

SOUTH BATON ROUGE CHURCH OF CHRIST

Handbook of Employee Policies

Overview

Our Mission

To Know Christ and To Make Him Known

About the South Baton Rouge Church of Christ

The South Baton Rouge church held its first services in 1975, and from its beginning has had a diverse membership. The first paid staff member was the LSU campus minister, so there has always been a strong connection to the college campus. Some other ministries were an outgrowth of that connection, such as the Spanish and Chinese ministries. For over 30 years, members have also been involved in Prison ministry, so it was natural for that ministry to grow to need a staff member as well. Our youth are important too, so there has also been a long-term emphasis in youth ministry and children's education. Many members have been heavily involved with the annual sessions of Camp Smiling Acres, which is a highlight of summer activity as an outreach to our youth as well as youth from the community. Missions have long been important, and the Mission Fund was developed to ensure long-term commitment to that type of outreach. From the early days, South has had an emphasis on people as opposed to facilities, and the current eldership believe that is an excellent model to continue.

In this document

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General Information

Introduction

This handbook serves as a communication tool to employees of the South Baton Rouge Church of Christ. These policies and procedures have been developed because there is a need for structure. Please understand that the intent of the handbook is to establish fair and consistent procedures that promote efficiency, accountability, and compliance with law.

In most cases, those who supervise employees (elders, deacons, ministry partners, etc.) are not in a position to observe whether or not employee behavior complies with the expectations of this handbook. Because of that limitation, the elders grant a large degree of trust to the church employees. Our expectation is that each employee will respect that trust as he/she carries out the responsibilities of the position. Our greater expectation is that each employee understands that his/her performance is a witness to the church and the community of his/her devotion to Christ. SBRCC is a Christian working environment, and the expectation is that all employees act accordingly.

The term “supervisor” is used frequently and depending on the position, the supervisor can be the elders, deacons, a ministry partner, or a minister. Some sections of the handbook apply to all employees, but some sections apply to ministers-only because of the unique nature of some of their responsibilities that demand flexibility. For sections that apply to ministers-only, they are identified as such.

Code of Conduct

Professionalism

All SBRCC employees are expected to:

1. Be on time to appointments
2. Dress professionally/appropriately
3. Treat everyone with the **UTMOST RESPECT**
4. Work hard, efficiently and effectively as a team
5. Live a life reflecting that of Christ.

Effective Date and Exceptions

Effective Date

January 1, 2007

Exceptions

This handbook is a revision of the previous handbook and replaces it in its entirety. Some existing employees, as of 1/1/2007, are experiencing eligibility exceptions to the policies as contained in this revision (primarily related to leave and benefits). The elders have chosen to “grandfather” these eligibility exceptions for existing employees, but reserve the right to remove them in the future if necessary.

No further eligibility exceptions are to be granted to existing employees, and employees hired after 1/1/2007 are not to receive eligibility exceptions.

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Office Procedures

Office Procedures

In this section

Following is a list of topics in this section:

Topic
Days Off (Minister's Weekend)
Office Hours <ul style="list-style-type: none">• Non-ministerial staff• Ministerial staff
Working From Home (Ministers)
Grievance Process
Natural Disaster Closure Plan
Workman's Compensation
Bonuses
Christmas Party
Retirement
Part-time Employees

**Days Off
(Minister's
Weekend)**

This church and its leadership believe that a successful ministry requires a large expenditure of time and effort, sometimes beyond a standard 40-hour work week, and expect its ministers to exhibit this level of commitment. In light of this work load, ministers should schedule a specific day of the week to be taken off for family and personal recreation. The day-off request should be submitted in writing for the approval by the deacon or ministry partner in charge of the ministry. Normally, extra days off will be taken from the minister's paid vacation (see the section on Paid Vacation), so exceptions to this practice need approval of the Elders. Weekly days off may not be changed from week to week. If it is necessary for a minister to work on this day off due to a major church activity (i.e., seminar, retreat, wedding, etc.) the minister may take compensatory time on another day of that week. This switch in time should be communicated to the minister's supervisor.

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Office Procedures, Continued

Office Hours

Non-ministerial staff: The elders will assign a ministry-level employee to be the office administrator at the respective SBRCC locations (main building and campus student center). Each office administrator may decide the appropriate office hours for the respective location or if full-time hours are even needed. Although the office administrator may adjust office hours based on need, normal office hours at the main building are Monday through Friday from 8:30AM to 4:30PM. Lunch is recommended to be 30 minutes, but supervisor discretion is allowed. The campus student center office hours are not as specific, and that office administrator will decide. Non-ministerial personnel are required to keep regular hours based on the decision of the respective office administrator. One exception can be janitorial staff since some work must be completed at night and/or early morning. In any event, full-time work is considered to be 40 hours per week.

Ministerial staff: Because ministry can require a minister to work in different settings and at unusual times and because demands of ministry are not always known in advance, the elders understand that office hours for ministers must be flexible. In order to be as accessible as possible without detracting from an individual ministry, all ministers are required to keep some degree of regular office hours each week. The time of the office hours and the amount of office hours are at the discretion of the minister, but must be adequately communicated, such as posting on the church website or communicating with secretarial staff. For demands that require a minister to be away from the office, it is still important that office staff know where the minister is in case contact must be made.

Working From Home (Ministers)

The elders believe that working from home can be required on occasion, but should not be a regularly scheduled activity. Ministers may work from home when they deem it necessary. If a minister believes that it is necessary to work from home on any particular day, he or she must notify the office staff in case contact must be made. Although there is no strict policy in this regard, the elders reserve the right to restrict working from home if the flexibility is abused. If a minister believes that working from home needs to be a regular occurrence, it must be approved by the deacon and/or elders.

Grievance Process

In the event that an employee has a grievance, the individual with the grievance should first approach the offending coworker with the problem. If the two employees cannot work out the problem, the aggrieved employee and his coworker must then try to resolve the problem with the help of the appropriate supervisor. If the issue cannot be resolved by aide of the supervisor, the supervisor will then refer the employees to the elders. Any decisions rendered by the elders will be final.

Continued on next page

Office Procedures, Continued

Natural Disaster Closure Plan

In the wakes of Hurricanes Katrina and Rita, there was confusion as to when the office would be closed and when it would reopen. In the event of future natural catastrophes or emergencies which threaten to force an office closure, supervisors will try to spread information by way of telephone, e-mail, or personal meetings. In the event that employees have not heard from their supervisor, they should try to contact him or her. If an employee does not hear from his or her supervisor or is unable to contact his or her supervisor, then that employee should report to the office at the normal time.

Note: In the event that conditions are unsafe for an employee to report to work, he or she should notify his or her supervisor of such conditions. Please remember that the safety of you and your family is more important.

Workman's Compensation

The church has a workman's compensation policy. Employees seeking more information on this policy may speak to the Chair of the Compensation Committee. An employee who has an accident or becomes injured while on the job or on church property, should report the incident to his or her supervisor immediately. The employee's supervisor should also inform the Chair of the Compensation Committee.

Bonuses

When financially feasible and performance merits, bonuses are offered on a yearly basis with the amount set at the elders' discretion.

Christmas

In an effort to promote togetherness, each year the church has a Christmas party. Spouses of the staff are encouraged to attend.

Retirement

Employment of staff is based upon a retirement age of 65. If an employee wants to continue employment past age 65, he/she must submit a proposal to the elders with regards to the work and the compensation. If approved, any such proposal is only effective for one year and must be renewed annually.

Part-time Employees

Part-time employment is less than an average of 40 hours per week on an annual basis. Temporary employment is one to two years or less. As a general rule, part-time employees should not exceed an average of 30 hours per week on an annual basis. If there is a need to exceed 30 hours, the supervisor of the part-time employee must communicate with the elders so that the elders know about the practice. Part-time employees are governed by the policies of this handbook. Sections that do not apply are indicated as such, generally the sections on types of leave and benefits.

Continued on next page

Other Referenced Policies

Other Referenced Polices

Introduction

In general, these referenced policies only apply to full-time employees.

In this section

Following is a list of topics in this section:

Topic
Policy and Procedures for the Prevention of Child Abuse – This policy identifies the people to whom it applies. Some of the people may or may not be employees at all, and some could be part-time employees and/or full-time employees. This policy is independent of this handbook.
Employee Evaluations / Salary Increases

**Policy and
Procedures for the
Prevention of
Child Abuse**

SBRCC uses a Background Check Policy which includes procedures for preventing child abuse as well as coping with child abuse should it occur. That policy is a separate document from this handbook. Affected employees are identified by role in this policy, as well as other church members.

**Employee
Evaluations /
Salary Increases**

Evaluation Purpose: Employee evaluations are done in order to provide feedback from the elders and deacons/ministry partners to the employee regarding his performance on the job and vice versa. They are done as a measure of accountability and to encourage personal growth. At his discretion, a supervisor may choose to conduct an evaluation for a part-time employee.

Evaluation Process: The evaluation process is governed by the Staff Evaluation Procedure (separate document from this handbook of polices). In general, in August/September of each year and as needed, employees are evaluated. The evaluation process includes a meeting between the employee being evaluated and the employee's deacon or ministry partner. Before the evaluation meeting, the employee and deacon or ministry partner are asked to fill out an evaluation form of the employee's activities. For ministers-only, the evaluation also includes an assessment of goals accomplishment. The minister and the deacon (or ministry partner) will review the goals that were agreed upon during the previous evaluation and will then make goals for the next year. See the Staff Evaluation Procedure for more details. All evaluation forms are kept on file for a period no shorter than one year by the chairman of the Compensation Committee.

Salary Increases: The elders cannot guarantee salary increases, but every attempt is made to give increases as the church budget allows and as to maintain our employees at a salary level commensurate with others doing similar work. If given, salary increases are recommended by the Compensation Committee at the same time that annual budgeting occurs or in the November/December time frame. Increases would normally be effective in January of a given year. The elders reserve the right to adjust these recommendations based on the results of the staff evaluation procedure. If possible, the elders will consider salary increases for part-time employees.

Continued on next page

Leave (full-time employees)

Types of Leave

Introduction

These types of leave apply to full-time employees. Although there may be some “grandfathered” eligibility exceptions for part-time employees that were employed prior to January 1, 2007, part-time employees are not eligible for these types of leave.

In this section

Following is a list of topics in this section:

Topic
Jury Duty
Military Leave
Maternity Leave
Paternity Leave
Disability Leave
Sick Leave
Funeral Leave
Camp Leave (Ministers)
Leave of Absence

Jury Duty

SBRCC allows its employees to take leave upon the receipt of a summons for jury duty. SBRCC will continue to pay the employee who is under summons, when it is financially possible, for as long as the government requires his or her services. Under no circumstances will an employee lose any non-salary benefits as a result of the jury duty leave.

Military Leave

SBRCC believes in our country and supports our troops. Therefore, SBRCC happily complies with 5 U.S.C. 6323(a-d) and will allow employees, who are in the armed forces, leave of absence to perform military duties as required by law. If an employee is activated, the church asks that the employee notify his or her supervisor immediately. The deacon, if not considered the employee’s supervisor, should also be notified by the employee’s supervisor.

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Types of Leave, Continued

Maternity Leave SBRCC does not discriminate based on pregnancy or the birth of a child. SBRCC will not force a pregnant employee to take leave but freely offers maternity leave to mothers upon receipt of a written doctor's statement. Employees who choose to take maternity leave will be paid for the duration of the leave and their jobs will be held for them until six weeks after the birth of the child and their benefits will not be lost. An employee wishing to take maternity leave must notify her supervisor two weeks prior to the time the employee hopes to take this leave. The deacon, if not considered the employee's supervisor, should also be notified by the employee's supervisor.

Paternity Leave A male employee is allowed two days off for the birth of a child. If circumstances require that time to be exceeded, a request must be made to the elders based on need. Otherwise, the employee must use vacation for the additional time off.

Disability Leave An employee who becomes disabled may take leave from work upon receipt of a written doctor's statement, until recovery from his or her injury. If a disabled employee is able and the employee so chooses, he or she may work from home if it is financially feasible to accommodate the employee's work needs and the job allows. At home or in the workplace, SBRCC will make accommodations, within reason and as long as it will not cause undue hardship on ministry operation, to aid a disabled employee with his or her work. If an employee must take disability leave, the church asks that the employee notify his or her supervisor as soon as possible (with regards to the circumstances.) The deacon, if not considered the employee's supervisor, should also be notified by the employee's supervisor.

Sick Leave Employees will be paid for any sick days that cause them to miss work. At this time, we do not wish to set a limit on the number of days an employee is paid for being sick. As long as this policy is not abused, it will remain in force. An employee who cannot work due to illness should notify the office. The deacon or ministry partner should also be notified by either the office personnel or by the employee. Secretaries at the two SBRCC locations will keep a logbook indicating the number of days the employee is sick each year.

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Types of Leave, Continued

Funeral Leave

Employees may take leave in the case of a death in the employee's **IMMEDIATE FAMILY**. In general, the immediate family includes spouse, child, parents, grandparents, grandchildren, and sibling. The length of the granted funeral leave will be based on time needed to travel, time of the funeral, and the relationship of the family member to the employee. If possible, the employee should have a conversation with the deacon or ministry partner about the relationship and the leave time needed. The deacon or ministry partner reserves the right to limit the amount of leave if it seems excessive. In the case of a death in the extended family of an employee, the decision to grant or not grant funeral leave will be based on relation/closeness of the relative to the employee.

Note: Attending or taking part in funerals for church members is part of ministry to the body and does not require taking leave of any sort. The employee need only inform the secretaries of the situation.

Camp Leave (Ministers-only)

Camp leave is intended for ministers-only. Any minister working at Camp Smiling Acres, at the session director's request, will be paid his/her salary for the time that he/she serves at camp. This time will not count toward the minister's personal vacation time. Ministers are allowed no more than one week to work at camp. An exception is made for the youth minister who may serve two weeks at camp without a reduction in salary or personal vacation time. Any minister, including youth minister, who feels it necessary to his or her particular ministry, may submit a special request to the elders for additional camp leave.

Leave of Absence

An employee can request a leave of absence of the elders. If granted, salary and benefits will not continue during that time. If the leave exceeds six weeks, the elders reserve the right to fill the position with someone else.

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Benefits Summary (full-time employees)

Benefits

Introduction

SBRCC provides an array of benefits to full-time employees. These benefits are listed in the table. Part-time employees are not eligible for benefits. Although there may be some “grandfathered” eligibility exceptions for part-time employees that were employed prior to January 1, 2007, part-time employees are not eligible.

Please realize that all of these benefits are designed to show you just how much you are appreciated as a SBRCC employee. Please understand that all benefits are economically based. Any and all benefits may be reduced or removed in accordance with applicable law if deemed necessary for the church to survive. Questions regarding benefits should be directed to the chairman of the Compensation Committee, since he is most familiar with the requirements of the providers.

In this section

Following is a list of topics in this section:

Topic
403b Retirement Plan
IRA
Health Insurance
Life Insurance
Accidental Death and Dismemberment
Disability Insurance
Paid Vacation
Paid Holidays
Long-term Disability Insurance

Continued on next page

Benefits, Continued

403(b) Retirement Plan

Our retirement plan is a contributory retirement plan in the form of a 403(b). Employees who wish to invest in the 403(b) retirement plan may do so, but at this time the church does not offer a match on your 403(b) contributions.

Note: At this time, an employee becomes eligible to begin contributing to their 403(b) on the first day of the third month of employment at SBRCC. Employees hoping to join the plan should notify the benefit administrator of their intentions 30 days prior to their date of eligibility or the open enrollment date. Currently, the open enrollment dates are July 1st and January 1st.

IRA

The church will make an Individual Retirement Account contribution to designated employees employed on January 1 of each year. The contribution should be made no later than June 30 each year depending on the church's cash flow situation.

The contribution will be based on years of service as follows:

- First year in which employee is employed on January 1:
\$500
- Second year in which employee is employed on January 1:
\$1,000
- Third year in which employee is employed on January 1:
\$1500
- Fourth year in which employee is employed on January 1:
\$2000
- Each year thereafter:
\$2000

In addition, if the employee wishes to contribute to his own IRA, the church will match his contribution dollar for dollar. A summary of the MAXIMUM contributions to the IRA policy appears below:

	<u>Church Base</u>	<u>Employee</u>	<u>Matching</u>	<u>Total IRA Contribution</u>
Year 1	\$500	\$750	\$750	\$2,000
Year 2	\$1,000	\$500	\$500	\$2,000
Year 3	\$1,500	\$250	\$250	\$2,000
Year 4	\$2,000	\$0	\$0	\$2,000

Thereafter:

	<u>Church Base</u>	<u>Employee</u>	<u>Matching</u>	<u>Total IRA Contribution</u>
	\$2,000	\$0	\$0	\$2,000

Continued on next page

Benefits, Continued

Health Insurance

Important Note: *The following is a general description of the church's insurance coverage. It is subject to change WITH OR WITHOUT NOTICE. For further information, you may contact the chairman of the Compensation Committee.*

SBRCC offers health insurance to its full time employees. For 2008 full time employees Health Insurance is provided with Blue Cross. The employee is charged \$65.00 per month premium sharing. The Blue Cross plan has a \$3,800.00 deductible for the year. SBRCC pays the first \$3,000.00 of the deductible thru the Choice Care Card and the employee (family) pays the next \$800 after which Blue Cross pays 100% with the exception of name brand drugs paid at 80%. Single employees have a deductible of \$1,900.00 of which SBRCC pays the first \$1,500.00 thru the Choice Care Card. Full time is defined by SBRCC as 40 hours per week.. **For more information** on what is covered and what is not covered by our current insurance, contact the chairman of the Compensation Committee.

Note: At this time, an employee becomes eligible for Health Insurance on the first day of the third month of employment at SBRCC. Employees hoping to join the plan should notify the chair of the compensation committee of their intentions 30 days prior to their date of eligibility or the open enrollment date. Currently, the open enrollment dates are July 1st and January 1st.

Life Insurance

Important Note: *The following is a general description of the church's insurance coverage. It is subject to change WITH OR WITHOUT NOTICE. For further information, you may contact the chairman of the Compensation Committee.*

SBRCC currently offers life insurance to its employees. An employee may elect for a \$50,000 policy on himself/herself, \$10,000 on a spouse and \$5,000 per child, and SBRCC pays this premium. The church acknowledges that this may not be enough and strongly encourages its employees to seek additional coverage. **For more information** on our current insurance, contact the chairman of the Compensation Committee.

Accidental Death and Dismemberment

Important Note: *The following is a general description of the church's insurance coverage. It is subject to change WITH OR WITHOUT NOTICE. For further information, you may contact the chairman of the Compensation Committee.*

SBRCC currently offers an accidental death and dismemberment policy insuring employees for up to \$50,000 for certain losses, and SBRCC pays the premium. **For more information** on our current insurance, contact the chairman of the Compensation Committee.

Continued on next page

Benefits, Continued

Disability Insurance

Important Note: *The following is a general description of the church's insurance coverage. It is subject to change WITH OR WITHOUT NOTICE. For further information, you may contact the chairman of the Compensation Committee.*

Every SBRCC employee is provided a long-term disability policy. The premiums for these policies are paid for by SBRCC. There is a 60 day elimination period for these policies; during which time, SBRCC will continue the disabled employee's salary. **For more information** on our current insurance, contact the chairman of the Compensation Committee.

Paid Vacation

Eligible Vacation: When church employees would like to take time off of work they may use vacation. Available vacation days are based on calendar years of service. The breakdown is as follows:

- First level of seniority.....1st - 5th year = 10 days
- Second level of seniority.....6th - 10th year = 15 days
- Third level of seniority.....11th + years = 20 days

Note: Any new employee hired after June 30, will receive only 7 vacation days for that year.

New Level of Vacation: In the event that an employee reaches a new level seniority in the middle of the calendar year, the employee's vacation time will be increased on the 1st of January of the next year.

Vacation Requests: In general, all vacation requests, except in special cases, must be made at least one month in advance through the deacon or ministry partner. Secretaries at the two SBRCC locations will keep a log of vacation days taken.

Vacation Coordination: Employees must coordinate vacation so that the necessary office and ministry functions can continue in their absence. This coordination is particularly important during Thanksgiving and Christmas. Employees must also be respectful of each other so that responsibility for coverage is not unfairly borne by only a few. The elders reserve the right to deny vacation if they do not believe coverage is adequate,

Vacation Accumulation: Vacation days may not be accumulated, and must be taken each year. The elders firmly believe that these days are necessary for the long-term health of the employee and family. For this reason, these days may not be carried over to the following year. In an extreme circumstance where vacation cannot be used, an employee may request carryover days not to exceed five days. This request must be made to the elders.

Note: During January of each calendar year, the church calendar year will be completed.

Continued on next page

Benefits, Continued

Paid Holidays

In addition to paid vacation, SBRCC employees get 8 paid holidays. Paid holidays include:

- New Years Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving (2 days, Thursday and Friday)
- Christmas Eve (1 day)
- Christmas (1 day)

Note: Holidays may not be changed or accumulated for future time off. In event that a holiday falls on a weekend, the time off will be decided when the church calendar is made each year.

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Special Speaking Engagements / Seminar

Special Speaking Engagements

Ministers may periodically be asked to speak at special events (retreats, seminars, etc.) for an honorarium. Since these special engagements can result in the employee missing local Sunday worship service or other normally scheduled work time, such engagements shall be limited to two times a year. Any employee speaking at one of these special events should seek advance approval by submitting a "Travel Request" form through his respective deacon or ministry partner. By exception, travel of this sort will be paid by SBRCC, but ministers are expected to ask that the requesting party pay for travel. Any preparation for these speaking engagements should be performed on the employee's own time. Any honorarium should be made payable to and kept by the employee.

Any employee requesting special time off for missionary travel or campaign should complete a "Travel Request" form and submit it to his respective deacon and to the elders for final approval. Any employee involved in raising funds for any special trip (seminar, missionary, campaign, missionary travel, retreat, etc.) should first discuss the trip with the elders. Any funds, so raised should flow through the South Baton Rouge Church of Christ checking account.

Seminar

Ministers and respective deacons or ministry partners are allowed funds to attend a seminar regarding their ministry. The amount of travel funds will be designated in each ministry's budget and is a fixed amount regardless of the cost of the seminar. The church will only cover the cost up to this fixed amount, and any overage is the responsibility of the minister and respective deacon or ministry partner. The cost for a spouse can be included if the spouse is participating in the same activity; however, the cost cannot exceed the budgeted amount unless the minister and respective deacon or ministry partner agree to pay any excess amount out of their personal funds. Contact the chairman of the compensation committee for questions about the budgeted amount.

The employee and his respective deacon or ministry partner should each complete a travel request form. This request form should be submitted to the deacon in their area and to the elders for final approval. Following the seminar, the attached expense report summarizing all seminar costs with proper documentation (i.e. receipts for meals, cab fare, auto rental, hotel, etc.) attached should be submitted to the deacon and forwarded to the finance committee.

Secretaries at the two SBRCC locations will keep a logbook indicating the dates a minister will be away due to seminar travel.

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General Prohibitions

Prohibitions

Introduction

It may seem that it should be unnecessary to include these general prohibitions in a document to govern practices in a Christian environment. However, understand that the purpose of this document is to create structure, so that there is accountability and compliance with law. Christians are not immune to temptation. In addition, these prohibitions are not unlike those that you would find in other work environments.

In this section

Following is a list of topics in this section:

Topic
Discrimination
Sexual Harassment
Illegal Drugs / Drug Abuse
Legal Drugs
Alcohol
Tobacco
Violation of Prohibitions

Continued on next page

Prohibitions, Continued

Discrimination

SBRCC is an equal opportunity employer and will not tolerate discrimination based on age, race, pregnancy, disability, gender or national origin in accordance to law.

In addition, SBRCC pays its employees in accordance to the **EQUAL PAY ACT OF 1963**.

If you feel you have been discriminated against, please notify a member of the eldership as quickly as possible.

Sexual Harassment

At SBRCC, sexual harassment will be taken quite seriously and will not be tolerated. Sexual Harassment is defined by the U.S. Equal Opportunity Commission as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome (EEOC).

If you feel you have been sexually harassed, please notify a member of the eldership as quickly as possible.

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Prohibitions, Continued

Illegal Drugs / Drug Abuse

SBRCC does not condone the use of illegal substances. Possession, transfer or use of illegal substances is prohibited. SBRCC has a **ZERO TOLERANCE POLICY** towards illegal substances.

Legal Drugs

SBRCC allows prescription and over the counter medicines to be used while at work, but only in accordance with any applicable law.

Alcohol

SBRCC does not allow the consumption of alcohol on its property and does not allow employees to come to work under the influence of alcohol. Consumption of alcohol during the workday is also strictly prohibited.

Tobacco

Employees may not use tobacco products on SBRCC property. If necessary, an employee may take periodic breaks to use tobacco elsewhere, but may not count these breaks as paid work time.

Violation of Prohibitions

Violations of these prohibitions are considered serious breaches of acceptable conduct. Violation can lead to disciplinary action up to and including termination.

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Severance Policy

**“At Will”
Organization**

From a legal standpoint, South Baton Rouge Church of Christ (South) is an “at will” organization. That is, an employee can be terminated without explanation. Violation and/or abuse of the policies in this handbook or those referenced by the handbook can lead to disciplinary action up to and including termination.

As a body of Christ, however, the elders recognize that South is an organism and is concerned with treating its employees fairly. An employee to be terminated will be provided with an explanation for that termination. The granting of severance pay will be at the discretion of the Elders and will be based on a consideration of the grounds for termination and the length of service at South. If the Elders grant severance pay to a terminated employee, and that employee subsequently acts in a manner that is divisive or subversive to the church, severance pay may be terminated by the Elders.

Qualification Statement

**Changes /
Relationship to
Law**

Although this handbook is meant to cover our current and future needs, changes to this document and other SBRCC policy and procedures may be made at the discretion of the Elders, with or without notice and as they deem necessary.

In addition to this, rules and regulations within this handbook are subject to Federal and State law. In the event that a rule or regulation is in violation or contradicts a law, the law will serve as the standard.

Continued on next page

In Closing

From the Elders

The elders are glad to have each and every one of you as an employee and are grateful for all of your hard work. In many ways, the elders believe that we are partners with you in ministry. Nonetheless, we still have the responsibility that the church entrusts to us as employers. Our prayer is that you both tolerate and respect our position as employers with the understanding that our ultimate goal is to advance Christ to a hurting world regardless of our position. Without you, the employee, the effectiveness of the SBRCC would be diminished. Please keep the church and each other in your prayers, and remember that we do the same. God bless you in your service to our Lord.

Through the amazing love of our Lord Jesus Christ,

The Elders

Jimmie Carter

Bayardo Jiron

Jimmie Lawson

Mickey Pounders

Darryl Sanderson

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Revision History

Introduction

The last three revisions

Date of Revision	Purpose of Revision	Who
December 2006	General revision of the handbook	Compensation Committee
June 2007	Clarification of conditions for Minister's Seminar (coverage for spouse)	Compensation Committee
