

PERSONNEL POLICY MANUAL



Revision January 9, 2014

This is not a contract, expressed or implied.

Employee Signature

Employee Name (Printed)

Date

About This Manual

This manual generally describes the personnel policies and procedures that govern the employment relationship between the Cooperative Baptist Fellowship of South Carolina (herein referred to as “the Fellowship”) and its employees. It is not a contract. The policies stated in this manual are subject to change at the sole discretion of management. These policies are not intended to be all-inclusive. There may be situations which arise that are not covered, either directly or in-directly, by these policies. In such instances, the Fellowship’s policy will be determined by it on a case-by-case basis. This manual supersedes and replaces all prior manuals and policy manuals, which are inconsistent with the policies contained herein. You may receive notice that changes have been made in policies from time to time, and those updates should be kept with your records. No supervisor has the authority to change, modify, or waive any policy or procedure contained in the manual.

Acknowledgement

This is to certify that I have been informed and understand the Cooperative Baptist Fellowship of South Carolina’s Personnel Policy Manual is not a binding contract, either expressed or implied, but a set of guidelines. I understand that the Fellowship may modify any of the provisions of this manual. I am employed on an at-will basis. My employment may be terminated at any time, either by me or by the Fellowship, with or without cause. I recognize that changes in these policies will in no way alter the “at-will” nature of my employment.

Employee Signature

Employee Name (Printed)

Date

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1. Organizational Structure

The roles of Coordinator, Associate Coordinator, Missions Coordinator, office personnel, and other employees are outlined in separate job descriptions. This section covers the administrative and reporting aspects:

- a. The Personnel Committee shall deal with all matters relating to personnel administration, policy and management. The Committee will provide evaluation of the Coordinator, define duties of personnel, review staffing needs of the Fellowship office, coordinate with Search Committees and when appropriate make recommendations to the Administrative Council. The Personnel Committee will recommend to the Finance Committee salary and benefits for employees of CBFSC.
- b. The Coordinator has supervisory responsibility for the Associate Coordinator and Missions Coordinator. The Coordinator is accountable to the Personnel Committee for applicable sections of the personnel policy manual.
- c. The Associate Coordinator has supervisory responsibility for all office personnel. The Associate Coordinator is accountable to the Coordinator for applicable sections of the personnel policy manual. The Coordinator shall exercise supervisory responsibility for all office personnel if the Associate Coordinator position is vacant.

2. Employment Practices

Legal Rights

The Fellowship strives, in good faith, to comply with all applicable local, state, and federal laws, including but not limited to the Nation Labor Relations Act. If any Fellowship policy, practice, or procedure conflicts with any local, state, or federal law, the Fellowship, upon notice of the conflict, will administer that policy, practice, or procedure so that it complies with applicable laws. Nothing herein requires employees to waive, rescind, or forego any rights that the National Labor Relations Act provides to employees.

a. Rules of Conduct and Disciplinary Action

As with any organization, certain work rules and guidelines are necessary to ensure good order and proper operations. Employees are expected to use good judgment and common sense in carrying out their job duties for CBFSC. The following list contains some of the items or actions which are prohibited on associational, religious or church properties. This list is not intended to be all inclusive. Employees are subject to disciplinary action, up to and including discharge, for violating these work rules and any other policy or procedure.

1. Refusal to perform assigned duties or to follow instructions.
2. Misappropriation of funds, theft.
3. Intentional damage or destruction of property.
4. Fighting on associational or church properties.
5. Falsifying any records or providing false employment related information.
6. Possession of firearms, dangerous weapons, explosives on association or church premises.
7. Obtaining or conveying, without proper authority, confidential information about association finances, operations, or personnel information.
8. Failure to report to work for three consecutive working days without notifying the association of the circumstances.
9. Failure to report to work on the first working day following the expiration date of a leave of absence.
10. Immoral or indecent conduct.
11. Reporting to work drunk or noticeably under the influence of alcohol or drugs or possession or use of alcoholic beverages, intoxicants of any kind, or illegal drugs on association or church premises.
12. Gross negligence resulting in serious injury to another employee, or damage to association property.

13. Violation of the CBFSC nondiscrimination or harassment policy.
14. Violation of the CBFSC Security of Information Policy.
15. Violation of the CBFSC Ethics Policy or any other CBFSC policy.
16. Insubordination to supervisors.
17. Careless or improper work performance.
18. Smoking in unauthorized areas.
19. Failure to do acceptable quantity and/or quality work.
20. Unauthorized leaving, neglecting work or sleeping on the job.
21. Failure to follow safety rules and regulations.
22. Failing to report accidents or injuries or having excessive accident record.
23. Gambling on association property.
24. Horseplay.
25. Unauthorized operation of machines, tools or equipment.
26. Excessive time on breaks or taking unauthorized breaks.
27. Poor housekeeping, creating or contributing to unsanitary conditions.
28. Excessive waste of materials or supplies.
29. Use of abusive or threatening language.
30. Excessive tardiness and absenteeism.
31. On or off duty conduct that CBFSC, in its sole discretion, deems unprofessional, unethical, or otherwise harmful to CBFSC's image and reputation.
32. Carry weapons on Fellowship premises, including but not limited to guns and long-blade knives. This prohibition applies, even if an employee has a valid concealed weapons permit. The Fellowship further reserves the right to search any employee's personal belongings, including vehicles, if the Fellowship believes that an employee has brought a weapon onto the premises.
33. To protect employees from unwarranted solicitation and to ensure efficiency, employees are not permitted to solicit or distribute any printed material to any other employee for any purpose at any time during either employee's working time (working time includes any time that an employee is on the clock but does not include break periods and meal times or other similar specified periods during the workday when an employee is not required to be performing his or her work tasks). Do not distribute any written or printed materials in any working area at any time. Visitors are not permitted to solicit, sell or distribute outside literature or material while on the Fellowship's premises at any time.

CBFSC expects its employees to follow all policies and procedures and to use proper behavior suitable to a church setting. Employee conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance.

Similarly, employees may be subject to discipline for poor job performance and violation of other CBFSC policies and procedures. The type of disciplinary action that may be imposed may

vary depending on the facts and circumstances surrounding each case. Employee discipline may range from verbal warning, to written warning, to suspension and/or termination of employment. While the circumstances of a particular case may result in termination for a first offense, other cases may result in other forms of discipline.

Nothing in this policy or any other CBFSC policy creates an obligation to follow any particular disciplinary procedure or creates a contract of employment. Management retains the right and absolute discretion to discipline employees. Management reserves the right to skip certain disciplinary steps or repeat certain disciplinary steps depending on the facts of each situation.

- b. **Hours of Work** - The Fellowship office will ordinarily be open from 8:30 a.m. to 5:00 p.m. Monday through Friday, except listed holidays.
- c. **Pay Periods** - Employees are paid twice a month, on the 15th and the last day of the month. Special exceptions may be requested in advance by notifying the Treasurer.
- d. **Holidays** - The following days are paid holidays:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Good Friday or Easter Monday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and Friday
 - Christmas Eve and Christmas Day

If a holiday occurs on a weekend, the schedule will be adjusted accordingly.

2. Leaves

a. Sick Leave

- Full-time employees are eligible for 1 day of sick leave per month served. Part-time employees and employees classified as “temporary” are not eligible for benefits regardless of the number of hours worked in a week.
- Under this policy, sick leave is allowed for an absence for personal injury (either on or off the job) or sickness (including dental care, examination by doctors, etc.) of the employee, and/or necessary absence because of sickness or injury of immediate family member(s).
- Employees will be given credit under this sick leave policy at the rate of one day for each full month of service with a maximum of twelve days in any calendar year. (Employment commencing on or before the 15th of the month shall be counted as one full month for the purpose of this policy.) Unused sick leave can be accumulated from year to year up to a maximum of 60 days.
- Employees are not paid for accumulated sick days in the event that the employee leaves the employ of CBFSC for any reason. Unused sick leave may not be taken in the form of compensation at any time.
- When an employee is eligible for worker’s compensation payments, CBFSC will pay the difference between such payments and the employee’s regular pay until accumulated sick leave is exhausted.
- Employees may be eligible for long term disability benefits after a 90 day waiting period. The waiting period begins on the first day the employee is either partially or permanently disabled.
- Supervisors must keep a record of each employee’s absences which will be kept in the Administrative Office.
- At the request of the supervisor, an employee may be required to submit a licensed physician’s certificate (or other similar affidavit) as proof of eligibility for sick leave before sick leave is granted.
- When credited sick leave is inadequate to cover absences caused by the employee’s illness, the time lost may be charged against earned but unused vacation time due the employee if the supervisor grants or employee tenders written permission to do so.
- Request for additional sick leave upon unusual circumstances must be submitted to the Personnel Committee.
- In the event that an employee is incapacitated for more than five (5) consecutive work days, but prior to long term disability (after 90 days), the employee will use paid sick days and vacation days in the interim. In the event the employee is incapacitated beyond these additional days, the Coordinator along with the Finance and Personnel Committees will coordinate the pay period until long term disability begins. If the Coordinator becomes incapacitated, the Moderator along with the Finance and Personnel Committees will coordinate the pay period until long term disability begins.

The supervisor must ascertain that the employee is disabled for the entire period of disability as documented by a statement from a licensed physician.

b. Parental Leave

- Maternity leave may be taken with pay for up to six (6) weeks by full-time employees of CBFSC.
- Paternal leave may be taken with pay up to two (2) weeks by full-time employees of CBFSC.
- Adoptive leave may be granted for 2-6 weeks. This period is to be negotiated with supervisor.

c. Bereavement Leave

Leave may be taken in the event of death in employee's immediate family or of dependents. A dependent is defined as anyone who resides permanently with the employee.

The immediate family is defined as:

- spouse
- son, son-in-law, stepson
- daughter, daughter-in-law, stepdaughter
- mother, mother-in-law, stepmother
- father, father-in-law, stepfather
- brother, brother-in-law, stepbrother
- sister, sister-in-law, stepsister
- grandparents
- guardian, ward or other relative living in the household at the time of illness

For immediate family, up to one week may be taken for bereavement leave. Additional time may be arranged with the Supervisor.

For extended family, two days may be taken for bereavement leave. Additional time may be arranged with the Supervisor.

d. Other Leave

- Employees may be excused from their jobs with pay during the actual time required for jury duty.
- Other leave (whether paid or not) must be approved in advance except in emergency situations.

4. Vacation

- a. Vacation time is accrued and used on a calendar year basis. When separation occurs, a calculation of vacation time accrued versus vacation time taken will be made. The rate accrued will be based on the number of months the individual is employed (during the calendar year) prior to the termination date. The Fellowship may, at the discretion of the Personnel Committee, compensate an employee for up to 2 weeks of accrued vacation at the time of separation.
- b. Employees who have completed one year or more of employment with CBFSC are entitled to two (2) weeks of vacation with pay unless otherwise negotiated. One of these weeks may be taken following the first six months of employment.
- c. Employees who have completed five (5) years of employment with CBFSC are entitled to three weeks' vacation with pay.
- d. Employees who have completed ten (10) years of employment with CBFSC are entitled to four weeks' vacation with pay.
- e. Employees are expected to give a least two (2) weeks advance notice of their intent to resign. It is understood that only in case such notice is given will the matter of vacation allowance apply. When a person resigns from CBFSC under these conditions, he/she shall receive a severance allowance proportionate to his/her unused earned vacation.
- f. Vacation time does not ordinarily accumulate from one calendar year to the next; however one (1) week of vacation time may be carried over into the next calendar year for that year only. Vacation time cannot be forfeited for additional pay from CBFSC.
- g. If one or more holidays fall within the vacation of the employee, the vacation shall be extended by that day, or number of days, or the employee may select an additional day or days.
- h. Any salary which becomes payable during the vacation period of an employee will be paid on the last work day preceding the vacation of such employee, provided a request is made one (1) week in advance.

5. Benefits

Employee benefits are designed to help and protect the employee, but they are also to help and protect CBFSC; therefore, these benefits are always over and above the base salary and can never be considered a part of the cash remuneration paid by CBFSC. Unless otherwise negotiated at the time of hiring, an employee cannot take the cash equivalent in the place of any benefit.

- a. All full-time Employees shall receive the following benefits:
 - Long-term disability shall be provided to all full-time employees. The full cost of the long term insurance shall be paid by CBFSC.
 - Life Insurance shall be provided to full-time employees. The full cost of the life insurance shall be paid by CBFSC.
 - Health Insurance shall **not** be provided to full-time employees. The cost of the health insurance on the employee may be subsidized by a salary supplement from CBFSC.
 - Retirement contributions through an appropriate sponsor as approved by the Personnel Committee shall be provided for all full-time employees of CBFSC after three (3) years unless otherwise negotiated. The gross salary of the Coordinator, Associate Coordinator, and/or Missions Coordinator in regard to retirement shall include the amounts paid for salary and housing.
 - Workers' Compensation insurance shall be carried by CBFSC for work-related injuries as defined by the Workers' Compensation section of the South Carolina code, in the amount set forth therein.
- b. Coordinators shall receive the following benefits, in addition to those listed above:
 - Transportation Expenses - All employees shall receive direct reimbursement for transportation expenses in an amount equal to the standard IRS business mileage reimbursement rate. A log of mileage related to CBFSC activities is to be submitted with each request for reimbursement.
 - Housing - All ordained ministers shall receive direct pay for housing expenses in an amount approved each year by the Personnel Committee. (See Housing Allowance policy.)
 - Social Security - The Personnel Committee shall consider social security obligations for staff in the determination of salary on an annual basis. Ordained clergy receiving housing allowances are considered self-employed for social security purposes. Allocations equal to non-ordained staff are made quarterly for those individuals classified in this manner, and is taxable income to those ordained clergy. All social security allocations are shown within the personnel benefits line for that purpose. (See Housing Allowance policy.)

6. Housing Allowance

Clergy who own or rent their homes can exclude from their income for federal or state income tax reporting purposes the portion of their ministerial income designated by their employer* as a “housing” allowance – to the extent that the allowance is in fact used to pay for housing-related expenses such as rent, additions, and maintenance. Housing allowance exclusions for clergy who own their homes may not exceed the fair rental value of their home (furnished, including utilities).

*The CBFSC Personnel Committee has been designated as employer. In December of each year, the housing allowances for the ordained clergy staff are approved and shown in the minutes of that meeting.

Amending the allowance:

CBFSC can amend an allowance during the year if the original allowance proves to be too low. However, the amended allowance will only operate prospectively.

Social Security:

Clergy are considered to be self-employed for social security purposes. Therefore, CBFSC does not withhold FICA (7.65% or current applicable rate) and CBFSC does not pay the 7.65%, or current applicable employer’s share. CBFSC does give a 7.65% or current applicable rate benefit (as shown in the Social Security budget line) to the ordained, qualifying clergy staff member, which is added to the minister’s income on the W-2 as compensation. The minister is then responsible for paying the entire 15.3% portion of the self-employment social security tax on their salary.

Those clergy employees filing quarterly estimated taxes are required by the IRS to file according to compensation in arrears based on the following timetable:

For the Period	Due Date
Jan. 1 – Mar. 31	April 15
April 1 – May 31	June 15
June 1 – Aug. 31	Sept. 15
Sept. 1 – Dec. 31	Jan. 15

CBFSC follows the practice of making social security quarterly payments to those clergy employees in the following manner: quarterly payments are made in advance based on current year compensation. CBFSC should review this practice carefully when we add a new hire, as to the calculation of their initial payment in the first year of hire.

Federal and State taxes:

Clergy have dual employment status. These taxes are withheld by CBFSC. They are calculated and paid on that portion of the clergy staff member’s salary minus the housing allowance.

7. Sabbaticals

A sabbatical leave, from time to time, for self-renewal and mental refreshment is recognized and encouraged as being beneficial to the Coordinator and Associate Coordinator and to CBFSC as well. However, sabbatical leave is not to be considered an entitlement of employment, and therefore, is not cumulative and has no cash value. A sabbatical leave is not intended to take the place of vacation time nor is it to be considered additional vacation time.

These guidelines shall be followed regarding sabbatical leave.

a. Qualification:

Except under extraordinary circumstances, a sabbatical leave will not be granted until the Coordinator/Associate Coordinator has served CBFSC full time for at least four consecutive years. Normally, sabbatical leave will not be granted more frequently than every four years. Sabbatical leave durations will be one month for the first leave and two months for any leave thereafter. Coordinator/Associate Coordinator with at least twelve years of service may be granted up to one additional month for a sabbatical leave based on specific need and appropriate justification. The Personnel Committee retains the authority to make exceptions to the frequency and or duration of the sabbatical leave on an individual basis in cases where special needs warrant such exceptions.

b. Application Procedures:

Application for sabbatical leave shall be made by the Coordinator/Associate Coordinator in writing setting out, in reasonable detail, the reason for the leave, a plan for covering job responsibilities during the absence, what is expected to be accomplished by the leave, and any other information pertinent to the request for the leave. Expenses expected to be incurred during a sabbatical leave shall be included in the application as long as they are commensurate with the nature of the CBFSC assignment. The Coordinator/Associate Coordinator shall submit requests to the Personnel Committee with sufficient notice to plan the leave within the CBFSC schedule. In the best interest of CBFSC sabbatical leaves for the Coordinator and the Associate Coordinator will not be granted within the same twelve month period.

c. Approval Procedures:

The Personnel Committee may make reasonable adjustments to the leave time. If an employment change occurs within six months after the completion of the development opportunity, the individual will reimburse CBFSC for leave expenses. This reimbursement will be negotiated with the Personnel Committee. Leave expenses include salary and benefits during the time of the leave as well as any other CBFSC paid expenses incurred during that time. The Personnel Committee retains the right to consider exceptions to this policy on an individual basis.

d. Post-Leave Procedures:

Upon completion of the sabbatical leave, the Coordinator/Associate/Missions Coordinator shall make a formal report to the Personnel Committee regarding the leave. The report should demonstrate accomplishments, integration/implementation plans, impact to the staff member, and the expected positive impact for CBFSC. Following the presentation to the Personnel Committee, the Coordinator/Associate Coordinator shall make a similar presentation to the General Assembly.

8. Continuing Professional Development

CBFSC encourages our Coordinator/Associate Coordinator/Missions Coordinator to continue their education through membership in professional organizations, attendance at professional conferences, and events and activities which foster their personal and professional development, and in turn, enhance our organization.

- a. CBFSC will pay the Coordinator/Associate Coordinator/Missions Coordinator for memberships in professional organizations with the approval of the Coordinator/Personnel Committee.
- b. Professional development requests including particular conferences, events and activities and approximate expenses will be submitted by each staff member to the Coordinator for approval.
- c. The Personnel Committee will approve these requests for the Coordinator. The appropriate budget accounts will be charged in coordination with the Coordinator/Personnel Committee with the approval of the Finance Committee and annual budget.
- d. Professional organizations, conferences, events and activities are not to be considered an entitlement of employment, and that the particular organization, conference, events and activities must be approved by the Coordinator/Personnel Committee on an annual basis or when opportunities arise.
- e. After the conference, event or activity, the employee will submit the "Continuing Education Report" form to his or her supervisor or committee.

CBFSC

Continuing Professional Development Report

1) Name of Conference/Event/Activity _____

2) Date(s) of Participation _____

3) Purpose of Conference/Event/Activity _____

4) Briefly explain how this helped you and/or CBFSC

9. Performance Evaluations

- a. The Personnel Committee chair shall conduct an annual evaluation of the Coordinator and submit a written report to the Personnel Committee.
- b. The Coordinator shall conduct an annual evaluation of the Associate Coordinator and Missions Coordinator, and submit written reports to the Personnel Committee.
- c. The Associate Coordinator shall conduct an annual evaluation of all office personnel and submit a written review to the Coordinator. The Coordinator will provide the written report to the Personnel Committee.
- d. The Personnel Committee shall review all written evaluations and will recommend to the Finance Committee salary and benefits for employees of CBFSC.
- e. Written reviews will become a part of the employee's personnel file.
- f. Reviews will be conducted for the previous years' service no later than January 31 to comply with the appropriate stated Personnel Committee meeting and to comply with deadlines for budget recommendations to the Finance Committee.
- g. A CBFSC annual evaluation form will be used and signed for each staff review.

CBFSC
Staff Performance and Development Review

Name _____ Position _____
Period from _____ to _____

I. Performance

- A. What are your most significant accomplishments during the period?

- B. What results or expectations were not met and what were the contributing factors?

- C. What are your greatest strengths? (Consider various administrative, technical, interpersonal, managerial and pastoral skills, as appropriate.)

- D. What are your greatest development needs?

II. Action and Development Plan (if applicable)

- A. What development plans for the previous period were accomplished?

B. What plans were not accomplished?

C. Show specific training and development actions, and other activities planned or scheduled for the next twelve months to sustain or improve the employee's present performance or promotional development.

III. Employee's additional comments:

Employee's signature: _____ Date: _____

Supervisor's comments:

Supervisor's signature: _____ Date: _____

10. Sexual Misconduct and Harassment Policy - CBFSC Staff Members

It is the policy of CBFSC that all employees have the opportunity to work in an atmosphere and environment free from any form of sexual misconduct or harassment. Such forms of sexual misconduct or harassment constitute violations of various state and federal laws and will not be tolerated by the CBFSC.

Sexual misconduct or harassment as described below is a violation of the trust necessary for effective employment and constitutes unethical behavior. Staff members are always responsible for protecting the spiritual, emotional, and physical well-being of those who seek counsel and help. Sexual contact or harassment always undermines that well-being.

Definition of Sexual Misconduct

1. Sexual advances, either welcomed or unwelcomed.
2. Requests for sexual favors.
3. Making suggestive or insulting noises, leering, whistling, or making obscene gestures.
4. Inappropriate affection such as kissing, touching, bumping, patting.
5. Sexual innuendo, suggestive comments, insults, threats, jokes about gender- specific traits, or sexual propositions.
6. Any sexual contact related to terms of employment, continued employment or any other employment decision affecting the employee.
7. Any sexual contact which exploits the vulnerability of another staff member, CBFSC or related church members, or other individuals.

Staff members should be careful that personal friendships or social relationships, on or off the job, do not influence their treatment of employees, prospective employees or their employment decisions.

Definition of Harassment

"Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Examples of harassment conduct include, but are not limited to, the following:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on CBFSC premises, or circulated in the workplace.

Complaint Procedures

The complainant, the accused, and CBFSC are entitled to fair and just treatment and due process, are to be accorded respect, and are to be assured of CBFSC's intent to seek justice, reconciliation, and healing.

Any person who alleges sexual misconduct or harassment or retaliation by any staff member of CBFSC will follow these procedures:

1. All complainants will be referred to the Coordinator (except as outlined in No. 2 below). Should complainant feel more comfortable by initially talking with one of the other CBF staff members it would then be the responsibility of that staff member to relay this complaint to the Coordinator for investigation. In all cases a process should be followed which is most comfortable for the complainant.
2. Complaints against the Coordinator shall be referred to the Chair of the Personnel Committee for investigation.
3. Reports of sexual misconduct or harassment or retaliation will be investigated by the designated investigator immediately.
4. The investigator will document the conversation in writing, asking the complainant to be as specific as possible about particular incidents and sign the document.

Questions to cover include:

- a. What happened?
- b. When did it happen?
- c. Where did it happen?
- d. Were there any witnesses to the incident?
- e. How did you respond?
- f. Has this person ever done this to you before or done something else to you which you considered sexual misconduct or harassment or retaliation?
- g. Did you tell anyone about this incident?
- h. Do you know of anyone else this person may have treated similarly?

5. The right of confidentiality, both of the complainant and of the staff member, will be respected, consistent with legal obligations. If sexual misconduct or harassment or retaliation is substantiated, the staff member will give up the right for confidentiality.
6. If sexual misconduct or harassment or retaliation is substantiated, the report and the results of the investigation will be presented to the CBFSC Moderator. The name(s) of victim(s) found to be violated will not be released to the CBFSC Moderator without prior written approval of those individual(s).

SANCTIONS FOR SEXUAL MISCONDUCT OR HARASSMENT:

A substantial charge against a staff member of the CBFSC shall subject such staff member to disciplinary action including, but not limited to, professional help, suspension of duty and/or termination of employment with CBFSC.

11. Guidelines for Hiring Staff

1. Communicate position vacancy immediately with Personnel Committee, Moderator and as appropriate in the process, current staff, the Chair of Finance Committee, and membership at large.
2. Tap a Search Committee consisting of at least the following:
 - a. The staff member supervising the position.
 - b. One or more members of the Personnel Committee.
 - c. As appropriate:
 - One or more representatives in program area impacted by the position.
 - Committee chair/designated representative relating to the position.
3. Define a Job Description for the position or edit current description that includes at least the following:

An outline of job tasks, personal qualities needed, technical competencies needed, business experiences preferred, education requirements, and any other requirements.
4. Determine a proposed salary package.
5. If there is a change from the previous job description or salary package, submit both to the Personnel Committee for review/feedback and to the Chair of Finance Committee as information and for determination of whether there is a need to also involve the Finance Committee (i.e. when additional funds are needed above the Personnel budget's line item).
6. Create interview-screening questions while clarifying an anticipated interview process.
7. Advertise the position to be filled, with application cut-off date, for at least two weeks in:
 - a. CBFSC publications and communications with a statement about the position and contact information for interested persons to call for more information.
 - b. CBFSC website with a posting of full information about the position.
 - c. Other association means, as appropriate, to communicate about the position.
 - d. Optional:
 - Other churches, ministers, and friends of CBFSC
 - CBF and other religious/denominational publications
 - Other broader community outreach publications as appropriate.
8. After the application cut-off date, review and prioritize resumes that are received as to the personal qualities, competencies, experiences, and requirements specified in the job description.

9. Check with all references for top candidates – exploring beyond what is stated in writing by each candidate.
10. Preferably interview at least 2 or 3 candidates.
11. Determine applicant that the Search Committee wants to employ.
12. Share information about the chosen candidate with the appropriate individuals for evaluation and feedback as deemed necessary considering the position. If not in agreement, reevaluate selection and determine next steps. When in agreement, proceed to #13.
13. In conversation with the Chair of Personnel Committee (if not involved in the Search) offer position to the chosen candidate – outlining specifics of start-date and salary. NOTE: The individual of record for making the offer will be the chair of the Search Committee.
14. Announcement of hire: Share candidate selection with Personnel Committee, Chair of Finance Committee, CBFSC staff, Administrative council, Coordinating Council and membership-at-large.
15. Send thank-you letters to remaining applicants for their interest in the position.

12. Exit Interview Policy

It is the purpose of this policy to foster good will with former employees. The purpose is further to obtain feedback from the employee in order to identify and correct any possible problems which may exist in a particular area in order to improve for the future.

- a. At time of separation of employment an exit interview with the employee shall be conducted. An employee Exit Interview check list is attached to this policy to be used in conducting the interview.
 - Section I is to be completed by the Supervisor.
 - Section II by the employee, and
 - Section III by the chair of the Personnel Committee.
 - If the employee is not available to conduct the exit interview, the chair should attempt to contact the employee and obtain the information needed for the exit interview by telephone or by mailing the form to the employee and asking them to complete Section II and mail back to the chair's attention.
- b. The interview shall be conducted on the last day of employment unless a different time is required due to circumstances. The employee's final paycheck should be delivered at the conclusion of the interview unless circumstances dictate otherwise.
- c. If the chair of the Personnel Committee determines that due to conflict or an awkward situation the chair cannot conduct the interview, the interview will be conducted by another member of the Personnel Committee designated by the Committee chair.
- d. This policy does not apply to employees who are terminated for cause or to probationary employees who are not hired at the end of their probationary period.

EMPLOYEE EXIT INTERVIEW CHECKLIST

Employee's Name: _____

Ministry/Dept.: _____

Employee's Supervisor: _____

Position: _____

Employment Date: _____

Termination Date: _____

Date Completed: _____

Instruction: Section I is to be completed by: Department Supervisor

Section II is to be completed by: Employee

Section III is to be completed by: chair, Personnel Committee

SECTION I (Initial appropriate item when completed)	ITEM COMPLETED
* Obtain the following items issued to employee:	
Facility Keys	
Equipment issued: educational materials	
Credit/telephone cards	
Ministry manuals; curriculum guides, professional books	
Any petty cash funds	
Other:	
* Calculate and prepare:	
Any severance pay	
Granted vacation pay	
Final payroll check	
Final expense report	
* Remove Employee from:	
Insurance records	
Retirement records	
Phone list	
* Other	

Obtain permanent address to mail Form W-2	
Change safe combinations/check authorization cards, etc.	
File all termination forms in Personnel File	
Place employee's personnel file in inactive folder	
Other:	

Signature of Responsible Person

Date

<p align="center">SECTION II (Please check the appropriate boxes) (If you need to explain your answer, please do so on the following page)</p>	YES	NO
Do you feel you were properly selected for your job considering your giftedness, talents/abilities, interest and education?		
Did you like your job?		
Did you feel you received adequate training on your job?		
Do you feel the amount of work which you were asked to perform was reasonable?		
Do you feel you were adequately recognized for the work you performed?		
Do you feel the amount of responsibility given to you was adequate?		
Do you believe you received fair pay for the work which you performed?		
Do you feel the working conditions were good?		
Do you feel your fellow employees were cooperative?		
Do you feel you received effective and fair supervision while you were here?		
Do you feel you were kept properly informed about CBFSC policies and developments?		
Do you feel the promotional prospects would have been good had you stayed?		
Were you satisfied with employee benefits such as sick leave, vacation, retirement plan, medical plan, etc.?		
If a friend of yours were looking for a job, would you recommend that he/she apply for work here?		
Do you have another job?		
Were your hours of work satisfactory?		

How do you feel CBFSC treats its employees? _____

What did you like most about working at CBFSC? _____

What did you like least about working at CBFSC? _____

What suggestions do you have that would improve the area you worked in at CBFSC? _____

What were your most important reasons for leaving? _____

If you need to explain your answers to the questions on the previous page, please do so here.

Signature of Responsible Person (optional)

Date

SECTION III

Interviewer’s observation comments:

Approve release of final payroll check ☐ Yes ☐ No

<hr/>	<hr/>
Signature of Responsible Person	Date

Additional comments regarding employee_____

13. Equal Employment Opportunity

CBFSC is an equal opportunity employer. It is the association's policy to fully comply with all applicable laws providing for equal employment opportunities without regard to race, color, religion*, sex, national origin, age, veteran or handicapped status.

This policy relates to all phases of employment, including, but not limited to, recruiting, hiring, placement, upgrading, promotion, demotion, transfer, reduction of work force, termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all association-sponsored activities.

CBFSC is dedicated to administering this policy with a positive attitude. All employees and supervisors are expected to recognize this policy and cooperate to ensure its affirmative implementation to avoid any illegal discrimination in employment.

All employees will be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, or other above listed status will be tolerated.

To ensure that employment and promotion decisions are made in accordance with equal employment opportunities, the association imposes only valid requirements for these opportunities. Provisions in applicable laws providing for religious exemptions, bona fide occupational qualifications, business necessity, or age limitations will be utilized by the association where appropriate.

Any employee who believes this policy is violated should report the violation to his/her supervisor or the chair of the Personnel Committee.

Retaliation against any person for making a report or participating in an investigation is prohibited and is grounds for disciplinary action up to and including discharge where appropriate.

* The Cooperative Baptist Fellowship of South Carolina reserves the right to take the religious preferences of any candidate into consideration.

14. Computer Policy

1. **General:** The use of CBFSC computers must be consistent with the mission and ministry of the association. The Coordinator will designate the authorized computer Administrator. Nothing should take place involving the association's computers without the knowledge or awareness of the designated Administrator. This includes loading any additional software (on individual hard drives or otherwise), calling for technical support, enlisting non-staff for training or troubleshooting problems, purchasing additional equipment, accepting hardware gifts or bringing equipment or software from home.
2. **Personal Use:** The CBFSC computers are designated for business use. Personal use of CBFSC computers is only allowed for the following conditions:
 - When not interfering with job performance.
 - When not overloading system resources.
 - When complying with all other CBFSC policies and all applicable laws and regulations.
 - And when consistent with the mission and ministry of CBFSC.
3. **Inappropriate Use:** Under no circumstance shall the association's computers or its network be used for the access of inappropriate materials or websites. All CBFSC computers are the property of CBFSC, and may be searched by the computer Administrator in consultation with the Coordinator if questionable use is suspected. This search may be done at any time, with or without permission from or advanced notice to the user. If any criminal activity is detected, CBFSC will cooperate fully with the appropriate law enforcement officers.
4. **Right to Access:** CBFSC's right to access may include some or all of the following:
 - Monitoring inappropriate or excessive use of the Internet.
 - Access to information on employee's computers in their absence. All files and documents created for association purposes are the property of CBFSC. All such files and documents must be retained for departmental use when an employee changes positions or discontinues employment.
 - Preventing copyright violations by employees who copy computer software without authorization.
 - Minimizing the risk of computer viruses.
 - Updating association-owned software.
 - Detection of communications among employees that may constitute sexual or other forms of harassment for which the church may be liable.
5. **Additional Software:** In the event that you need to install additional software on your PC, contact the computer Administrator for approval and installation. The installation disks must be kept on-site in order to adhere to software licensing regulations.

- 6. Licensing Regulations:** You MAY NOT install software on your home PC and install the same software here without purchasing an additional copy. This is a violation of federal law.
- 7. Virus Protection, Internet, and Network Connectivity:** Every computer using the association's data network must be protected by antivirus software at ALL times with NO exceptions. Any PC found to have its virus definitions out of date or its antivirus protection disabled will be immediately disconnected from the network.
- 8. Unattended Workstations:** You must be aware of your PC's access while you are away from your desk. Screensavers should be set to require a password in order to be disabled to keep unauthorized users from accessing our network. Since every user has access to the Internet and files on the server (where applicable), unauthorized users could, for example, intentionally or unintentionally delete vital files from the server or access inappropriate websites.
- 9. Expenses and Fees:**
 - a. If you are approved for additional equipment and software, all expenses related to this for service and installation are charged to appropriate department or budgets.
 - b. Any fees associated with the restoration of network damage attributed to misuse or a virus that has entered through your department will be charged to your department or budget.
- 10. Backups:** Where applicable servers or desktops are backed up on a daily basis by the appropriate staff member for data storage. When saving your data to a server, etc., those files are included in daily backups and can be fully restored in the event of a major data loss. However, you are responsible for the backup of any data kept solely on your hard drive.
- 11. Remote Access:** Only those staff members authorized by the Personnel Committee will be allowed access to the CBFSC computer system from offsite locations. Access grants will be reviewed regularly.
- 12. Social Networking:** There are work-related uses for social networks and participation in such networks can be a beneficial part of employment. But, when social networking, an employee must adhere to all policies listed herein, including, but not limited to, number two above. It is important to remember that social networks are in the public domain, which means that anything that is written is almost instantaneously available for anyone else to see. When posting on any social networking site, an employee must remember the following:
 - The employee is a representative of CBFSC and should strive always, whether at the association or away, to do what is in the best interest of CBFSC, its staff and members.
 - The employee must consider whether the posting of information might be considered a breach of confidence or confidentiality.

CBFSC COMPUTER POLICY

By signing below, I acknowledge that I have read and understand the CBFSC computer policy as outlined. Failure to comply will result in loss of computer privileges and consequences dictated by the CBFSC Personnel Committee.

Signature

Employee's name (printed)

Date

(1 copy to the employee and 1 copy for employee Personnel file.)

15. Honoraria and Travel Expenses

Normal staff travel expenses are covered under the CBFSC Benefits policy #5 for direct reimbursement for travel expenses. For those occasions outside those times when staff receive specific requests by churches to preach under honoraria arrangements, see below.

CBFSC staff should on these occasions follow the guidelines below as shown:

- a. When a church provides an honoraria and/or travel expense compensation for a speaking engagement – the staff member keeps that honoraria and does not file for travel expense reimbursement from CBFSC.
- b. When a church does not provide an honoraria and/or travel expense for a speaking engagement, the staff member should file for travel expenses from CBFSC, or cover the shortfall in that regards up to the standard IRS allowable business rate. Such expenses are covered and would be charged to the CBFSC Networking Travel budget line item.

16. Intellectual Property Policy

Definitions:

1. Intellectual Property -- Intellectual property refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce.

Intellectual property is divided into two categories: Industrial property, which includes inventions (patents), trademarks, industrial designs, and geographic indications of source; and Copyright, which includes literary and artistic works such as novels, poems and plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs. Rights related to copyright include those of performing artists in their performances, producers of phonograms in their recordings, and those of broadcasters in their radio and television programs. [From: World Intellectual Property Organization, <http://www.wipo.int/about-ip/en/index.html>]
2. Works Made for Hire -- The general rule is that the person who creates a work is the author of that work. However, there is an exception to that principle. The copyright law defines a category of works called “works made for hire.” If a work is “made for hire,” the employer, and not the employee, is considered the author. The employer may be a firm, an organization, or an individual. [The] Copyright Act defines a “work made for hire” as: (1) a work prepared by an employee within the scope of his or her employment; or (2) a work specially ordered or commissioned for use as a contribution to a collective work. [From Keyt Law, <http://www.keytlaw.com/Copyrights/wfhire.htm>]

Introduction

Traditionally, works created by staff of a church or denominational organization are considered the property of that staff member. This understanding allows pastors and other staff to preach sermons and use lessons or materials multiple times in various congregations without having to pay for the right from the originating organization or congregation. A staff member retaining ownership and control of the created intellectual property has served the local church and global church by facilitating the spread of the gospel through excellent resources beyond a single locale.

Even though most congregations, denominations, and church-related organizations assume this traditional arrangement of staff owning their ideas and work, it violates the letter of current intellectual property law and tax law. Sermons, Bible studies, and music fall under the category of “works made for hire” when they are a part of the ordinary job expectations of staff. As “works made for hire” all of that intellectual property is owned by the church, denominational group, or organization. In other words, when the pastor writes a sermon, an educator writes a Bible study, or a minister of music arranges a piece of music in the course of his/her regular, compensated duties the organization owns that sermon, Bible study, or song. Legally the staff person has no right to use the created materials in any other setting without the consent of the congregation or organization.

If a congregation or other non-profit organization chooses to ignore the intellectual property law and, in essence or in fact, give ownership of the material to the staff person, they may violate current tax law. As a non-profit the church or organization must: 1) use all of its assets for exempt purposes (religious purpose of the corporation); and 2) not create benefit to a private person. These tax laws can be interpreted to mean that a church or denominational body would lose its non-profit status if it gave away its ownership in the intellectual property because it would not be using the property for a religious purpose and it would create a benefit (staff ownership of the IP) for a private person. Furthermore, the staff member would be exposed to additional tax liability because the transfer of intellectual property incurs income tax related to its fair market value.

While it is unlikely that a congregation or denominational agency would face prosecution related to abandoning intellectual property rights, it is possible. And as congregations and church-related groups adapt to life in the 21st century, where a staff member is less likely to leave with a box of files than with a USB drive loaded from an organization-owned computer, questions of intellectual property and its use will become more prevalent. To preserve the peace in congregations and organizations, and to facilitate the spread of the gospel through the work of vocational clergy and professional staff, churches and associated non-profit agencies ought to adopt an Intellectual Property Policy.

Intellectual Property Policy

Cooperative Baptist Fellowship of South Carolina

Preamble

Recognizing that life in the church and denomination consists of ideas exchanged through carefully crafted sermons, Bible studies, music and other materials; and recognizing that the global church benefits from ideas shared from among local congregations, denominational groups; and recognizing that churches, denominational groups, and their paid staff have a stake in the just and right distribution of those ideas, the Cooperative Baptist Fellowship of South Carolina adopts the following Intellectual Property Policy.

Ownership of Intellectual Property

It is the policy of the Cooperative Baptist Fellowship of South Carolina (CBFSC) to retain all ownership and rights for intellectual property (IP) created by the Coordinator, Associate Coordinators, or professional staff as works for hire.

Use of Intellectual Property

While employed by CBFSC, staff may direct the use of IP in a manner consistent with the mission, values, and will of the organization and in accordance with the authority granted by their position.

When a staff member departs the organization, CBFSC retains ownership of IP created by the employee. However, it is the policy of CBFSC to grant permission for the staff member to use IP created for the organization in other settings, with the condition that those settings are consistent with the mission, values, and tax-exempt purposes of CBFSC.

The vote of a simple majority of the Personnel Committee or the CBFSC Administrative Council meeting may withhold or retract permission granted to a former employee to use IP created as work for hire. When permission is withheld, written notification should inform the former staff member of the organization's action.

Publishing of Intellectual Property

It is the policy of CBFSC neither to edit nor to publish (electronically or in other form) the IP created by a staff member or former staff member without a good faith effort to notify them of, and receive comment on, the intended action.

Should a staff member or former staff member discover an opportunity to publish for sale or other remuneration IP created as work for hire at CBFSC, special permission must be sought

and granted by the organization. It is the policy of CBFSC to consider such special permission following consultation with both IP and non-profit tax attorneys.

SAFE HARBOR POLICY

The Fellowship strives accurately to compensate all employees and to do so in compliance with local, state, and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made to your pay, you must record correctly all work time and, review your paychecks promptly to identify and to report all errors. The Fellowship prohibits all employees from engaging in “off-the-clock” or unrecorded work.

Review Your Pay Stub

We make every effort to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes happen and are called to our attention, the Fellowship promptly will make any correction that is necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any question, please use the reporting procedure outlined below.

Non-Exempt Employees

If you are classified as “non-exempt” and thus eligible for overtime pay, you must maintain a record of the total hours you work each day. These hours must be accurately recorded. Each employee must sign his or her time record to verify that the reported hours worked are complete and accurate (and that there is no unrecorded or “off-the-clock” work). Your time records must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

To Report Violations of This Policy

The Fellowship prohibits employees from falsifying time records or altering another employee’s time records.

If any manager or employee instructs you to:

- 1) incorrectly or falsely under- or over-report your hours worked,
 - 2) alter another employee’s time records to inaccurately or falsely report that employee’s hours worked, or
 - 3) conceal any falsification of time records or to violate this policy,
- DO NOT DO SO.** Instead, report it immediately to the Fellowship.

Employees should not work any hours outside of their scheduled work day unless their supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during meal break, or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card.

Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination of employment.

If you have questions about deductions from your pay, please contact your supervisor immediately.

Every report will be fully investigated and corrective action will be taken, up to and including discharge of any employee(s) who violate this policy.

In addition, the Fellowship will not retaliate, in any way, against employees who, in good faith, report alleged violations of this policy or who cooperate in the Fellowship’s investigation of such reports.

Employee Signature

Employee Name (Printed)

Date