please bring the issue to the attention of your immediate supervisor, any member of the pastoral staff, or to the Pastor Relations Committee.

Sincerely,

EBFC Board of Elders

***This Handbook is intended to be a guide to the EBFC's policies and procedures. IT IS NOT A CONTRACT. Nothing herein is intended to create a contractual right. Your employment with EBFC continues to be 'at-will', which means that either EBFC or you may terminate the employment relationship at any time for any reason. Regardless of what the handbook states or provides, EBFC promises nothing and remains free to change wages and all other working conditions without having to consult anyone and without anyone's agreement. EBFC reserves the right to change the benefits, terms and procedures set forth in this Handbook at any time without advance notice. The Board of Elders have the sole authority to enter into written contracts with employees.***

## **SECTION 1: PERSONNEL CATEGORIES:**

### **1.01 POSITION CLASSIFICATION:**

All positions are classified as either exempt or non-exempt. These terms are common to all businesses under provisions of the Fair Labor Standards Act.

- **Exempt full-time employees** are eligible for employee benefits and privileges. Exempt employees regularly work a minimum of 32 hours per week. It is understood that the employee has specific responsibilities and work assignments and that he/she will devote as much time as necessary to complete these functions within prescribed deadlines. Exempt employees receive no overtime pay.
- **Non-exempt full-time employees** are eligible for full employee benefits and privileges provided they regularly work at least 32 hours per week. They are also paid at one and one-half times their regular hourly rate of pay for all hours worked in excess of 40 per work week.
- **Part-time employees** are regularly scheduled to work less than 32 hours per week and are eligible only for vacations as specified in that section of the handbook.

### **1.02 STAFF CATEGORY I:**

- **Pastoral Staff:**
  - The pastoral staff consists of men who have been approved and called as described in the Bible Fellowship Church "Faith and Order Handbook" (BFC Faith and Order) and who have been affirmed by the Ebenezer Bible Fellowship Church (EBFC) membership to minister in a pastoral role to the congregation.
  - The EBFC Board of Elders, guided by the regulations outlined by the Bible Fellowship denomination in the "Faith and Order" and the Bi-Laws of Ebenezer Bible Fellowship Church (EBFC) have established the qualifications for ministry, the application process, and the financial considerations for those called to be pastors.
  - **Note: Sections 2-4 of this handbook apply primarily to all Category II personnel, and to the Pastoral Staff only when noted.**

### **1.03 STAFF CATEGORY II:**

- **Ministry Staff:** The ministry staff consists of those that have been given direct supervisory responsibility for specific areas of ministry within EBFC by the Board of Elders.
- **Administrative Staff:** Administrative personnel are those who function in the EBFC office in a support role to the ministry and pastoral staff.
- **Service Staff:** Service personnel are those hired to care for the building and grounds or to assist with a specific ministry.
- **Temporary Staff:** Temporary personnel are those hired as interim replacements for a specific time period, to meet an emergency personnel need, or to assist with a specific ministry or project. Temporary personnel are not eligible for any employment benefits.
- **Note: Category II Personnel, whether salaried or paid on an hourly basis, for the purpose of determining benefits eligibility, are classified by the regular amount of time spent in work each week. The regular working hours of each individual will be set at the time of employment by the Employees' Supervisor. Classification can be changed only with the approval of the Pastoral Relations Committee.**

### **NOTES:**

- **The Employees' Supervisor may from time to time be changed at the discretion of the Pastoral Relations Committee or the Elder Board as needed to support needs of EBFC.**
- **In the event that there is no Direct Supervisor, the Pastoral Relations Committee will appoint an Elder, a Deacon or one of the pastoral staff to function as needed in that position along with his regular responsibilities.**

## **SECTION 2: QUALIFICATIONS FOR EMPLOYMENT:**

### **2.01 SPIRITUAL QUALIFICATIONS:**

Applicants for employment must be believers in the Lord Jesus, committed to discipleship, and must demonstrate Christ-like qualities and attitudes as defined in the BFC Faith and Order including the Biblical Principles for Living.

### **2.02 CHURCH RELATIONS:**

First priority will be given for all personnel positions to members or committed attendees at EBFC who meet all other qualifications. Believers in good standing at another evangelical church may be considered if no qualified applicants are available within EBFC. Any candidate shall also, at a minimum, be in sympathy with the doctrinal statement of Bible Fellowship Church denomination.

### **2.03 WORK SKILLS:**

Applicants must adequately demonstrate the ability to fulfill the obligations of the job description for which they are applying.

## **SECTION 3: HIRING PRACTICES:**

### **3.01 APPLICATION PROCESS:**

- Those seeking a position at EBFC must submit a fully completed application form. Any misrepresentations, falsifications, or deliberate omission of the specified data may result in the exclusion of the individual from further consideration for employment, or, if the person has already been hired, termination of employment.
- A medical exam may be required if deemed necessary to determine if any existing health issues might affect job performance.
- Employment references will be checked to confirm dates of previous employment and job performance.
- Character references will be required from several people (not a relative) who can affirm the character and testimony of the applicant.
- A pastoral reference will be required for applicants who do not attend EBFC.
- EBFC reserves the right to require any type of background check of all potential personnel including those of the pastoral staff. The applicant must sign a consent form giving authorization for this action.

### **3.02 REQUIRED DOCUMENTATION:**

- I-9 Form: EBFC is required by federal law to employ only United States citizens or aliens who are authorized to work in the United States. Each new employee, regardless of category, must complete the Employment Eligibility Verification Form I-9, along with specific documentation to establish identity and eligibility. Former employees who are returning must complete a new I-9 form if they have not filed one with EBFC within the past three years.
- New Hire Reporting: EBFC is required by Pennsylvania State law to report new hires within a specified time period.
- W-4 Form: All personnel, regardless of category must submit a W-4 form for tax withholding purposes. Those claiming to be exempt from federal withholding must file this form yearly.
- Direct Deposit Authorization: All employees will be required to furnish information to enable the direct deposit of remuneration. Direct deposit funds may be divided between two accounts at the same bank.
- Doctrinal Statement: Personnel will be required to affirm they are in sympathy with the doctrinal statement of Bible Fellowship Church denomination.
- Background check consent form: All applicants must agree to a background check to be eligible for employment.

### **3.03 PROBATIONARY PERIOD:**

- A probationary period of employment of six (6) months is intended to give new personnel the opportunity to adjust to their new work environment, demonstrate their ability to achieve a satisfactory level of performance, and to determine whether the new position meets their expectations.
- Either EBFC or the employee may terminate the work relationship at any time during or at the end of the probationary period without cause.
- EBFC will provide adequate orientation as to office procedures and task expectations, and will provide the opportunity for training as needed.
- EBFC may extend the probationary time period if deemed necessary for specific skill enhancement.
- Upon satisfactory completion of the probationary period, personnel will be considered regular employees.

## **SECTION 4: HIRING AND DISMISSAL POLICIES:**

- The Board of Elders holds the primary authority to hire or dismiss all remunerated personnel regardless of personnel category.
- The dismissal of Category I personnel is governed by the principles found in the BFC “Faith and Order Handbook:”
- The Board of Elders may delegate the hiring of Category II personnel to the Pastoral Relations Committee or to the Church Administrator, but reserves the right of final approval.
- After the probationary period, consideration must be given for just cause for dismissal of personnel. Dismissal will be by the Board of Elders unless delegated to the Pastoral Relations Committee. These include:
  - Moral Issue: Personnel will be immediately relieved of all duties and responsibilities. Investigation of charges will be conducted and the Board of Elders will determine termination or reinstatement. Salary and benefits will be continued during the investigation period at the discretion of the Board of Elders.
  - Doctrinal Change: Investigation of charges will be conducted by the Board of Elders to determine if dismissal is appropriate. (Two examples of Doctrinal Change: no longer in sympathy with doctrinal statement of Bible Fellowship Church or no longer in good standing at an Evangelical Church.)
  - Inability to Perform the Assigned Task: Personnel unable to meet satisfactory levels of performance following adequate training and consultation may have their employment terminated.
- Additionally all employees are subject to complying with other organization policies as specified in the policies in Section 5: Employment Practices.
- Category II personnel who have a complaint or concern about working conditions, sexual harassment, or personal discrimination are required to report this issue to their supervisor or the senior pastor without delay. If the problem cannot be solved on this level, or if the problem is caused by one of these leaders, the Pastoral Relations Committee should be consulted, which will consult as needed with the Board of Elders for resolution of the problem, one of which might be dismissal. More specific clarification regarding how to handle complaints or concerns is found in the Section 5: Employment Practices, and Reporting Abuse Policy.
- EBFC reserves the right to exclude from the application process any individual who has been convicted of (or pleaded guilty to) child sexual or physical abuse or a crime involving actual or attempted sexual molestation of a minor. If an applicant has been falsely accused of these crimes or has had an accusation dismissed, the Board of Elders reserves the right to investigate the situation to determine if the problem was satisfactorily resolved.
- Any individual having a past criminal record (other than the above crimes) is not automatically excluded from employment, but the particulars of the offence and its resolution will be taken into consideration.
- Voluntary Resignation
  - Category II personnel who initiate voluntary resignation for personal reasons are to submit at least a two-week notice of intention to their direct Supervisor.
  - A member of the pastoral staff who wishes to resign from his position, after consultation with the Board of Elders, should submit his resignation in writing to the Board of Elders, following the guidelines established in the BFC “Faith and Order Handbook.”

## **SECTION 5: EMPLOYMENT PRACTICES:**

### **5.01 BUSINESS ETHICS:**

The successful ministry and reputation of EBFC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, scrupulous regard for the highest standards of conduct and personal integrity, as well as adherence to the principles found in the BFC Faith and Order including the Biblical Principles for Living.

The continued success of EBFC is dependent upon our congregation members' trust and we are dedicated to preserving that trust. All employees owe a duty to EBFC and its congregation members, to act in such a way that will merit continued trust and confidence.

EBFC will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor or senior pastor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every employee. Disregarding or failing to comply with this policy of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

### **5.02 COMPUTERS & RELATED EQUIPMENT:**

The computers, software, and files are the property of EBFC and are important tools needed for proper execution of the services we provide. Intentional tampering with the computer system or theft of software or files will be reason for immediate termination. Unless directed by the Board of Elders or EBFC Technology Team, individuals shall not modify computer system set-up or software defaults. No outside software programs should be downloaded, installed, or in anyway accessed from the computer system without prior approval by the Board of Elders or EBFC Technology Team.

Software is licensed for EBFC computers only. Software shall not be copied or installed on any computers outside of those issued or approved by the EBFC Technology Team. The Technology Team, in collaboration with the Board of Elders, is the decision makers in these matters.

Congregants' personal information shall not be shared with those who are not members or regular attendees of Ebenezer Bible Fellowship Church without permission from the congregant. This includes sending files (hard copy or electronic) or emails containing such data to vendors, solicitors, or any other individual outside of the EBFC ministry. Personal information includes but is not limited to: name, address, phone number(s), email address(es), financial giving information.

EBFC has the right to review computer systems at any time and have access to all programs, data files or anything associated with computer operations.

**5.03 INTERNET USE:**

Employees are reminded that the use of EBFC's resources, including electronic communications, should never create either the appearance or the reality of inappropriate use. Users must exercise good judgment at all times and stay within the guidelines expressed in the BFC Faith & Order including the Biblical Principles for Living. EBFC monitors the use of its computing and Internet resources for performance reasons as well as for compliance of EBFC's usage policy.

Any computers used for EBFC Ministry, whether owned by EBFC or the employee, are not guaranteed for privacy. The computer, and the information stored on it, is open to monitoring and review by the Board of Elders or Technology Team at any time and without notice. Personal files stored on computers owned by EBFC, are the property of EBFC, and may have restrictions on available storage space.

Any files downloaded from e-mail received from non-EBFC sources must be scanned with EBFC's virus detection software. Any viruses, tampering or system problems should be immediately reported to the Technology Team.

EBFC provides authorized employees access to on-line services such as the Internet. Under no circumstances are employees permitted to use EBFC's computer systems to access, download, or provide input to the following:

- Gross, indecent, or sexually-oriented materials
- Gambling sites
- Illegal drug-oriented sites
- Any other sites that are not in keeping with the guidelines expressed in the BFC Faith & Order

Employees who violate any of the above policies are subject to disciplinary action, up to and including termination.

**5.04 EMAIL:**

This policy provides EBFC employees with effective, consistent standards in regards to the use of the electronic mail system (email) provided by EBFC.

All electronic communications and stored information transmitted, received, or archived in EBFC's information system are the property of EBFC. EBFC reserves the right to access and disclose all messages sent by email.

Email should be checked often throughout every work day, and responses should be sent in a timely manner (usually within one workday).

All employees should observe the following guidelines:

- Email to EBFC constituent(s) should follow the same formality as an EBFC letter. It should be treated as a formal document with proper EBFC standards being followed. Spelling, grammar and punctuation should be checked.
- Follow the chain of command. Do not copy or jump management levels unless absolutely appropriate.
- Use professional language. Never send abusive, harassing, threatening or unethical messages, even in jest.
- Use common sense about what you say or send, because you cannot control who will ultimately read it. Confidentiality is a misnomer and privacy does not exist. A good rule of thumb is "never write anything in an email that you would not want to become public knowledge."

- Review your message before you send it. A sentence that might be clear to someone talking to you face to face might come across quite differently without the tone of your voice or the facial expressions. Also, seriously consider talking face to face rather than sending an e-mail.
- Think before you send email to more than one person. Respect other employees' time. Do the additional people really need or want to see the message? Often an obligation is felt to respond, or we want to express our own opinion. This then turns into a "chat" session.
- Practice good housekeeping rules. Storage space on the computer is critical.
- Create folders for received and sent messages. Use folders to save important information but make it a regular habit to review all folders and delete old or out-dated material. Delete unimportant messages as you read them. Keep your "in" and "sent" boxes clean.
- Always use a short informative subject line. This gives the receiver some indication of the importance of the message.
- Caution should be used when email includes sarcasm and humor. Without the personal interaction, your joke could be viewed as criticism.
- Do not type in all caps and keep paragraphs short and concise.
- Sign your messages with your first and last name.
- Generally, focus on one subject per message.

#### **5.05 PHONE USE:**

EBFC's telephone system is to be used by employees only for the purpose of conducting EBFC business. Employees may, however, use EBFC's telephone system for local incidental brief and necessary personal phone calls so long as such use does not interfere with the employee's duties.

No personal long-distance telephone calls are allowed and are strictly prohibited.

When cellular phones are used while driving on EBFC business, employees are expected to protect other people and themselves by stopping in a safe place before engaging in telephone calls and texting.

Employees who violate this policy are subject to repayment of costs and/or disciplinary action, up to and including termination.

#### **5.06 EQUAL EMPLOYMENT OPPORTUNITY:**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at EBFC will be based on merit, qualifications, abilities and spiritual qualifications identified in Section 3: Hiring Practices. EBFC does not discriminate in employment opportunities or practices on the basis of race, color, sex, gender, ethnic or national origin, ancestry, age, disability, marital status, pregnancy, medical condition, veteran status, or other basis prohibited by law.

EBFC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue financial or administrative burden. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, Senior Pastor or Pastoral Relations Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**5.07 EMPLOYEE HARASSMENT:**

In providing a productive working environment, EBFC believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, sex, gender, ethnic or national origin, ancestry, age, disability, marital status, pregnancy, medical condition, veteran status, or other basis prohibited by law. It is EBFC's policy to provide an environment free from such harassment.

It is against the policy of EBFC for any employee, manager, or coworker to harass another employee. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, sex, gender, ethnic or national origin, ancestry, age, disability, marital status (EBFC will use the BFC Faith and Order including the Biblical Principles for Living as the basis for this definition), pregnancy, medical condition, veteran status, or other basis prohibited by law, or creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

In accordance with the above, harassing conduct includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, sex, gender, ethnic or national origin, ancestry, age, disability, marital status (as defined above), pregnancy, medical condition, veteran status, or other basis prohibited by law.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, sex, gender, ethnic or national origin, ancestry, age, disability, marital status, pregnancy, medical condition, veteran status, membership or non-membership in any church, or other basis prohibited by law and that is placed on walls, bulletin boards, or elsewhere on EBFC's premises, or that it is circulated in the workplace.

**5.08 SEXUAL HARASSMENT:**

It is the policy of EBFC that Sexual Harassment in the workplace will not be tolerated. Such unwelcome behavior may be either verbal or physical in nature and includes, but is not limited to:

- Repeated offensive or unwelcome sexual flirtations, advances or propositions;
- Continual or repeated verbal abuse of a sexual nature;
- Graphic verbal commentaries about an individual's body or sexually degrading words used to describe an individual;
- The display in the workplace of sexually suggestive objects or pictures.

Sexual Harassment is defined to include the following:

- Sexual conduct that interferes with another person's work performance or creates an intimidating, hostile or offensive work environment.
- Personnel decisions (for example, promotion, raises) made by a member of the management team based on the employee's submission to or rejection of sexual advances.
- Submission to a sexual advance used as a condition for obtaining or keeping a job, whether expressed in explicit or implicit terms.

Some examples of Sexual Harassment are:

- Verbal Harassment: Including making sexual comments about a person's body, telling sexual jokes or stories, spreading rumors about a co-worker's sexual life, asking or telling about sexual fantasies, preferences, or history;
- Non-Verbal Harassment: Such as giving unwanted personal gifts, following a person, staring at a person's body, displaying sexually suggestive material such as pornographic photos; and,

- **Physical Harassment:** Including touching yourself in a sexual manner in front of another person, or brushing up against or touching another person suggestively.

Sexual Harassment in the workplace by any employee, contractor, or other member associated with EBFC will result in disciplinary action up to and including termination of employment and may lead to personal legal and financial liability.

#### **5.09 REPORTING HARASSMENT:**

It is the policy of EBFC to maintain a working environment free from unlawful discriminatory insult, intimidation or harassment due to race, color, sex, gender, ethnic or national origin, ancestry, age, disability, marital status, pregnancy, medical condition, veteran status, or other basis prohibited by law and as defined in the BFC Faith and Order including Biblical Principles for Living.

Any incident of discriminatory insult, intimidation or harassment in any form must be promptly reported by employees to their immediate supervisor or the Senior Pastor or the Pastoral Relations Committee.

Complaints from employees will be investigated promptly and corrective action will be taken where allegations are verified. All complaints will be handled confidentially and no employee will suffer retaliation or intimidation as a result of using this internal complaint process.

Harassment does not include proper conduct or actions of supervisor intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Any employee of EBFC who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action, up to and including dismissal.

#### **5.10 STANDARDS OF EMPLOYEE CONDUCT:**

In organizations where groups of people work together, acceptable conduct standards are necessary to protect the rights of others and EBFC as a whole.

In order to protect your rights and the rights of other employees and to ensure that this facility can be operated in an efficient and orderly manner, EBFC will endeavor to establish and communicate the rules and standards of acceptable behavior. EBFC will apply the highest standards and enforce them uniformly. In conducting our ministry and evaluating behavior of our employees, EBFC will continue to use the BFC Faith and Order inclusive of the Biblical Principles for Living.

The following is a listing of unacceptable behavior while at work. It is a list of examples and does not represent the full range of reasons for disciplinary action, which may occur up to, and including termination of employment, should infractions occur.

- Inefficiency, lack of productivity, ineffectiveness or not meeting the performance standards of EBFC.
- Insubordination, including failure or refusal to perform any work assigned to you by a supervisor, or use of abusive language toward a supervisor, fellow employee, citizen, or other person. In the case of a safety issue, employees should comply with safety regulations in all instances, whether or not refusal of such request would constitute insubordination.

- Bringing to work or to any facility of EBFC or its citizens, or possessing while at work or at any facility of EBFC or its citizens any firearm, weapon or other dangerous device of any kind, unless certified and licensed to do so.
- Reporting to work, being on the job, or being on EBFC premises while using, having taken or being under the influence of alcohol, illegal drugs or intoxicants of any type.
- Possession, buying or selling of any alcohol, intoxicants or illegal drugs while at work or during any working hours.
- Falsifying any forms, reports, records or other documents, including but not limited to employment applications, timecards and time records of EBFC.
- Destroying, misusing or misappropriating any property or equipment of EBFC, or any other person.
- Theft or unauthorized removal of any material, records or other property of EBFC, or any other person, or unauthorized release to any person confidential information regarding EBFC or any of its principals, employees or congregants.
- Leaving your work assignment or EBFC premises before the end of your shift without the approval of your supervisor.
- Coercion, harassment, or intimidating of another employee of EBFC or any of its citizens for any reason including, but not limited to, race, color, religion, sex, gender, ethnic or national origin, ancestry, age, disability, marital status, sexual orientation, pregnancy, medical condition, veteran status, membership or non-membership in any church, society or other organization, or other basis prohibited by law.
- Violating safety or health rules of EBFC or engaging in conduct that creates a safety or health hazard.
- Fighting or disorderly conduct, including the creation of disturbances, on any premises of EBFC, including in the parking lots.
- Engaging in disorderly, immoral or indecent conduct or using abusive language on the premises of EBFC.
- Sleeping while on duty.
- Gambling on the premises of EBFC.
- Excessive tardiness, repeated absenteeism or leaving early from work.
- Filling-in, removing, altering or handling the time card or time record of another employee, or having another employee do this to your timecard.
- Failure to keep the premises and your work place clean and safe.
- Accepting any employment while on any leave of absence (including workers' compensation leave) or accepting any employment in conflict with the interest of EBFC.
- Engaging in any conduct harmful to EBFC's image or damaging to its reputation for honesty, quality and integrity.
- Smoking in areas not designated for smoking.

**5.11 DISCIPLINARY ACTION:**

By accepting employment with EBFC, you commit yourself to complying with each of EBFC's rules and regulations. You are responsible for your personal actions on the job and all other conduct that affects your employment with EBFC.

Disciplinary action is taken when, in the judgment of management, an employee has committed an offense or violated an EBFC policy. Your employment is entirely an employment at will, which means it may be terminated at any time, with or without cause, by you or by EBFC.

In most cases, EBFC attempts to utilize a system of progressive discipline for lesser offenses such as inappropriate attendance. Progressive discipline does not require that all steps be used, rather that the discipline progresses in severity as related violations by the employee continue to occur. However EBFC reserves the right to initiate the Disciplinary Process at any level based upon the seriousness of the offense.

For offenses of a more serious nature, for example, theft, insubordination, reporting to work under the influence of drugs or alcohol, the offense will result in immediate termination of employment.

**5.12 ATTENDANCE AND PUNCTUALITY:**

To maintain a safe and productive work environment, EBFC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on EBFC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

**5.13 PERSONAL APPEARANCE:**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the welcoming atmosphere EBFC presents to members and visitors.

During business hours or when representing EBFC, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with members or visitors in person.

If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. When necessary, reasonable accommodations may be made for a person with a disability with a supervisor's approval.

**5.14 ACCESS TO PERSONNEL FILES:**

EBFC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of EBFC, and access to the information they contain is restricted. Generally, only the Board of Elders and administrative personnel who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should submit a written request to their direct supervisor. With reasonable advance notice, employees may review their own personnel files in EBFC's offices and in the presence of an individual appointed by EBFC to maintain the files.

All employee personnel files must remain in the Administration offices. Employees may not remove any documents from their file; however employees may receive a copy of any documents and may request that they be allowed to put relevant documents into their files. This request will be reviewed by their direct Supervisor for appropriateness.

**5.15 PERSONNEL DATA CHANGES:**

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

**5.16 PAYDAYS:**

All employees are paid on a regular basis according to EBFC guidelines. It is the responsibility of the employees to make sure that their time is correctly reported and submitted to their supervisor by the deadlines so that they will be paid appropriately.

Paychecks will have deductions for taxes, deductions that you authorize and any mandatory deductions, as specified by law. If you have questions about your paycheck, direct them to your supervisor.

**5.17 OUTSIDE EMPLOYMENT:**

Employees may hold outside jobs as long as they meet the performance standards of their job with EBFC. All employees will be judged by the same performance standards and will be subject to EBFC scheduling demands, regardless of any existing outside work requirements.

If EBFC determines that an employee's outside work interferes with performance or the ability to meet the requirements of EBFC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with EBFC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside EBFC for materials produced or services rendered while performing their jobs.

**5.18 RESIGNATION:**

Resignation is a voluntary act initiated by the employee to terminate employment with EBFC. EBFC requires at least two (2) weeks written notice of resignation.

**5.19 TERMINATION:**

Employees are expected to return all EBFC material and equipment, including computers and related accessories and files, on or before their last day of work. Employees will be given an exit interview form to be completed and returned to EBFC, which is their opportunity to bring forward any outstanding issues to management's attention for possible resolution. The exit interview process is also EBFC's way to collect information from employees that can be used to improve the working environment for future employees.

## **SECTION 6: SAFETY AND HEALTH:**

### **6.01 GENERAL GUIDELINES:**

Work safety and health is a primary concern for EBFC. Every effort will be made to keep the work place safe and clean. Each employee is responsible to observe safety procedures and practices.

Accidents shall be reported to your direct supervisor and a "Report of Injury Form" shall be completed with your supervisor or the Office Administrator on the next regular working day of EBFC. All employees are charged with the responsibility of reporting the existence of any hazardous condition or practice in the work place to their direct supervisor.

### **6.02 WORKPLACE SAFETY:**

Safety is the responsibility of all employees.

- Obey all safety regulations. If you are unsure, ask.
- Report any unsafe or dangerous conditions to your immediate supervisor as soon as they are noticed.
- Recognize a potential hazard and take the necessary steps to safeguard against possible accidents, for example: moving of equipment, taking shortcuts, etc.
- Exercise mature "common sense" judgment when faced with a question of safety.

### **6.03 WORKPLACE GUIDELINES:**

Safety rules are designed to protect you and your fellow employees. Your supervisor will advise you of any special safety rules applicable to your department and job function. Any employee found to be in violation of any of these policies may be subject to a 3-day suspension without pay, up to and including termination.

- All injuries, no matter how slight, are to be reported to your supervisor or a Pastor on the same day of the injury, and treated if necessary.
- Good housekeeping is the responsibility of all employees. Keep facility and office area clean at all times.
- Horseplay and fighting are not allowed.
- Perform your job in a safe manner so as not to endanger yourself or another employee
- Keep all debris off floors.
- When lifting material, keep back straight, bend knees, and lift with your legs.
- Know where all fire extinguishers are located and learn how to use them.
- Wear/use appropriate safety apparatus as required.

## **SECTION 7: BENEFITS**

**7.01 VACATION BENEFITS:** Paid vacation time is available to full-time personnel to provide opportunities for rest, relaxation, and personal pursuits.

- **GENERAL PRINCIPLES:**
  - Vacation benefits are available after six months of service.
  - The number of paid vacation days allowed is based on unbroken service.
  - Unused vacation days will not be remunerated.
  - Unused vacation days from one calendar year may be carried into the next year up to a maximum of five working days for full-time personnel.
  - To coordinate staff vacation requests, advance approval from your supervisor is required. For three or more days, a one-month notice is required.
  - The pastoral staff needs to coordinate vacation time with the senior pastor and communicate their desired schedule to the Pastor Relations Committee.
  - Vacation pay for full-time hourly workers is based on the pay rate at the time of vacation.
  - Vacation leave is awarded on an accrual basis for time worked. Employees working only a portion of the calendar year will be awarded vacation leave for the percentage of the year they have been employed. If employment is terminated and vacation leave taken prior to being earned, the unearned portion shall be deducted from a final pay check.
  - Vacation leave will be calculated on a calendar year basis.
  - Vacation leave is intended to be taken in weekly amounts. No more than one week vacation time may be taken as individual days.
  
- **CATEGORY I PERSONNEL:**
  - Vacations length is based on the length of service at EBFC.
  - If a milestone anniversary date is before June 30, then the employee will be eligible for the additional week during that calendar year. For example, a 5-year anniversary date of May 12<sup>th</sup> equates to the employee taking the three weeks of vacation during that calendar year.
  - If a milestone anniversary date July 1<sup>st</sup> or later, then the employee must wait until the following calendar year to be eligible for the additional benefit.
  - **The following is a list of the vacation entitlements by time of service completion:**
    - Six to twelve months of service provides one week vacation.
    - Between one and five years of service provides two weeks vacation.
    - Between five and ten years of service provides three weeks vacation.
    - Ten plus years of service provides a maximum of four weeks vacation.
    - Only one Sunday per allotted vacation week is permitted.
  
- **CATEGORY II PERSONNEL:**
  - **Salaried Personnel:** Full-time personnel will be granted vacation time on the basis of the above schedule with a maximum of three weeks.
  - **Hourly Wage-Based Personnel:** Full-time personnel will be granted vacation time on the basis of the above schedule with a maximum of three weeks.
  - **Part-Time Employees:**
    - Ebenezer will provide up to two weeks of paid vacation for part-time employees during a calendar year.
    - The vacation will be paid at the normal salaried rate. If the employee is hourly, then the vacation will be paid based on the budgeted hours of the role within the scope of the approved church budget.
    - The benefit must be used within the calendar year and may not be carried over into the following year.
    - The employee should submit the vacation request to their supervisor for approval at least 30-days prior to the time requested to ensure scheduling conflicts are avoided.

**7.02 MISSIONS TRIPS:**

In order to be supportive of non-pastoral staff members' participation in missions, up to one week of paid leave will be permitted under the following conditions:

- The staff member notifies his/her supervisor at least 90-days in advance of the missions leave dates and the supervisor approves of the timing based on Ebenezer's schedule of activities.
- The requests are on a first-come, first-serve basis as it is not likely that Ebenezer can support more than one staff member going on missions leave at a time.
- Every effort within reason should be made to shift critical workload and/or projects to be completed before the missions leave begins.
- If the trip is longer than one week, it will be up to the employee to decide whether or not to use vacation time to supplement the rest of the time away.

**7.03 HOLIDAYS:**

- The church office will observe the following holidays:
  - New Year's Day
  - Good Friday
  - Memorial Day (last Monday in May)
  - Independence Day
  - Labor Day (first Monday in September)
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Eve (1/2 day)
  - Christmas Day
  - New Year's Eve (1/2 day)
- The staff is entitled to an alternate day off if the nature of the holiday requires their participation in church functions on the holiday. Coordinate these alternate days with the senior pastor or supervisor.
- Salaried workers are entitled to these days off without affecting their normal pay.
- Hourly based workers are entitled to a paid holiday if this is a normal scheduled workday. Each holiday is equal to 1/5<sup>th</sup> of their normal weekly hours/ pay.

**7.04 SICK LEAVE:**

- **Salaried Personnel:**
  - After six months service, salaried full-time workers are entitled to five sick leave days without affecting their salary.
  - Salaried part-time personnel may make up hours lost due to illness at the discretion of their supervisor.
- **Hourly Personnel:**
  - After six months of service, full-time personnel are eligible for five days of paid sick leave per year due to illness or injury.
  - Part-time personnel may make up hours lost due to illness at the discretion of their supervisor.
  - EBFC personnel may use sick leave benefits for an absence due to personal illness or injury, or that of a child, parent, or spouse.
  - Personnel unable to work due to illness or injury should notify their direct supervisor before the start of the workday if possible.
  - Sick leave benefits are calculated on the basis of the current pay rate.

- Extended sick leave for the employee beyond the allotted days will result in a medical leave of absence.
- Extended medical leave of absence may require employment review.
- Unused sick leave days may not be carried over into the next calendar year.
- Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.
- Unused sick leave days receive no remuneration.
- Sick leave benefits can be used for doctors visits for a current, ongoing illness but scheduled checkups, dental work, etc. shall not be considered sick leaves. Employees shall use a flex time accounting for such needs with appropriate notification and approval from their immediate supervisor.

#### **7.05 MEDICAL LEAVE:**

- EBFC may authorize a medical leave of absence without pay for full-time salaried or hourly personnel who are temporarily unable to work due to a personal serious health condition, or disability.
- Serious health conditions or disabilities are those that require inpatient care in a hospital or residential medical care facility, continuing treatment by a health care provider, and temporary disabilities associated with pregnancy and childbirth or serious injury.
- Eligible personnel may request medical leave after they have completed one year of service and after authorized sick leave days have been used.
- Unused vacation days must be used before requesting unpaid medical leave.
- Unpaid medical leave may be granted up to a maximum of twelve weeks within the calendar year at the discretion of the Board of Elders.
- The request for medical leave must include documentation from a medical care provider.
- Health insurance benefits will be continued for the full period of the approved medical leave.
- Personnel granted medical leave are to consult with EBFC leadership in regards to the date of return to work, a need for an extension of leave time, or the voluntary termination of employment due to the inability to return to work in a reasonable period of time.

#### **7.06 MATERNITY LEAVE:**

Maternity leave is offered in accordance to the Family and Medical Leave Act and will utilize the following form: "Notice of Eligibility and Rights & Responsibilities". This form stipulates the appropriate regulations from the U.S. Department of Labor and serves as a vehicle for communication between Ebenezer and the employee.

The employee must give at least 30-days' notice of her plans for leave.

Ebenezer will provide up to four weeks of paid maternity leave. In addition, the employee is entitled to eight weeks of unpaid leave during a calendar year, (January-December). During the unpaid portion of maternity leave, the employee is required to use 50% of her available sick leave and vacation days.

Upon her return to work, we will provide reasonable break time for the purposes of breast pumping along with a place that has ample privacy to do so.

**7.07 BEREAVEMENT LEAVE:**

- Bereavement leave is available for EBFC personnel when requested due to the death of an immediate family member (spouse, child, parent, grandparent, grandchild, sibling, spouse's parents, spouse's grandparents or spouse's sibling).
- Those needing bereavement leave days should notify their supervisor to make arrangements for substitute workers if needed.
- Hourly Personnel:
  - Full-time workers may have up to three days of paid bereavement leave.
  - Part-time workers may have one day of paid bereavement leave, if this is a normal scheduled work day. This equal 1/5<sup>th</sup> of their normal weekly work hours/pay.
- Salaried Personnel:
  - Full-time workers are entitled to three days leave without affecting their pay.
  - Part-time workers are entitled to a one-day leave without affecting their pay.
  - If additional time is needed because of travel needs or other circumstances, vacation days may be used.

**7.08 JURY DUTY:**

- Full-time personnel may request a maximum of ten days of paid jury duty over any three-year period.
- Part-time personnel may request a maximum of four days of paid jury duty over any three-year period.
- Personnel required to serve beyond the allotted time of paid jury duty, may use available vacation days or may request an unpaid leave of absence.

**7.09 HEALTH INSURANCE:**

- EBFC will provide group health insurance coverage for eligible personnel.
- The health insurance premium for the pastoral staff and family will be paid in full by EBFC, according to the principles found in the BFC "Faith and Order Handbook."
- The health insurance premium for full-time Category II personnel requesting participation in the group plan will be paid by EBFC for the employee and family. Those who have coverage through a spouse's insurance plan are not required to participate. This should be communicated in writing.
- Health insurance benefits are not provided for part-time employees.
- Part-time employees desiring to opt into the group health insurance plan may be provided such coverage in the group health insurance plan at their own expense if they are accepted into the plan by the provider.
- The employee's portion of the premium will be deducted from their paycheck.
- During an approved leave of absence for personal reasons, the employee will be expected to pay the entire premium until their return to work.

**7.10 HRA**

- An HRA is established and funded by EBFC on a yearly basis for those that opt into the Health Insurance Program.
- Family HRA amount is \$1,250. Single HRA amount is \$1,000.
- Qualifying expenses – most unreimbursed medical expenses qualify, though the employer may impose additional limits. It may not be used for long-term care or health insurance premiums. Claims for reimbursement must be documented.

- Carryover of funds – any balance not paid out on or before December 31<sup>st</sup> is forfeited to the employer.

#### **7.11 FLEXIBLE SPENDING ACCOUNT (FSA):**

- A supplemental FSA option is available for the pastoral staff.
- Funds from the FSA account are used after the HRA funds have been used.
- The FSA is to be funded by the employee through a salary reduction plan.
- The plan requires a salary reduction statement according to applicable guidelines.
- Qualifying expenses – most unreimbursed medical expenses qualify, though the employer may impose additional limits. It may not be used for long-term care or health insurance premiums. Claims for reimbursement must be documented.
- Carryover of funds – as dictated by applicable laws.

#### **7.12 PASTORAL RETIREMENT:**

Retirement funds will be provided according to the principles found in the BFC “Faith and Order Handbook.”

#### **7.13 UNEMPLOYMENT INSURANCE:**

**EBFC does not participate in the Pennsylvania Unemployment Insurance program, thus employees dismissed without cause are not eligible for state unemployment benefits.**

#### **7.14 WORKERS' COMPENSATION INSURANCE:**

EBFC provides a comprehensive workers' compensation insurance program at no cost to employees. All employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform their supervisor or the Senior Pastor. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

**Acknowledgement of Handbook Receipt**

This employee handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Ebenezer Bible Fellowship Church. Please read it carefully. Upon completion of your review of this handbook, please sign the statement below, and return it to the Office Administrator. A copy of this acknowledgement appears at the back of your handbook for your records.

I, \_\_\_\_\_ have received and read a copy of the organization handbook which outlines the goals, policies, benefits and expectations of Ebenezer Bible Fellowship Church, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me. I understand that this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the organization.

I understand that the Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received