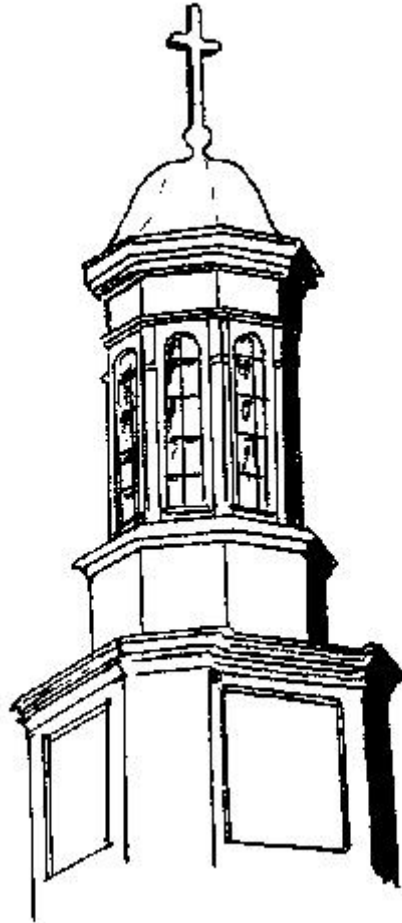


# Combined Personnel Manual



Centerville Baptist Church

Combined Personnel Manual  
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## I. Introduction

### A. Purpose

This Personnel Manual has been developed to establish and announce the policies and procedures that will govern the hiring, management, evaluation, compensation, termination, etc. of personnel employed by Centerville Baptist Church, Centerville Baptist Extended Childcare and Centerville Baptist Preschool. Additionally, information concerning protection benefits and personnel issues are also provided. The Personnel Committee of Centerville Baptist Church hopes these policies will be the basis of a warm and caring relationship between Centerville and the Church, the Extended Childcare and the Preschool staff.

### B. Staff/Employees

The staff/employees referred to in this manual include the Church, Extended Childcare and Preschool staff.

#### **Church staff/employees (full-time and part-time):**

1. CBC Ministerial Staff (full-time and part-time)
  - Pastor
  - Other minister positions (e.g. Associate Pastor, Minister of Worship, etc.)
2. CBC Office Manager and Office Staff
  - Office Manager
  - Other full-time or part-time salaried staff involved in office, financial and support functions.
3. CBC Maintenance Personnel (all paid building and grounds personnel) (full-time and part time)
  - Janitor/Custodian
  - Maid/Housekeeper
4. CBC Musicians/Staff (full-time and part-time)
  - Director of Music
  - Organist/Pianist
  - Other paid musicians
5. Directors of Childcare Ministries (full-time)
  - Preschool
  - Extended Care

#### **Extended Childcare staff/employees (full-time, hourly and part-time):**

1. Administrative staff
  - Director (considered a church staff position, see above)
  - Assistant Director
2. Extended Childcare staff/employees
  - Teachers
  - Teaching Assistants

#### **Preschool staff/employees (full-time, hourly and part-time):**

1. Administrative Staff
  - The Director (considered a church staff position, see above)
  - Assistant Director
2. Pre-School Teaching Staff
  - Teachers
  - Teaching Assistants

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3. Parents Morning Out Staff  
- Teachers  
- Teaching Assistants

The organizational structure, staff hierarchy, and relationships among staff is diagrammed in Appendix (1). These organizational diagrams clearly describe relationships between the staff (Church, Extended Childcare & Preschool), and the pastor. The organizational diagrams will be modified as needed in keeping with staff changes.

### **C. Positions and Salaries**

#### **Church staff/employees:**

The Personnel Committee is responsible for establishing positions and salaries for each of the Church staff/employees mentioned above. These positions and salary ranges shall be approved by the Church in conference. The Pastor's or other minister position's first year salary and benefits shall be established in conjunction with the applicable search committee (e.g. Pastor Search Committee).

#### **Extended Childcare staff/employees:**

The Extended Childcare Director's salary and benefits shall be recommended by the Pastor (the personnel committee chair in the absence of a pastor) upon hiring and approved by the personnel committee. The Assistant Extended Childcare Director's salary and benefits are established by the Pastor (the personnel committee chair in the absence of a pastor) and Extended Childcare Director, and approved by the personnel committee. The Extended Childcare Director establishes Extended Childcare Teachers and Assistant Teachers hourly wages and benefits in consultation with the Pastor (the personnel committee chair in the absence of a pastor).

#### **Pre-School staff/employees:**

The Preschool Director's salary and benefits shall be recommended by the Pastor (the personnel committee chair in the absence of a pastor) upon hiring and approved by the personnel committee. The Assistant Preschool Director's salary and benefits are established by the Pastor (the personnel committee chair in the absence of a pastor) and Preschool Director, and approved by the personnel committee. The Preschool Director establishes Preschool teachers' salaries and benefits in consultation with the Pastor (the personnel committee chair in the absence of a pastor). Likewise, Parents Morning Out teachers and all other teaching assistants' hourly wages and benefits are established by the Director in consultation with the Pastor (the personnel committee chair in the absence of a pastor).

### **D. The Personnel Committee**

The Committee serves at the pleasure of the Church. Committee members are elected by the Church and are expected to carry out their duties and responsibilities to the best of their ability. The Committee consists of no more than seven Church members and the Pastor (or other designated staff member in the absence of a pastor), as an ex officio member.

The term of service for each member shall be three years (unless otherwise approved by church council for special situations), and not more than three members shall have terms expiring in any one year. Members may not serve successive three-year terms. The primary concern of the Committee is the establishment and publication of personnel policies that are administered by the Pastor, the Extended Childcare Director and Preschool Director as outlined in this manual. With the Pastor's concurrence, the Committee recommends to the Church the hiring of CBC Ministry staff, musicians and Childcare Ministry Directors. The Committee, either directly or indirectly, hires Office and Maintenance staff, both full-time and part-time. The Committee recommends wages, salaries, protection benefits, and leave policy in consultation with the pastor and directors. The Personnel Committee works closely with the Pastor, who is the supervisor of the Church staff/employees, as depicted in appendix (1). The pastor (the personnel committee chair in the absence of a pastor) works with the Directors of Extended Childcare and Preschool to supervise their staff, as outlined in this manual. Termination of employment will be administered by the Pastor (the personnel committee chair in the absence of a pastor) for church staff/employees with the approval of the Personnel Committee. Termination of employment will be administered by Childcare Directors for Preschool/Extended Childcare staff/employees.

### **E. Copies of the Manual**

Each employee shall be provided a copy of this manual at the time of employment. The Chairman of the Personnel Committee is responsible for providing changes for inclusion in each copy of the manual. The copy maintained in the church office is the "Official Copy" of the Personnel Manual. The Pastor (the personnel committee chair in the absence of a pastor) and Directors shall ensure staff/employees are aware of the policies in this manual.

### **F. Policy Changes**

Recommended policy changes will be brought to the Personnel Committee for consideration. Modifications will become a part of this manual upon approval. Church approval will be required for all changes that affect the financial responsibility of the Church. All other changes will require only Committee and Church Council approval. Policy requiring Church approval will be brought before the Church in conference by the Committee Chairman or his/her designee.

### **G. Questions and Inquiries**

Any matter concerning personnel policy shall be addressed with the Pastor (the personnel committee chair in the absence of a pastor). For Extended Childcare and Preschool the Director may address the concern first and inform the pastor (the personnel committee chair in the absence of a pastor) of the concern. If the Director is unable to resolve the issue it shall default to the Pastor (the personnel committee chair in the absence of a pastor). If the Pastor is unable to resolve any issue, the Chairman of the Personnel Committee should be consulted. When a decision or interpretation of policy is needed, which is not specifically outlined in this manual, it should be brought to the Personnel Committee for resolution, concurrence and adoption as appropriate.

### **H. Budget**

The Personnel Committee shall prepare a "Proposed Personnel Budget" for the church staff/employees as called for by the Stewardship and Finance Committee in the preparation for the Church Budget. The proposed budget will list each church staff/employee position (excluding the Directors) and items of expense.

The Extended Childcare Director and Preschool Director shall prepare a "Proposed Operating Budget" as called for by the Stewardship and Finance Committee in preparation for the Church Operating Budget. The proposed budgets will list each staff position (including the Director's salary) and items of expense. The staff/employee budget proposals, including benefits, are to be reviewed with the pastor (the personnel committee chair in the absence of a pastor) and approved by the Personnel Committee.

### **I. Church Membership**

1. Permanent Ministry staff, musicians and directors of childcare ministries shall be members of Centerville Baptist Church. Childcare directors do not have to be church members, if approved by the congregation in church conference, upon the recommendation of the Personnel Committee.
2. Secretarial and Financial staff shall not be members of Centerville Baptist Church, unless otherwise approved by the personnel committee and the church congregation in conference. These positions relate to the cash flow and giving of church members and non-church members and it is desired that this information not be available to church members.

## II. Conditions of Employment

### A. Working Hours

#### **Church Staff/Employees:**

##### 1. Sunday

Ministry staff and musicians shall consider Sunday a workday and absences should be held to a minimum. When circumstances make it necessary for a staff person to be absent from church on Sunday for non-church related purposes, the pastor (the personnel committee chair in the absence of a pastor) will be provided as much notification as possible.

##### 2. Pastor

The Pastor will establish his own schedule in such a manner that he can perform his duties to the best of his ability and the needs of the church. The Pastor should schedule two days off per week. He will advise the Personnel Committee of his "normal" schedule. The Pastor will advise the Chairman of the Committee of his planned absences.

##### 3. Ministry Staff

The Pastor will establish the working hours for each Ministry staff person commensurate with assigned duties and the needs of the church. Two days per week will be scheduled as days off. The Personnel Committee will be advised of the staff member's normal schedule.

##### 4. Office and Maintenance Staff

Regular working hours (full-time 40 hours per week or part-time 35 hours or less per week) will occur between 8:00 A.M. and 4:00 P.M. Monday through Friday with an appropriate lunch period as approved by the pastor, the director or Personnel Committee, as appropriate. Minor adjustments to the schedule are permitted and are to be coordinated with the immediate supervision.

##### 5. Directors of Childcare Ministries

The Pastor (the personnel committee chair in the absence of a pastor) shall oversee the working hours of the Preschool Director and the Extended Childcare Director. Their working hours, the scheduling of hours for their staff/employees and hours of operation are detailed in the appropriate sections below for each ministry.

#### **Extended Childcare Staff/Employees:**

1. The Director, in consultation with the Pastor (the personnel committee chair in the absence of a pastor), and Assistant Director, in consultation with the Director, will establish their schedule in such a manner that they can perform their duties to the best for their ability. This will include but not limited to a 40-hour work week.

2. Extended Childcare Teachers and Teaching Assistants work hours shall be as described below:

- 20 - 40 hours per week between the hours of 6:30 a.m. and 6:30 p.m.(depending on part-time or full-time status).
- They may be asked to participate in, but not limited to, Church or Extended Childcare sponsored events such as Community Day, Fall Festival, and Parent's Night/Day Out, etc.

#### **Preschool Staff/Employees:**

1. The Director, in consultation with the Pastor (the personnel committee chair in the absence of a pastor), will establish his/her schedule in such a manner that he/she can perform his/her duties to the best of their ability. This will include but is not limited to a 40-hour work week.

2. Pre-School Teachers and Teaching Assistants work hours shall be as described below:

- 8:15 a.m. to 12:30 p.m. in the classroom (includes morning classroom set-up and afternoon classroom clean-up time)
- Special events, activities, staff meetings, training workshops, etc. as required
- Hourly employees are responsible for accurate work logs or time sheets

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3. Parent's Morning Out Teachers and Teaching Assistants hours shall be as described below:
  - 8:15 a.m. to 1:30 p.m. (includes morning classroom set-up and afternoon classroom clean-up time)
  - Special events, activities, staff meetings, training workshops. etc. as required
  - Hourly employees are responsible for accurate work logs or time sheets
4. The Assistant Director, in consultation with the Director will establish his/her schedule in such a manner that he/she can perform his/her duties to the best of their ability.

**B. Salary and Compensation for Church and Childcare Ministries:**

1. Administration:

The Personnel Committee shall recommend to the Stewardship and Finance Committee a starting salary for new Church staff/employees based on experience and qualifications, except as noted in I. C. above. The Extended Childcare and Preschool Directors, in consultation with the pastor (the personnel committee chair in the absence of a pastor), will propose starting salaries based on experience and qualifications, for subordinate employees/staff. Upon approval by the personnel committee for church staff/employees and the directors for childcare ministries salaries will be provided to the Stewardship and Finance Committee.

2. Salary Increases:

Church staff/employee salaries shall be reviewed annually by the Personnel Committee and may be adjusted in response to inflation and increased value of the individual's job description to the overall benefit of the Church. Salary increases based on merit may occur in addition to any cost of living increase. Recommendations for salary increases must be forwarded to the Stewardship and Finance Committee with supporting data as part of the budget process.

Requirements for cost of living raises and merit increases are as follows:

Cost of living raises

- Cost of living raises are provided to offset inflation and are designed to keep the employees/staff member at the same pay status provided they are not rated unsatisfactory.
- Full Cost of living raises are only considered for employees/staff that have an overall rating of satisfactory or above. For a rating above unsatisfactory and below satisfactory the increase can be adjusted as deemed appropriate by the evaluating official. Ultimate approval of the amount will be at the discretion of the Personnel Committee.
- Funds to support cost of living increases must be budgeted for in the budget process.

Merit raises

- Merit raises are designed to reward employees/staff for superior performance during the rating period. They can be increases in salary or a one time cash award at the discretion of the evaluating official. Ultimate approval of the amount will be at the discretion of the Personnel Committee.
- Employees/staff must have an overall rating of satisfactory or higher.
- The merit raise should be proportional to the overall rating.
- Funds to support merit increases must be budgeted for in the budget process.
- Merit increase amounts must be justified based on performance and the employee/staff members overall rating. The evaluator must submit the merit increase justification with the evaluation to the Personnel Committee.
- Merit increases can not exceed 10% of the employee/staff member's base salary in any one year period, unless otherwise approved by the Personnel Committee and the Stewardship & Finance Committee.

Extended Childcare and Preschool staff/employee salaries shall be reviewed annually by the applicable Director, in consultation with the Pastor (the personnel committee chair in the absence of a pastor), and may be adjusted in

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response to inflation as well as the increased value of the individual's job description to the overall benefit of the program. Salary increases based on merit may occur in addition to any cost of living increase. Recommendations for salary increases must be with accompanied by supporting data as described above and forwarded to the Stewardship and Finance Committee.

Approved salary increases shall be effective January 1st of each year, except for Preschool which will be effective for the first pay period of the school year—usually the 1<sup>st</sup> or 2<sup>nd</sup> week of August, based on the recommendations of the Director, with endorsement for the Stewardship & Finance and Personnel Committees, and as approved in Church conference.

3. Employee/Staff Bonuses

**Church/Extended Childcare/Preschool staff/employees:**

The Personnel Committee and the Childcare Directors are responsible for budgeting funds for bonuses during the budget process. These funds are to be used for the purposes of rewarding performance during the year and at the end of the year (historically Christmas bonuses). Bonuses are to be awarded based on performance. Bonuses are to be recommended by the Childcare Directors and approved by the Pastor and Personnel Committee. Upon approval they may be submitted for disbursement as an expense request to the applicable budget line item. Bonuses totals are not to exceed the budgeted amount unless otherwise approved by the Stewardship and Finance Committee. Bonuses are to be considered as follows:

Full-time employees/staff :

- Full-time employees/staff are to be given more monetary consideration than Part-time/hourly employees/staff.
- Consideration of amount is to be based on salary, position and performance.
- Award amounts are not to exceed 3% of the base salary, unless approved otherwise by the Personnel Committee.
- Award amount must be supported by the employee/staff performance rating.

Part-time/hourly employees/staff:

- Full-time employees/staff are to be given more monetary consideration than Part-time/hourly employees/staff.
- Consideration of amount is to be based on salary, position and performance.
- Award amounts are not to exceed 2% of the base salary, unless approved otherwise by the personnel Committee.
- Award amount must be supported by the employee/staff performance rating.

4. Pay Schedule:

Personnel shall be paid on a bi-weekly schedule, unless otherwise approved as a condition of employment in their Personnel Employment Agreement.

**C. Types of Employment for Church and Childcare Ministries:**

1. Full-time Salaried:

Full-time salaried employees are those who normally work forty hours per week (or more than 35 hours per week) and are entitled protection benefits provided by the church as agreed upon in their Personnel Employment Agreement. Full-time employees are expected to have no other employment that would create a conflict of interest or adversely affect performance of duties assigned by the Church. Should there be occasion for outside employment, the Pastor (the personnel committee chair in the absence of a pastor) and/or Director, as well as the Personnel Committee, will be notified in writing.

2. Part-time/Hourly:

Part-time employees work thirty five hours or less per week and have a set number work hours per week. Hourly employees are paid by the number hours worked per week and may not have set hours. Part time/hourly employees are not entitled to benefits afforded full-time employees, and they may be permanent or temporary (interim). A temporary employee is hired for a designated period of time, and given an appointment with a specified ending date. The employee personnel agreement will specify the employee as part-time or hourly.

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3. Contract:

Contract employees are hired to perform a specific task or work for a specific period of time for a pre-designated cost. Contract employees are not afforded benefits.

4. Probationary period for prospective employees:

All staff/employees must successfully complete the required probationary period before becoming permanent. Time spent during their probationary period will be credited toward calculating their length of service. The probationary period is 90 days. During the probationary period, the prospective staff/employee may be terminated at any time at the discretion of the Pastor (the personnel committee chair in the absence of a pastor) and Director, as applicable, with Personnel Committee approval.

**D. Employment Requirements:**

**Church and Preschool staff/employees:**

Every employee must complete the following as a condition of employment:

- Sworn disclosure statement
- Annual staff health report
- Criminal History Records Clearance by the Virginia State Police
- Search of the Central Registry for Child Abuse and Neglect from Child Protective Services
- W-4 and finance office forms
- Employment contract/salary agreement
- Employment application
- Proof of identity: Documentation for the Department of Justice and the United States Immigration and Naturalization Services

A confidential file will be maintained on each employee containing all employment related documents such as job application, resume, job and salary history, performance appraisals, disciplinary action and other documents that pertain to employment.

**Extended Childcare staff/employees:**

Every employee must complete the following as a condition of employment:

- Annual staff health report
- Sworn disclosure statement
- Criminal History Records Clearance by the Virginia State Police
- Search of the Central Registry for Child Abuse and Neglect from Child Protective Services
- W-4 and finance office forms
- Employment contract/salary agreement
- Employment application
- Proof of identity: Documentation for the Department of Justice and the United States Immigration and Naturalization Services

In compliance with state regulations, all employees must be certified by a practicing physician to be free from any disability which would prevent him/her from caring for children. This certificate must be renewed annually. Employees are responsible for any cost incurred with regard to this requirement.

Extended Childcare employees are required to attend a minimum of fifteen (15) classroom hours of staff development and training seminars annually. Certificates of attendance participation should be submitted to the program director, for insertion into personnel files. Registration cost of training hours will be the responsibility of the weekday program. For full-time employees/staff the Extended Childcare program is not obligated to pay hourly wages for your attendance. For part-time/hourly employees/staff the Extended Care program is required to reimburse hourly wages for training not occurring during normal working hours. However if an employee fails to attend the training session, he / she is responsible for reimbursing the weekday program for the registration fee of

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*the session and any and all other related expenses.* Submit travel reimbursement requests per section IV.H and tuition reimbursement per section III.E..

A confidential file will be maintained on each employee containing all employment related documents such as job application, resume, job and salary history, performance appraisals, disciplinary action and other documents that pertain to employment.

### **E. Personnel Employment Agreements for Church and Childcare Ministries:**

All staff/employees shall have a written Personnel Employment Agreement /prior to employment which shall include the starting date and salary or hourly wage, benefits and clarification of any policy issues described in this manual which might apply. The agreements are not to be used to modify or change the requirements set forth in this manual. Each agreement shall be signed by the Chairman of both the Personnel Committee or Director, as appropriate, and the newly hired individual. Copies of the agreement shall be maintained by each party and in the employee's personnel file. See appendix (8) for sample Personnel Employment Agreements.

### **F. Hiring and Resignations:**

#### **Church staff/employees:**

##### 1. Vacancies

- Ministry Staff vacancies in the Pastor or other pastoral ministry positions shall be filled in accordance with the procedures established in the Centerville Baptist Church Constitution and By-laws. When other non-pastoral ministry staff positions are newly established or are vacant, the Personnel Committee shall make it known that applications are being accepted for the vacancy. The Personnel Committee will review the applications. The Committee, in consultation with the Pastor, will contact the preferred individual and may invite the candidate to visit the church. Funding for these visits will be charged against the budget line item for which the position is being filled. After further discussions between the candidate and the Pastor, selected leaders and others of age or special interest groups may be invited to meet with the candidate. Based on concurrence from the Pastor and the others involved in the process, the Committee may present a recommendation to the Church, in Conference, to extend a call to the prospective non-pastoral ministry staff candidate.
- When Directors, Office Staff, Musicians, or Maintenance Staff positions are newly established or vacant, the Personnel Committee shall make it known that applications are being accepted for the vacancy. The Committee, in consultation with the Pastor, may review the applications, interview candidates, and recommend hiring to fill the position.

##### 2. Notice of resignation

- Employees resigning are requested to give a minimum of 2 weeks prior notice. Employees that are asked to resign or are otherwise terminated will be given a minimum 2 weeks notice. Employees discharged for misconduct or leaving without giving notice will be paid only for days actually worked.

#### **Childcare Ministry staff:**

##### 1. Vacancies

- Assistant Directors or other staff positions shall be filled in accordance with the procedures established in this document. When positions are newly established or are vacant the Extended Care/Preschool Director, in consultation with the Personnel Committee and Pastor, shall make it known that applications are being accepted for the vacancy. Positions are to be filled by recommendation of the Extended Care/Preschool Director in consultation with the Pastor and Personnel Committee.

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2. Notice of Resignation

- Assistant Directors and other staff are asked to give a minimum of two (2) weeks prior notice. Employees that are asked to resign or are otherwise terminated will be given a minimum of two (2) weeks notice. Employees discharged for misconduct or leaving without giving notice will be paid only for days actually worked.

## **G. Performance**

### **Church and Childcare Ministry staff/employees:**

Church and Childcare Ministry staff/employees shall have a job description that gives a broad definition of duties or areas of ministry for which that person is responsible. Full-time, Part-time and hourly employees will receive an annual evaluation to determine if his/her job performance is being maintained at specified standards. The written description of each position will be the basis of the performance evaluation. All evaluations will be in writing in a formal manner or on forms developed by the Personnel Committee or Director, as applicable. Evaluations will be used in connection with recommended pay raises. See appendix (6) for a sample job description and appendix (7) for sample evaluation forms.

Evaluations will use the following rating system for the overall rating:

- 5 > Excels in requirements
- 4 > Exceeds requirements
- 3 > Meets requirements
- 2 > Meets minimum requirements
- 1 > Unsatisfactory

The overall rating is to be determined based on an evaluation of each element of the applicable job description. To do so each element is to be evaluated using the ratings above. The overall rating will be based on the average of the individual ratings. An overall rating of exceeds requirements or excels in requirements must be accompanied by written justification. A rating of meets minimum requirements or unsatisfactory must be accompanied by a written plan for improvement to reach as a minimum meets requirements and time timeframe for doing so.

**Pastor's Evaluation** — The Pastor's evaluation will be conducted by the Personnel Committee and filed with the employees personnel record. (An Interim pastor's evaluation will be provided by the interim pastor search committee or personnel committee as designated by church council)

**Ministry Staff and Directors** — Evaluations will be conducted by the Pastor (the personnel committee chair in the absence of a pastor) who will file a written report with the Personnel Committee. Reports will be filed with the employees personnel record.

**Office and Maintenance Staff**—The Pastor (the personnel committee chair in the absence of a pastor) will be responsible for conducting an annual evaluation with each employee. Written reports will be filed with the Personnel Committee and placed in the employee's personnel record.

The Pastor (the personnel committee chair in the absence of a pastor) will be responsible for conducting an annual evaluation of the Extended Childcare Director/Preschool Director and will file a written report of the evaluation with the Personnel Committee. Reports will be filed with the employee's personnel record.

The Extended Childcare Director or her/his designee will be responsible for conducting an annual evaluation interview with each employee. Written reports will be reviewed with the Pastor (the personnel committee chair in the absence of a pastor) and filed with the employee's personnel record.

The Pre-School Director or her/his designee will be responsible for conducting an annual evaluation interview with each employee. Written reports will be reviewed with the Pastor (the personnel committee chair in the absence of a pastor) and filed with the employee's personnel record.

## **H. Drug Policy**

### **Church/Extended Childcare/Preschool staff/employees:**

Employees are expected to be Drug Free from any/all illegal drugs to insure the safety of the children and employees of the Church/Extended Childcare/Preschool programs. There may be random drug testing of employees through out employment, any employee who refuses will be terminated, this is a zero tolerance policy. The Church/Extended Childcare/Preschool programs will pay for requested testing. Employees have the right to appeal negative results, but the employee will be responsible for the cost of the test and will be placed on leave with out pay until results of the new test are provided and resolution made.

Employees under the influence of prescription drugs that may impair judgment, motor skills or overall performance should not report to work, and should notify the Pastor/Director, as applicable, as soon as possible. They must also have a Doctor's note excusing them from their job.

## **III. Benefits**

### **A. Leaves of Absence**

#### **Church/Preschool/Extended Childcare staff/employees:**

##### **1. Full-time Employees**

The Pastor (the personnel committee chair in the absence of a pastor) for Church staff/employees and the Directors for Extended Childcare/Preschool employees/staff are responsible for the coordination and approval of leave schedules for their respective staff/employees. (The Pastor will coordinate his leave schedule with the Chairman of the Personnel Committee and the Deacon Body.) The Office Manager or receptionist/secretary shall record all leave taken by all church staff/employees and the Directors or assistant directors likewise for their programs. **It will be the responsibility of the church staff/employees to report approved leave to the Office Manager or receptionist/secretary.**

##### **a. Annual Leave**

Annual Leave shall be provided for full-time staff/employees. Annual Leave will be earned as follows:

For the first three years, full time staff/employees shall earn 12 days per year. An individual is entitled to use leave time after the completion of six months of continuous employment.

After the completion of three years of continuous employment, full time staff/employees shall earn 15 vacation days per year.

After the completion of seven years of continuous employment, full time staff/employees shall earn 18 vacation days per year.

After the completion of ten years of continuous employment, full time staff/employees shall earn 20 vacation days per year.

Unused annual leave will expire at the end of each calendar year.

All staff/employees shall determine their vacation schedule as early as possible in each new calendar year so there is minimal disruption in Church/Preschool/Extended Childcare operations. Leave is available at the beginning of each year based on years of service. It will be prorated for the first year of employment based on the hire date.

All annual leave is to be requested via Appendix (5).

**b. Sick/Personal Leave**

The Church/Preschool/Extended Childcare shall grant full-time staff/employees one day of paid sick/personal leave for each calendar month of employment. If during any 30 day period, more than 5 days of absence due to illness occurs, no sick leave shall accumulate for that month.

**If a leave day is used as a sick day:**

Scheduled sick leave may be used for absences due to illness or injury, for visits to physicians during working hours, for pregnancy absences, for care of a sick child in the immediate family, or for dental related problems. Sick leave must be reported to the immediate supervisor for approval, and a physician's certificate may be required at the request of the direct supervisor.

Sickness that occurs after regular working hours that will require sick leave must be called in before the employee's normal working hours begin the following day and reported daily until the employee returns. If an illness extends for a period beyond accumulated sick leave, the employee may elect to use annual leave or time off without pay.

**If a leave day is used as a personal day:**

Personal leave must be scheduled 24 hours in advance. No more than one personal day may be scheduled in a two-week period.

Only newly acquired leave days may be used as either sick or personal days, thus each employee acquires 12 leave days annually that can be used as sick/personal days. At the end of the year, any remaining sick/personal leave days automatically carry over to next year as personal/sick leave.

Sick/personal leave is not payable in cash if unused, and is not to be used as a tool to extend annual leave. Sick/personal days may be carried over into the following year until a maximum of 30 sick days accumulate.

All scheduled personal/sick leave is to be requested via Appendix (5).

**2. Part-time/Hourly Employees**

**a. Church/Extended Childcare Part-time/Hourly Employee Personal/Sick Leave Benefit**

Personal/sick leave shall be earned based on the hours worked per month as follows:

Number of hours worked per month	Hourly accrual
20-39	1 hour
40-79	2 hours
80-119	4 hours
120-159	6 hours
160-plus	8 hours

- Personal/sick leave shall begin after the first month of employment, but it may not be used until after the employee has worked three calendar months. Within the first three months or if leave is exhausted leave without pay will be used for personal/sick days.
- Maximum carry over for part-time/hourly employees shall be 24 hours per calendar year.
- Part-time/hourly employees will not be eligible for any payout upon termination for accrued personal/sick leave.
- Accumulated time cannot be used after employee has given his/her 2 weeks notice.
- Planned personal/sick leave forms should be filled out at least 2 weeks prior to absence.
- Sick leave may be used for absences due to illness or injury, visits to physicians or dentists, pregnancy absences, or for care of a sick child. Sickness that occurs after regular working hours that will require sick leave must be called in before the employee's normal working hours begin the following day and reported daily until the employee returns.
- Personal leave days shall not be used in succession. Only one personal leave day can be used within a two-week period.
- Sick/personal leave is not payable in cash if unused, and is not to be used as a tool to extend annual leave.

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All personal/sick leave is to be requested via Appendix (5).

b. Preschool Part-time/Hourly Employee Personal/Sick Leave Benefit

1. Personal/sick leave shall be provided for part-time salaried staff.

Part-time salaried staff shall receive personal/sick leave as follows:

- 2-day teachers—4 days per year
- 3-day teachers—6 days per year
- 4-day teachers—8 days per year
- 5-day teachers—10 days per year

- Personal/sick leave shall begin after the first month of employment, but it may not be used until after the employee has worked three calendar months. Within the first three months or if leave is exhausted leave without pay will be used for personal/sick days.
- Maximum carry over for part-time employees shall be 24 hours per calendar year. Leave will be carried forward provided the employee is renewed for the new school year.
- Part-time employees will not be eligible for any payout upon termination for accrued personal/sick leave.
- Accumulated time cannot be used after employee has given his/her 2 weeks notice.
- Planned personal/sick leave forms should be filled out at least 2 weeks prior to absence.
- Sick leave may be used for absences due to illness or injury, visits to physicians or dentists, pregnancy absences, or for care of a sick child. Sickness that occurs after regular working hours that will require sick leave must be called in before the employee's normal working hours begin the following day and reported daily until the employee returns.
- Personal leave days shall not be used in succession. Only one personal leave day can be used within a two-week period.
- Sick/personal leave is not payable in cash if unused, and is not to be used as a tool to extend annual leave.

All scheduled personal/sick leave is to be requested via Appendix (5).

2 Hourly staff members are eligible for personal/sick leave upon completion of one year of employment.

- Upon completion of one year's service, hourly staff shall receive personal or sick leave as follows:
  - 1-day workers—1 day per year
  - 2-day workers—2 days per year
  - 3-day workers—3 days per year
  - 4-day workers—4 days per year
  - 5-day workers—5 days per year
- Upon completion of three years service, hourly staff shall receive personal or sick leave as follows:
  - 1-day workers—2 days per year
  - 2-day workers—4 days per year
  - 3-day workers—6 days per year
  - 4-day workers—8 days per year
  - 5-day workers—10 days per year
- Personal/sick leave shall begin after the first month of employment, but it may not be used until after the employee has worked three calendar months. Within the first three months or if leave is exhausted leave without pay will be used for personal/sick days.
- Maximum carry over for hourly employees shall be 24 hours per calendar year. Leave will be carried forward provided the employee is renewed for the new school year.
- Hourly employees will not be eligible for any payout upon termination for accrued personal/sick leave.
- Accumulated time cannot be used after employee has given his/her 2 weeks notice.
- Planned personal/sick leave forms should be filled out at least 2 weeks prior to absence.

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- Sick leave may be used for absences due to illness or injury, visits to physicians or dentists, pregnancy absences, or for care of a sick child. Sickness that occurs after regular working hours that will require sick leave must be called in before the employee's normal working hours begin the following day and reported daily until the employee returns.
- Personal leave days shall not be used in succession. Only one personal leave day can be used within a two week period.
- Sick/personal leave is not payable in cash if unused, and is not to be used as a tool to extend annual leave.

All scheduled personal/sick leave is to be requested via Appendix (5).

### **B. Maternity/Paternity Leave**

#### **Church/Extended Childcare/Preschool staff/employees:**

Maternity/Paternity Leave may be used for the birth, adoption or full guardianship of a child. It is available for both female and male employees.

Time off can be paid through annual leave and personal/sick leave. If the employee does not have enough earned time for the duration of the leave, he/she can request an unpaid leave of absence from the immediate supervisor. The leave of absence should not exceed six weeks.

The employee must give the immediate supervisor a two weeks notice of his/her return to work.

All Maternity/Paternity leave is to be requested via Appendix (5).

### **C. Bereavement Leave**

#### **Church/Extended Childcare/Preschool staff/employees:**

All full-time staff may be granted up to three days of paid leave for absences resulting from the death of an immediate family member. Immediate family members include children, parents, step - parents, spouse, grandparents, step - children, siblings, step - brothers and sisters.

All bereavement leave is to be requested via Appendix (5).

### **D. Jury Duty**

#### **Church/Extended Childcare/Preschool staff/employees:**

All personnel are encouraged to fulfill their civic responsibility of jury duty. The staff member may retain any compensation provided to them by the Court. Salaried employees/staff will be paid for jury duty days. Part-time/hourly employees/staff will not be paid for time spent on jury duty. They may choose to use accrued annual or personal leave.

All jury duty is to be requested/submitted per Appendix (5).

### **E. Tuition/Child Care Benefits**

#### **Preschool staff/employees:**

Preschool tuition is established at the time of employment and is detailed in the Personnel Employment Agreement.

#### **Extended Childcare staff/employees:**

Employees of the Extended Childcare receive free childcare for up to two (2) children. Additional children will be half (1/2) off the tuition. The children also have to be at least three (3) years of age and potty trained and can come through the completion of the fifth grade.

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Preschool benefits are negotiated through the Preschool Director and detailed in the Personnel Employment Agreement.

**Church staff/employees:**

Full-time ministry staff and directors are permitted limited paid time off for the purpose of personal development and church development. Requests for church sponsored funding for conventions, conferences, revivals, retreats, group training, continuing education and staff development activities shall be presented to the Stewardship and Finance Committee Chairman for analysis and inclusion in the committee's budget request for the upcoming budget cycle.

- a. Continuing Education and Individual Development—Full-time Church Ministry staff may attend two conferences per year for professional development as funds permit and with approval of the Pastor (the personnel committee chair in the absence of a pastor). Requests for additional conferences or educational classes/seminars will be reviewed and decided upon by the Pastor in consultation with the Personnel Committee. See the attached Tuition Reimbursement Policy for classes in appendix (3). No reimbursement will be made for unauthorized courses, classes or other educational expenses. See the attached Tuition Reimbursement Policy for classes.
- b. Directors and full-time church office staff may attend conferences/seminars/classes as approved by the Pastor and Personnel Committee. See the attached Tuition Reimbursement Policy for classes in appendix (3).
- c. Conventions—The Pastor may attend the national and state conventions each year. Other Ministry Staff may attend either the national or state convention once every three years. Attendance at conventions is subject to fund availability. Any staff member attending a convention or conference as a Church authorized representative shall not be charged for leave during attendance or travel.

**Extended Childcare/Preschool staff /employees:**

Full-time staff/employees are permitted limited time off for the purpose of personal development.

- a. Continuing Education and Individual Development—Full-time staff may attend two functions/classes per year for professional development as funds permit with the approval of the Director. Requests for additional functions/education classes will be reviewed and decided upon by the Director based upon the availability of funding. See the attached Tuition Reimbursement Policy for classes in appendix (3). No reimbursement will be made for unauthorized seminars/education expenses.
- b. Any staff's attending a function (e.g. conference or convention), as an authorized representative of the church shall not be charged leave during attendance or travel.

Part-time/hourly employees/staff personal development.

- a. Continuing Education and Individual Development - The Extended Childcare/Preschool will help defer the cost of books and tuition for classes approved through the Virginia Childcare Provider Scholarship Program, providing that every effort has been made by the employee to have their scholarship turned in and approved. Any and all books paid for by the Extended Childcare/Preschool are the property of the Extended/Preschool Childcare Program and are considered "on loan" to employee for the duration of the class. Upon completion of the class books shall be given to the applicable program. Staff/employees may attend classes for personal development as funds permit with the approval of the Director. See the attached Tuition Reimbursement Policy for classes in appendix (3). No reimbursement will be made for unauthorized expenses.
- b. A one-year agreement between the Extended Childcare/Preschool Program and employee will apply if the Extended Childcare/Preschool Program pays for schooling.

## **G. Office Closings Due to Weather or Emergency Situations**

### **Church/Extended Childcare/Preschool staff/employees:**

Inclement weather or emergency Situations, (such as power outages) may force late openings, early closings or full day closings of the church/Extended Childcare/Preschool.

- The church office will follow the schedule of the Chesapeake Public Schools regarding delays and closings with no loss of leave.
- If Chesapeake Public Schools are closed or delayed due to the inclement weather or emergency situations, Preschool programs and Director's office shall be closed with no loss of leave
- If such an event occurs, the Extended Childcare salaried staff will have no loss of leave. Hourly staff will have a choice to use any of their accumulated time off.
- The pastor and directors are responsible for notification of staff members when such events occur.

## **H. Breaks**

### **Extended Childcare staff / employees:**

Federal law does not require lunch or coffee breaks. However, each employee that works a consecutive 8-hour day is eligible for a 10-minute paid break and a 30-minute unpaid lunch break. An employee that works a consecutive 9-hour day is eligible for a 10-minute paid break and a 60-minute unpaid lunch break. All breaks should be coordinated through the Director or Asst. Director. Any unauthorized breaks will not be paid and may result in a disciplinary warning.

## **I. Holidays**

### **Church staff/employees (excluding Childcare Directors who observe their program directives):**

The following days shall be considered as paid holidays for all full time CBC staff.

- |                          |                                   |
|--------------------------|-----------------------------------|
| • New Years Day          | January 1                         |
| • Martin Luther King Day | 3rd Monday in January             |
| • President's Day        | 3rd Monday if February            |
| • Easter Monday          | Date variable                     |
| • Memorial Day           | Last Monday in May                |
| • Independence Day       | July 4                            |
| • Labor Day              | 1st Monday in September           |
| • Columbus Day           | 2nd Monday in October             |
| • Veteran's Day          | November 11                       |
| • Thanksgiving Day       | 4th Thursday & Friday in November |
| • Christmas Week         | December 24 — December 31         |

No more than one-week vacation may be added to the Christmas week holiday period.

When full-time staff is required to work on a holiday, an alternative day may be selected as a day off. A holiday that falls on a Saturday shall be observed on the preceding Friday; and a holiday that falls on a Sunday shall be observed on the following Monday. The Pastor (the personnel committee chair in the absence of a pastor) may alter the dates and stagger the work schedules in order to maintain necessary Church operations.

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**Extended Childcare/Preschool staff/employees:**

The following shall be considered as paid holidays for full - time salaried staff and employees employed continuously for one year.

- New Year's Day January 1
- Martin Luther King Day 3<sup>rd</sup> Monday in January
- President's Day 3<sup>rd</sup> Monday February
- Easter Monday Date variable (salaried staff only)
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day 1<sup>st</sup> Monday in September
- Veteran's Day November 11
- Thanksgiving Day 4<sup>th</sup> Thursday & Friday in November
- Christmas Eve Date Variable
- Christmas Day Date Variable
- Staff Member Birthday Date Variable

After one year continual service, Extended Childcare/Preschool Ministries part-time/ hourly staff are eligible for paid holidays. They will be paid for your average hours worked. The holidays are the same for hourly staff, as salaried staff with one exception, *Easter Monday is not observed for hourly staff.*

No more than one-week vacation may be added to the Christmas week holiday period.

When staff is required to work on a holiday, an alternative day may be selected as a day off. A holiday that falls on a Saturday shall be observed on the preceding Friday, and a holiday that falls on a Sunday shall be observed on that following Monday. The Pastor (the personnel committee chair in the absence of a pastor) and Director may alter the dates and stagger the work schedules in order to maintain necessary Church, Preschool and Extended Childcare operations.

**J. Protection Benefits**

**Church/ Preschool/Extended Childcare staff/employees:**

Health insurance:

A. All full time positions:

With the exception of the pastor, the church or childcare program will pay 70% of health insurance premiums for the employee up to a maximum limit of \$1000.00. The employee is responsible for the remainder of the premium cost. The employee may choose to cover additional family members at her/his own expense. The health insurance premiums for the pastor will be negotiated as part of his total compensation package.

B. Church/Preschool/Extended Care Hourly/Part-time positions:

Part-time/Hourly employees are extended an invitation to participate in group health insurance coverage at her/his own expense.

## **K. Retirement**

### **Church/Preschool/Extended Childcare full-time staff/employees:**

The church/preschool/extended childcare shall contribute to the Church Annuity Plan of the Southern Baptist Convention the amount required to obtain matching state convention funds for full-time employees, if so outlined in their personnel employment agreement. Other personnel may request specific retirement plans to be deducted from their salaries for Personnel Committee (church staff) or the applicable director (preschool & extended childcare staff) consideration and approval.

## **L. Social Security /Medicare**

### **Church staff/employees:**

All employees shall participate in Social Security and Medicare. The church shall deduct the Social Security Tax (FICA) and Medicare from the salary of each non-ordained staff member and shall pay the employer's share as prescribed by law. Since ordained ministers are considered to be self-employed, FICA and Medicare contribution will not be made by the church.

### **Extended Childcare/Preschool staff / employees:**

All employees shall participate in Social Security and Medicare. The church shall deduct the Social Security(FICA) and Medicare Tax from the salary of each staff member and shall pay the employer's share as prescribed by law.

## **IV. Miscellaneous Issues**

### **A. Personnel Records**

#### **Church staff/employees:**

The Pastor and Personnel Committee Chairman are jointly responsible for establishing and maintaining personnel files on every employee. The file shall include a brief biographical sketch, correspondence relevant to the individual's employment, records of leave, a copy of the official Personnel Employment Agreement, other records deemed necessary for tax purposes, and an official Criminal History Background report from the Department of Virginia State Police.

#### **Extended Childcare/ Preschool staff / employees:**

The Director shall establish and maintain a personnel file on every employee. The file shall include a brief biographical sketch, correspondence relevant to the individual's employment, records of leave, a copy of the official Personnel Employment Agreement, other records deemed necessary for tax purposes, and an official Criminal History Background report from the Department of Virginia State Police.

### **B. Grievances**

#### **Church/ Extended Childcare/ Preschool staff/employees:**

The staff should consult with the Pastor (the personnel committee chair in the absence of a pastor) regarding grievances. Should the Pastor be unable to resolve the grievance, the Chairman of the Personnel Committee may be notified for committee action.

**C. Church Staff/Employees Service Anniversary Recognition:**

<u>Event</u>	<u>Recognition</u>	<u>Responsibility</u>
25th & 50th Wedding Anniversary	Messenger Notice	Secretary
All Staff Yearly Service Anniversary	Messenger Notice and Calendar	Secretary
Each 5th Year Service Anniversary for Ministry Staff	Messenger Notice, Church Service or Staff Meeting Recognition, Event planned with Chair of Deacons & including a Personal Memento	Secretary, Deacons, Personnel, Budget
Each 5th Year Service Anniversary for Full-Time Staff	Messenger Notice, Church Service or Staff Meeting Recognition, Certificate of Appreciation & Gift Certificate or Lunch, etc. planned with Senior Pastor	Secretary, Personnel, Budget, Senior Pastor
Each 5th Year Service Anniversary for Part Time Staff	Messenger Notice, & Certificate of Appreciation by Senior Pastor	Secretary, Senior Pastor
All Staff Birthdays	Calendar Notice	Secretary
Nationally Recognized Celebrations, i.e., Secretary's Day, Teacher's Day	Messenger Notice, & Gift Certificate or Lunch, etc. planned with Senior Pastor	Secretary, Senior Pastor

**D. Staff/Employee Dress Code**

**Church Staff/Employees**

All staff members should dress appropriately. The following guidelines should be observed:

- Men are to wear dress slacks and collared shirt or turtleneck shirt
- Women are to wear dress pants with blouse, a dress, or skirt with blouse

**Preschool/Extended Childcare Staff/Employees Dress Code**

All staff members should dress appropriately. The following guidelines should be observed while working with the children:

- Jeans should be in good condition
- No low cut tops, tube tops or tops that reveal the abdomen.
- Athletic shoes, flats are acceptable. Large wedge heel, open toed and open heel shoes are discouraged.
- Skirts or dresses are not suitable attire
- Walking shorts may be worn.

**E. Church/Preschool/Extended Childcare Smoking Policy**

**CBC staff /employee smoking policy**

CBC is a smoke free environment. Smoking is prohibited on church property by staff members. Smoking by staff members on the church premises does not set the proper image to the church members, church attendees, extended care attendees and preschool attendees.

### **CBC non-staff/employee smoking policy**

CBCs goal is to foster a smoke free environment. Smoking is prohibited inside the church building by all personnel (staff and non-staff). Non-staff personnel may smoke outside the building during the period of time in which they are dropping or picking up personnel. Smoking should be keep to the confines of their personal vehicle to the maximum extent possible. The church staff does not consider smoking to be appropriate on the church premises; however, they recognize that parents, church attendees, church members may be smoking when they come onto/depart church property.

### **F. Extended Childcare/Preschool Staff/Employees telephone usage**

Use of cellular phones in the classroom, playground, etc. is highly discouraged. Please use your break time or lunch period to make any necessary calls. If a call is received through the office a message will be taken, unless it is an emergency.

### **G. Extended Childcare/Preschool Staff/Employees Confidentiality**

Information about children, families or employees should not be divulged to anyone other than people who are authorized to receive such information. This policy extends to both internal and external disclosure.

- Medical records and information
- Educational progress
- Special education needs
- Behavior problems
- Financial records
- And all private family information

### **H. Church/Preschool/Extended Childcare Mileage Reimbursement Policy**

This policy provides monetary reimbursement to paid staff members of Centerville Baptist Church for local transportation expenses directly related to Church business. Please note that staff members are encouraged to use a Church vehicle whenever possible when traveling for Church business.

1. The mileage should be driven within normal business hours of the Church organizations.
2. Mileage is calculated from the Church to the off-site location and back. Mileage driven to/from home should not be included.
3. No more than 100 miles can be claimed in any one-month period.
4. Mileage request forms must be turned in within ten (10) days of the travel. No reimbursement will be given for late forms. Refer to Appendix (4).
5. To meet IRS requirements, the reimbursement request must list the date on which the travel took place, destination with the number of miles traveled from the Church, and the business purpose for the travel.
6. Mileage will be reimbursed at a rate per mile set by thr Stewardship & Finance Committee during the yearly budget process.
7. If the purpose of the trip is to purchase items for the church, mileage reimbursement cannot exceed the cost of the item(s) purchased

## **I. Church/Preschool/Extended Childcare Purchase Policy**

This policy applies to all purchases of supplies, equipment and/or services for use by Centerville Baptist Church and its organizations.

Use of private vehicles to pick up supplies for the church/preschool/extended childcare should be employed only in emergencies and as a last resort. See section H. above for mileage reimbursement. All staff are maximize time in the office and minimize time out shopping for and picking up supplies. When it is necessary to leave the premises to pickup supplies consideration shall be given to ensure that either the director or assistant director of the preschool/extended childcare is present.

Purchases shall be made only on the authority of a requisition which has been approved in the following manner:

- a. Requests for approval should be submitted prior to the purchase. It is recognized that there will be instances where this is not possible, but these should be the exception, not the rule.
- b. Requests up to \$200 may be approved by the Pastor. In the absence of the Pastor, the Treasurer will approve the requests.
- c. Requests over \$200 must be approved by the Treasurer. In the absence of the Treasurer, the Finance/Stewardship Committee Chair will approve the requests.
- d. If there are not sufficient funds in the line item or if the request does not fall within a budget line item or a designated fund, the Stewardship/Finance Committee must approve the request.

Requests and expenditures are to be made for line items only by the appropriate staff, organization heads, committee chairpersons, or program directors. Purchasing of consumables (paper products, printing supplies, office supplies, etc.) should be coordinated through the Office Manager to take advantage of bulk discounts and free delivery services.

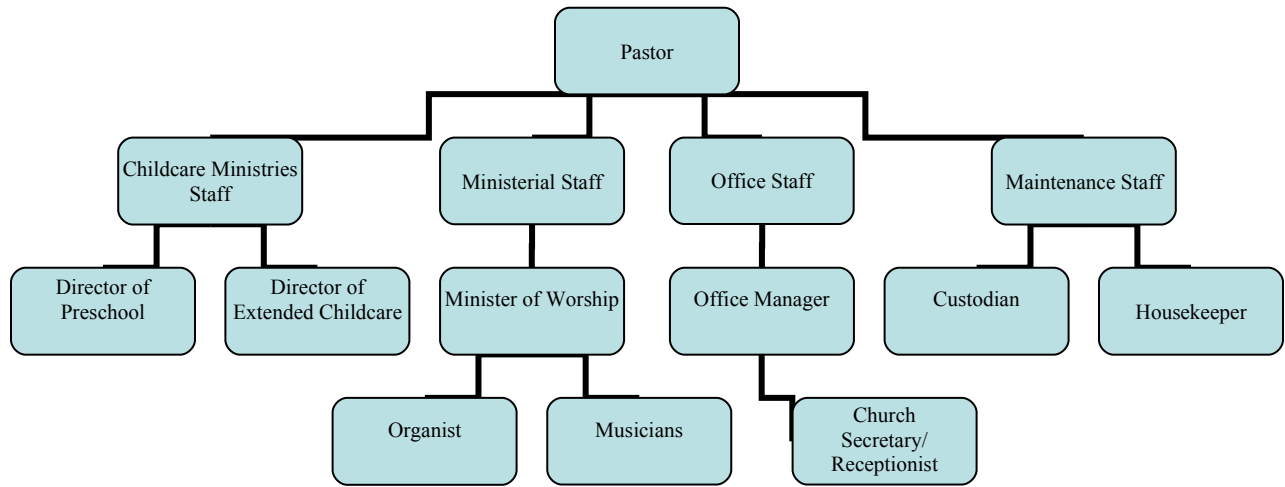
All requests for reimbursements must include the original dated receipt or invoice showing the item(s) purchased. If these are not available, other documentation must be provided. All requests for reimbursements must be submitted to the Office Manager within thirty (30) days of origin.

Receipts for any credit purchases must be submitted to the Office Manager within one (1) week of date of purchase to facilitate reconciliation of the credit statement.

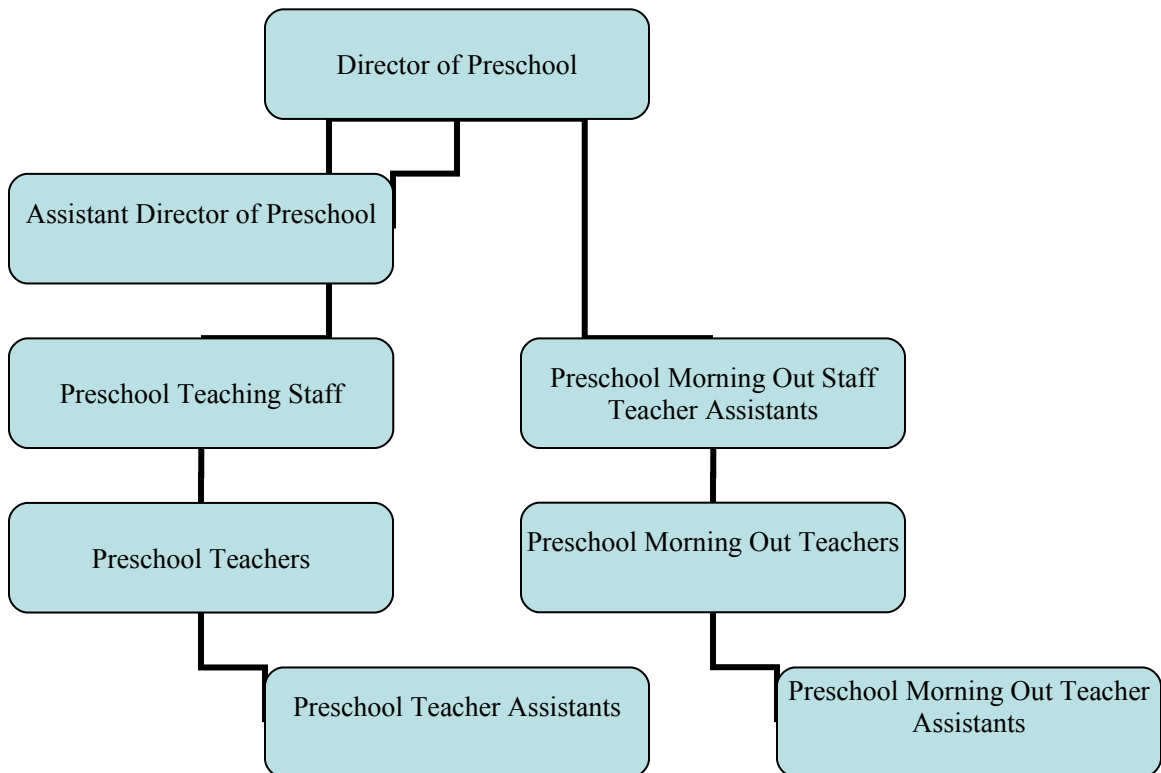
Any rewards, rebates, promotional gifts, etc. received as a result of a purchase for the Church and its organizations are considered property of the Church and are to be surrendered to the Church Office Manage

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 Appendix (1)  
 Church/Preschool/Extended Childcare Organizational Diagrams

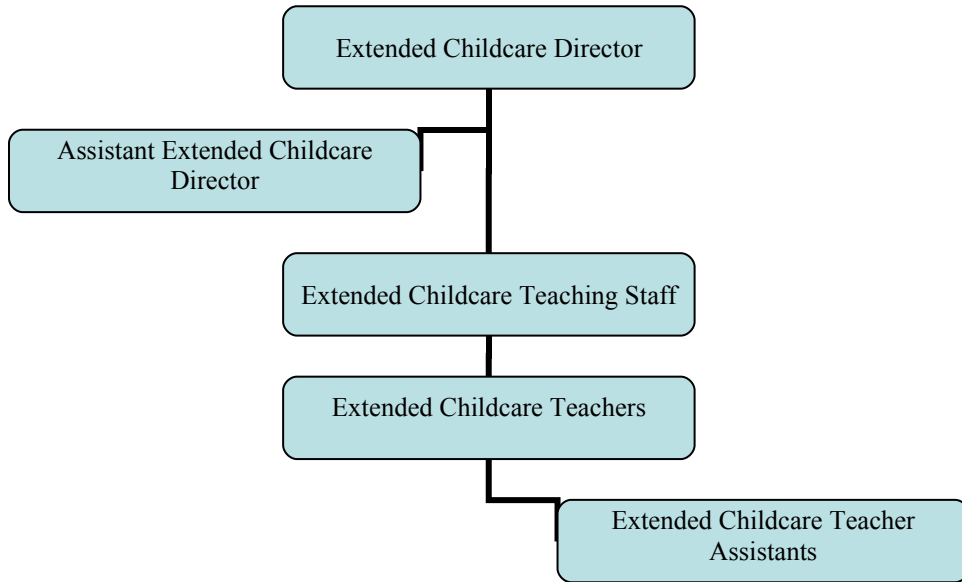
**Church Organizational Diagram**



**Preschool Organizational Diagram**



**Extended Childcare Organizational Diagram**



Centerville Baptist Church  
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Appendix (2)  
Weekday Pre-school Ministry Code of Ethical Behavior

Preamble

Centerville Baptist Church Pre-School Ministries teachers strive to serve as models for the community-at-large with regard to achieving and maintaining the highest standards of professional service and conduct toward students, families, colleagues and the church community.

Due to the importance of early childhood education and the responsibilities of teachers of Centerville Baptist Church Weekday Pre-School Ministries in the evolving development of students, teachers are accountable to students and families, co-workers, employers (the church) and the community. Consequently, teachers must be aware of their ethical responsibilities and vulnerabilities in their interactions and relationships with each of these groups. A Code of Ethical Behavior is a formal framework of ideals that can encourage all teachers to strive to achieve these high standards.

The code of ethical behavior takes the form of a set of basic principles and is not intended to be an exhaustive list, but sets the tone for the achievement of expectations.

**Commitment to Students**

- ❖ Speaks and acts with respect and dignity, always mindful of their rights and sensibilities
- ❖ Respects the confidential nature of information concerning students and their families
- ❖ Handle information with honesty and integrity
- ❖ Recognizes that a privileged relationship exists between the family and teacher
- ❖ Always consider the student's best interest over personal interest or benefit
- ❖ Foster within students a respect for colleagues
- ❖ Provide students with opportunities to learn equally
- ❖ Accept personal responsibility for providing quality teaching
- ❖ Integrate Biblical values into the curriculum
- ❖ Foster links between school and community

**Commitment to Parents/Guardians and Families of Students**

- ❖ Develop partnerships with parents/Encourage participation with the school
- ❖ Ensure parents understand relevant rules, regulations and procedures that affect their children
- ❖ Speaks and acts with respect and dignity, always mindful of their rights and sensibilities
- ❖ Respects the confidential nature of information concerning students and their families
- ❖ Handle information with honesty and integrity
- ❖ Use professional honesty and discretion in presenting facts regarding the developmental issues of children
- ❖ Be sensitive to the legal implications of differing family structures
- ❖ Consider the family perspective
- ❖ Respect family values and opinions
- ❖ Foster links between the ministry aspects of the program, the family and the community

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Appendix (2)  
Weekday Pre-school Ministry Code of Ethical Behavior

**Commitment to Colleagues and the Administration of the Church**

- ❖ Recognize and respect the potential and talents of colleagues irrespective of race, gender, age, religion, etc.
- ❖ Encourage openness and tolerance among colleagues
- ❖ Use constructive methods of resolving conflicts
- ❖ Observe the principles of justice in dealing with any complaint against colleagues
- ❖ Protect the professional reputation and career prospects of colleagues from malicious damage
- ❖ Foster unity, harmony and cooperation in working relationships
- ❖ Respect the ethical professional practice of colleagues in other settings
  
- ❖ Participate in professional development
- ❖ Network professionally with colleagues
- ❖ Respect the administrative authority of employers
- ❖ Ensure criticism or complaints are made through the correct grievance mechanisms
- ❖ Use resources efficiently to avoid waste or extravagance
- ❖ Hourly employees are honest in reporting time work for pay benefits

NOTE: Issue 5 of the Centerville Baptist Church Pre-School Ministries Personnel, Policy and Procedure Manual addresses issues of unprofessional/unethical behavior under the sub-section entitled "Notification of Intent Not to Rehire," and should be reviewed prior to the signing of this document.

Additionally, all employees should be aware of administration policies regarding confidential personnel file information, such as, but not limited to Medical records and information, Salary and/or Benefits, and Staff Evaluation and Performance Report information with other employees.

I, the undersigned, will strive to uphold and surpass these ideals of ethical behavior to the best of my ability.

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Signature

---

Date

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Appendix (3)

Tuition Reimbursement Request Form

1. To be eligible for tuition reimbursement, employees must be in a full-time staff position (as defined by the Personnel Manual) that is deemed to be of a continuing nature and their current performance appraisal must be satisfactory or above.
2. Graduate, undergraduate, vocational, adult education and other related courses must be scheduled so as to not interfere with full-time staff position duties (i.e. classes are to be scheduled on weekends or week day evenings) unless otherwise approved by the Approving Authority or designee.
3. Graduate, undergraduate, vocational, adult education and other related courses must be either job related or be part of a degree program that is consistent with or relevant to the staff position job description/ duties and intended to enhance job performance.
4. Determination of relevance of a course or degree program rests with the Approving Authority or designee. Approval must be made prior to the time of registration for the courses as stated in "7." below.
5. Reimbursement for tuition (excluding all other costs) will be approved only when the course is offered through an accredited college, university, community college or other accredited program. Reimbursement will be processed only when the employee successfully completes the course with a grade of "C" or better or "Pass" for undergraduate/vocational/adult education/etc. courses and a grade of "B" or better for graduate courses.

Other courses that may be eligible for tuition reimbursement are business, vocational, or technical school/training and/or adult education courses which reasonably relate to the employee's current assignment or which may lead to position advancement within the church. Determination of relevance of a course rests with the Approving Authority or designee and must be approved as stated below.

6. Tuition reimbursement is limited to available funds budgeted and must be equal or lower than the tuition rate charged by a Virginia state college or university or other accredited institution. Tuition reimbursement is limited to no more than two classes or 8 credit hours or equivalent per employee each fiscal.

7. To apply for tuition reimbursement:

A. A completed and signed Tuition Request/Reimbursement Form must be submitted to the approving authority or designee a minimum of 4 weeks prior to the enrollment date to permit proper review and consideration.

B. The Tuition Request/Reimbursement Form will be reviewed and the applicant will receive written approval or denial for tuition reimbursement. Reimbursement is contingent upon successful completion of the course as defined in 5. above.

C. Within two weeks of completion of the course, the applicant must provide (1) proof of satisfactory completion of the course/training; (2) a transcript or other documentation showing the applicant made a grade of "C" or better or "Pass" for undergraduate/vocational/adult education/etc. courses and a grade of "B" or better for graduate courses; (3) proof of the amount of course tuition paid (less any institution discounts), and (4) the completed Tuition Request/Reimbursement Form requesting reimbursement.

Definitions:

Approving Authority or designee: For full time staff positions this is the pastor (in the absence of the pastor this is the chair of the Personnel Committee). The pastor may designate in writing this approval authority to another full time staff member.

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Appendix (3)  
Tuition Reimbursement Request Form

## TUITION REQUEST/REIMBURSEMENT FORM

<b>REQUEST FOR EXPENSE</b>
<b>Requestor completes</b>
Requesting organization: _____ Staff member submitting the request: _____
How the course is job related/relevant to current position and/or future advancement: _____ _____
Description of course: _____ Duration of the course: _____ Course type (graduate/undergraduate/etc): _____ Number of credit hours: _____ Institution (College/University/etc) where course is offered : _____
Total Course Cost (course/books/supplies) : _____ Course cost: _____ Books/supplies cost: _____
Budget Line item from which funds will be drawn from: _____ Amount available on the line item listed above: _____ Number of credit hours taken in the calendar year to date: _____
Signature of requestor: _____ Date: _____
<b>Approver completes</b>
Amount approved for reimbursement: _____ Approving Authority: _____ Date: _____ Personnel Committee (if required): _____ Date: _____
Approval comments: _____ _____ _____
Comments discussed with the person submitting the request: <input type="checkbox"/> Yes <input type="checkbox"/> No

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Tuition Reimbursement Request Form

<b>Treasurer completes</b>
Certification By Treasurer:  <input type="checkbox"/> Funds Available <input type="checkbox"/> Funds Not Available  Comments: _____ <b>REIMBURSEMENT</b>
<b>Requestor completes</b>
Was course completed satisfactorily:  <input type="checkbox"/> Yes <input type="checkbox"/> No  Course type (graduate/undergraduate/etc): _____ Grade received: _____  <b>Attach proof of grade (transcript or other document)</b> Comment: _____  <b>Attach proof of tuition payment</b> Comment: _____
Signature of requestor: _____ Date: _____
<b>Approver completes</b>
Amount approved for reimbursement: _____  Budget line item: _____  Approving Authority: _____ Date: _____
Approval comments: _____ _____ _____  Comments discussed with the person submitting the request:  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Treasurer completes</b>
Action By Treasurer:  <input type="checkbox"/> Documentation for reimbursement complete. Issue reimbursement check for \$ _____.  Signature: _____ Date: _____

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 Mileage Reimbursement Request Form

## Mileage Reimbursement Request

Requestor is to complete the log below for reimbursement for work related travel:					Approver only
Date (2)	Odometer Beginning Reading	Odometer Ending Reading	Total Miles (1)	Destination of trip, Timeframe of trip and Purpose of trip (3)	Approver's review and validation
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

No more than 100 miles can be claimed in any one-month period.  
 Mileage request forms must be turned in within ten (10) days of the travel. No reimbursement will be given for late forms.  
 The mileage should be driven within normal business hours of the Church organizations.

Total Miles submitted for reimbursement: _____ Mileage rate obtained: \$ .30 per mile Total miles _____ x mileage rate \$.30 per mile = Reimbursement amount \$ _____ Signature of requestor: _____ Date: _____
<b>Treasurer completes</b> Certification By Treasurer: <input type="checkbox"/> Funds Available <input type="checkbox"/> Funds Not Available  Comments: _____
<b>REIMBURSEMENT AUTHORIZATION</b> <b>Treasurer completes</b>  Amount approved for reimbursement: \$ _____  Budget line item: _____  <input type="checkbox"/> Documentation for reimbursement complete. Issue reimbursement check for \$ _____.  Signature: _____ Date: _____

# TIME OFF REQUEST FORM

I REQUEST TO BE ABSENT FROM MY JOB ON:

	Date	Time
From:		
To:		

TOTAL NUMBER OF HOURS LEAVE REQUESTED: \_\_\_\_\_ HOURS

REASON FOR REQUEST:

- Vacation
- Personnel time
- Conference/Seminar
- Family Death
- Appointment
- Other; Please Specify: \_\_\_\_\_
- Sickness
- Jury Duty
- Convention
- Professional leave
- Doctor Appt

TYPE OF LEAVE REQUESTED:

- Personnel
- Sick
- Annual
- Leave with out pay

PERSON SUBMITTING REQUEST: \_\_\_\_\_ / \_\_\_\_\_  
SIGNATURE DATE

AUTHORIZED APPROVER:

APPROVED: _____	NOT APPROVED: _____
REASON IF NOT APPROVED: _____	
APPROVAL: _____ / _____	
SIGNATURE	DATE

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Sample Employee/Staff Job Description

HOUSEKEEPER/CUSTODIAN

Principal Function:

The Housekeeper/Custodian is responsible for maintaining clean buildings ready for use for church activities.

Responsibilities:

1. See that the church buildings are well-kept at all times
2. Check all equipment and *see* that it is ~ways in good working condition
3. Keep informed of the church calendar and sees that housekeeping and maintenance work is done
4. Inform the Property Committee Chairman of needed maintenance work and do work of maintenance that is necessary or requested
5. Maintain floors according to schedule; dust furniture and equipment; wash walls and windows and vacuum carpets as scheduled
6. Make requests to church secretary for cleaning and maintenance supplies as needed  
Standard regular supplies may be ordered by purchase order request through office or supplier  
Major equipment may be requested through the Property Committee Chairman
7. Move furniture; set up tables and chairs for suppers, banquets, and other similar occasions; and set up assembly and classroom areas for regular activities
8. Prepare facilities for special use as requested by staff of church office
9. Be responsible to Pastor for work schedule/assignments and supervision

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Sample Employee/Staff Evaluation Form

(Individual) \_\_\_\_\_

(Position) \_\_\_\_\_

(Date) \_\_\_\_\_

- Ratings:
- 1.0 - Unsatisfactory, needs improvement in defined area
  - 2.0 - Meets all minimum requirements of defined area
  - 3.0 - Meets all requirements of defined area
  - 4.0 - Exceeds all requirements of defined area
  - 5.0 - Excels in the defined area

**1. Adaptability**

This relates to the ability to handle change due to circumstances outside the evaluatee's control. It encompasses the ability to respond positively, to work within the circumstance to seek to achieve the desired goal, and to change when it is determined to be the proper course.

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**2. Administrative skills**

This relates to the ability to organize, implement and follow through to completion those daily tasks necessary to the functioning of the church; (Le. correspondence, business management, time utilization, etc.)

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**3. Commitment**

This relates to the level of personal involvement. Is the staff member a director of or a participant in the plans he/she proposes? Is there follow-through and an effort to carry on to completion?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

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**4. Communication**

What are the speaking and listening skills? Is written communication clear and accurate?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**5. Congregational relations**

Is a ministry of love seen and heard? Can criticism be heard without perceiving personal attack? Can issues be dealt with positively? Is there confidentiality?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**6. Creativity**

Is there an ability to "think outside the box"? Is the job description response patterned and repetitive? Is there the willingness to try new things to fulfill the calling?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**7. Credibility**

Can what is said be relied on by others? Is there consistency between word and deed in and outside of the church? How is the evaluatee seen by the world?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

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**8. Dependability**

Is there personal accountability for actions? Is there consistency of participation and presence? Can the evaluatee be relied on in any circumstance?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**9. Discipline**

Are good work habits evidenced? Are emotions controlled and expressed positively? Is self-discipline evident consistently in the life of the evaluatee?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**10. Enthusiasm**

Is there a passion evidenced in the calling? Is there a striving for excellence? Is there an excitement for the effort?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**11. Leadership**

Is there a willingness to set the example? Are positive methods of encouragement and reinforcement used?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

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**12. Ministry Focus**

Is there a clear sense of calling that is translated into performance? Are distractions overcome? Are plans followed through to completion?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**13. Missions**

Are the mission/value statements of the church adhered to? Is there a missions priority in the meeting of the job description? Is missions awareness encouraged in others?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**14. Professional Performance**

Is the appearance and demeanor suitable for the occasion? Is preparation evident? Is the job description being met?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**15. Self-evaluative Skills**

Can a critical self-appraisal be made? Is action taken to correct weaknesses? Is there an honest view of self?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

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**16. Self improvement**

Is there continual effort toward self-improvement? Is time set aside for study and personal spiritual, intellectual, and physical improvement?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**17. Selflessness**

Is there a spirit of humility? Is there a spirit of generosity? Is there a spirit of loyalty?  
Is there a spirit of sacrifice? Is there the willingness to follow as well as lead?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**18. Staff Relations**

Is a ministry of love seen and heard? Can criticism be heard without perceiving personal attack? Can issues be dealt with positively? Is there confidentiality? Is there the spirit of cooperative effort and mutual support?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

**19. Preparation**

Is prayerful preparation evident? Is research and study evident? Are questions responded to with thoughtfulness?  
Is time allowed in the personal schedule for study and research?

Score                    1.0                    2.0                    3.0                    4.0                    5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

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**20. Vision & Planning**

Is there a sense of vision? Are plans formulated based on that vision? Is there an effort to bring others into the planning process? Is the vision specific to a goal?

Score                      1.0                      2.0                      3.0                      4.0                      5.0

Areas of strength

Areas of growth from previous evaluation

Areas of improvement

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Extended Care Personal Employment Agreement

Name: \_\_\_\_\_

For the year of or dates of: \_\_\_\_\_

### BENEFITS (PER YEAR)

---

---

---

---

---

---

Other \_\_\_\_\_

Start date: \_\_\_\_\_

Last pay date: \_\_\_\_\_

### Select the type of employee below:

Hourly employee

#### Employer Pays:

Hourly wages ( x ) \_\_\_\_\_

Hours per week \_\_\_\_\_

Bi-weekly (gross) \_\_\_\_\_

Childcare (non – taxable) \_\_\_\_\_

Sub total \_\_\_\_\_

Total \_\_\_\_\_

#### Employee Pays:

Childcare \_\_\_\_\_

Sub total \_\_\_\_\_

Total \_\_\_\_\_

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 Sample Personnel Employment Agreement

**Part-time employee**

**Employer Pays:**

**Employee Pays:**

Hourly employee

Hourly wages (            x    ) \_\_\_\_\_

Hours per week \_\_\_\_\_

Bi-weekly (gross) \_\_\_\_\_

Childcare (non – taxable) \_\_\_\_\_

Childcare \_\_\_\_\_

Sub total \_\_\_\_\_

Sub total \_\_\_\_\_

Total \_\_\_\_\_

Total \_\_\_\_\_

**Full-time employee**

**Employer Pays:**

**Employee Pays:**

Hourly employee

Yearly salary \_\_\_\_\_

Hours per week \_\_\_\_\_

Bi-weekly (gross) \_\_\_\_\_

Childcare (non – taxable) \_\_\_\_\_

Childcare \_\_\_\_\_

Sub total \_\_\_\_\_

Sub total \_\_\_\_\_

Total \_\_\_\_\_

Total \_\_\_\_\_

I have examined the preceding salary totals and agree with these calculations.

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Date

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Sample Personnel Employment Agreement

## Centerville Baptist Pre-School Salary Agreement Pre-School Teachers

Employee Name: \_\_\_\_\_

First pay date: September 1, 2008 for work beginning August 18, 2008  
Last pay date: June 1, 2008

Gross Salary for the 2008-2009 School Year \_\_\_\_\_

I prefer that my salary be paid in:

21 pay periods\*      Gross Bi-Weekly Salary: \_\_\_\_\_

Federal Withholding	-	_____
Social Security Withholding	-	_____
Medicare Withholding	-	_____
State Withholding	-	_____

Net Salary \_\_\_\_\_

26 pay periods      Gross Bi-Weekly Salary: \_\_\_\_\_

Federal Withholding	-	_____
Social Security Withholding	-	_____
Medicare Withholding	-	_____
State Withholding	-	_____

Net Salary \_\_\_\_\_

Benefits

Total employer FICA contributions \_\_\_\_\_  
Personal/Sick Leave days \_\_\_\_\_  
Discount Pre-School Tuition (25% 1<sup>st</sup> year; 50% 2<sup>nd</sup> year; 75% 3<sup>rd</sup>  
year; 100% 4<sup>th</sup> year of continuous employment)

\_\_\_\_\_

I understand that as a "salaried" employee, I do not have a designated "hourly" pay rate and that the annual salary stated above is set for the school term. I have examined the preceding salary totals and agree with these calculations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel shall refrain from disclosing salary and/or benefits with other employees. Violation of this policy is grounds for dismissal.

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Sample Personnel Employment Agreement

## Centerville Baptist Pre-School Hourly Wage Agreement

Classroom Teaching Assistants/Parents' Morning Out Childcare Workers

Employee Name: \_\_\_\_\_

First pay date: September 15, 2008

Hourly Rate for the 2008-2009 School Year \_\_\_\_\_

- Time is calculated based upon number of actual hours submitted on time sheets

\*Gross Bi-Weekly Wages: \_\_\_\_\_

Federal Withholding	-	_____
Social Security Withholding	-	_____
Medicare Withholding	-	_____
State Withholding	-	_____

\*Net Salary \_\_\_\_\_

### Benefits

\_\_\_\_\_ Total employer FICA contributions  
\_\_\_\_\_ Paid holidays \*\* (Veterans' Day, Thanksgiving Day, Martin Luther King, Jr, Day, President's Day) if scheduled to work those days  
\_\_\_\_\_ Personal/Sick Leave days\*\*  
\_\_\_\_\_ Discount Pre-School Tuition (25% 1<sup>st</sup> year; 50% 2<sup>nd</sup> year; 75% 3<sup>rd</sup> year; 100% 4<sup>th</sup> year of continuous employment)  
\_\_\_\_\_ Professional Courtesy Complementary Childcare on days employee parent is working; 50% discount PMO on non-work days

\_\_\_\_\_  
\*\*(Employees are eligible after one full year of employment with Pre-School)

I have examined the preceding wage estimation totals and agree with these calculations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel shall refrain from disclosing salary and/or benefits with other employees. Violation of this policy is grounds for dismissal.