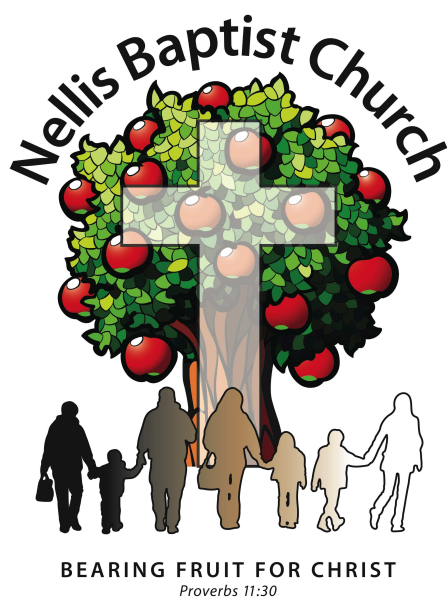


Nellis Baptist Church

Employee Handbook



4300 Las Vegas Blvd., North
Las Vegas, NV 89115

Dear Staff Member,

We consider you to be a co-laborer in Christ, and trust that you have many unique gifting and abilities from God to share with our church family. We look forward to working with you as a member of our ministry staff, and are committed to see you achieve your highest level of service unto the Lord by serving Nellis Baptist Church.

Though this is a church staff environment, it is not heaven on earth. The work load does not mysteriously get done by itself, with no effort. Each member of the staff must be diligent to work hard and contribute to the success of the overall church ministry.

You will represent this church in both your work life and private life. Therefore, you should always be sensitive to how others may perceive your Christian conduct and spirituality. We expect you to be an example to others of your relationship with God and your belief in the church's mission, "A church with a loving heart and outstretched arms." Our vision is that we are called to be a local body of believers in Christ that pioneer and exemplify the spirit of excellence by our love and ministry. During your employment here, you will experience the meaning of bearing one another's burdens as you faithfully shoulder the responsibilities of our unfolding vision that makes an impact both locally and nationally.

This Handbook provides answers to most of the questions you may have about our benefit programs, as well as the policies and procedures we abide by our responsibilities to you and your responsibilities to Nellis Baptist Church. If anything is unclear, please discuss the matter with the Supervisor. You are responsible for reading and understanding the Policies and Personnel Handbook, and your performance evaluations will reflect your adherence to these policies. In addition to clarifying responsibilities, we hope the Policies and Personnel Handbook also will give you an indication of Nellis Baptist Church's interest in the welfare of all who work here.

In the Spirit of Excellence,

Pastor

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Purpose of this Handbook

This Handbook has been prepared to inform you about Nellis Baptist Church's employment practices, policies, and procedures, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee Handbook can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Handbook will help you feel comfortable with us. We depend on you - your success is our success. Please don't hesitate to ask questions. Your Supervisor (pastor or his designee) will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Nellis Baptist Church a good place to work.

We ask you read this Handbook carefully, and refer to it whenever questions arise. We also suggest you share the information with your family so they can become familiar with our policies.

Nellis Baptist Church's policies, benefits and procedures, as explained in this Handbook, may be changed from time to time as church business, employment legislation, and economic conditions dictate. If and when provisions change, you will be given replacement pages for those that have become outdated.

NOTICE

The policies in this Handbook are to be considered as guidelines. Nellis Baptist Church, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Handbook at any time without prior notice to employees but no change, deletion, suspension or discontinuance will affect any benefits already accrued by an employee. Any such action shall apply to all existing as well as future employees with continued employment being the consideration between employer and employee. Employees may not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No statement or promise by a Supervisor, or ministry head may be interpreted as a change in guidelines nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

What You Can Expect From Nellis Baptist Church

Nellis Baptist Church's established employee relations guidelines are to:

1. Select people on the basis of skill, training, ability, attitude and character.
(The selection of the pastor and vocational staff is defined by the constitution and bylaws Article 3 Sect 1b and 2b.)
2. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
3. Provide paid time off to all eligible employees.
4. Provide eligible employees with medical and other benefits.
5. Develop competent people who understand and meet our objective, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
6. Make prompt and fair adjustment of any complaints, which may arise, in the everyday conduct of our business, to the extent that is practicable.
7. Respect individual rights, and treat all employees with courtesy and consideration.
8. Maintain mutual respect in our working relationship.
9. Provide buildings and office space.
10. Promote employees on the basis of their ability and merit related to available positions.
11. Do all these things in a spirit of Christian attitude and cooperation.

What Nellis Baptist Church Expects From You

Your first responsibility is to know your own duties and how to perform them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with church staff maintain a good team attitude. How you interact with fellow employees and those whom Nellis Baptist Church serves, and how you accept direction can affect the success of your work. In turn, the performance of one employee can impact the entire service offered by Nellis Baptist Church. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the church overall, and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This Handbook offers insight on how you can positively perform to the best of your ability to meet Nellis Baptist Church's employment expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We are dedicated to making Nellis Baptist Church a place where you can approach your Supervisor, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of work at Nellis Baptist Church.

Nellis Baptist Church's continued growth depends on the financial support of its members and visitors. As a member of the Nellis Baptist Church family you share in the prosperity of Nellis Baptist Church. All Nellis Baptist Church employees are to be good stewards of his income, recognizing the tithes to his local church as the minimum of his financial giving

Remember, you help create the healthful, pleasant and safe working conditions that Nellis Baptist Church intends for you. Your responsibility, dependability, and integrity are vital as a staff member at Nellis Baptist Church in making each working day enjoyable and rewarding!

SECTION 1. EMPLOYMENT

EMPLOYMENT CLASSIFICATIONS

At the time you are employed by Nellis Baptist Church, you are classified as either full-time, part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Handbook apply only to full-time employees. All other policies described in this Handbook and communicated by Nellis Baptist Church apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “Nonexempt” employees (see the definition that follows). If you are unsure of which job classification your position fits into, please ask your Supervisor.

Full-Time Employees

An employee who has successfully completed the Probationary Period (see the Employment Policies section for definition) of employment and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than a regular forty (40) hour work week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Handbook, except as granted on occasion, or to the extent afforded by the church and or required by provision of state and federal laws.

Temporary Employees

From time to time, Nellis Baptist Church may hire employees for specific periods of time for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Handbook, except as granted on occasion, or to the extent afforded by the church and or required by provision of state and federal laws. Those temporary employees classified as “Nonexempt” (see the definition that follows) who are authorized to work more than eight (8) hours in one day or more than forty (40) hours during any work week will receive overtime pay.

Nonexempt Employees

At the time you are hired, all employees are classified as either “exempt” or “nonexempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week. These employees are referred to as “nonexempt” in this Handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See “Wage & Salary Policies” in the “Compensation & Performance” section of this Handbook for a full description of overtime payment policies.

Exempt Employees

If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

EMPLOYMENT POLICIES

Whether you are a new employee or a former employee returning to “Nellis Baptist Church”, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your Supervisor, want to help you get off to a good start. Feel free to ask your Supervisor for help concerning anything you don’t understand.

One of the first things you should do is carefully read this Handbook. It is designed to answer many of your questions about the practices and policies of the Church, and what the church expects from you.

Anniversary Date

The first day you report to work is your “official” anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Handbook.

Aptitude & Ability Tests

Job-related tests may be given to help determine your aptitude or ability to perform a specific job. Such tests may be given to candidates for job changes and promotions, as well as to new applicants. Test results will be confidential.

At Will Employment

Employment is with the mutual consent of you and the Church. Consequently, both you and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout your employment with the Church unless it is specifically modified by an express written agreement signed by you and Trustees of the church.

Business Hours

Nellis Baptist Church's office hours are 9:00 a.m. to 1:00 p.m. Tuesday through Friday.

Your particular hours of work will be determined and assigned by your Supervisor. You are required to take a one (15) minute paid break daily.

Confidential Information

Our church members, friends, and suppliers entrust Nellis Baptist Church with important information relating to their personal confidential concerns and businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Nellis Baptist Church earns the respect and further trust of our members, friends, and suppliers.

Your employment with Nellis Baptist Church assumes an obligation to maintain confidentiality, even after you leave our employment.

Any breach of confidentiality seriously violates Nellis Baptist Church's reputation and effectiveness. Therefore, please do not discuss Nellis Baptist Church's business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the concern and or transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what they might do with information they could receive from you.

If you are questioned by someone outside the church or your department and you are concerned about the appropriateness of giving them certain information, remember you are not required to answer, and we do not wish you to do so. Instead, as politely as possible, refer the request to the pastor or his designee.

No one is permitted to remove or make copies of any church records, reports or documents without prior supervisor approval.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

“Public” Relations

The success of Nellis Baptist Church depends upon the quality of the relationships between Nellis Baptist Church, our employees, our church members, friends, suppliers and the general public. Our members' impression of Nellis Baptist Church is greatly formed by the people who serve them. In a sense, regardless of your position, you are Nellis Baptist Church's ambassador.

Here are several things you should do to demonstrate to members and the general public proper conduct and exceptional service that represent Nellis Baptist Church:

1. Act competently and deal with people in a courteous and respectful manner.

2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on these messages, and church orders, provide polite businesslike replies to inquiries, personal and or confidential concerns and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best to represent the church staff.

These are the building blocks for you and Nellis Baptist Church's continued success. Thank you for adding your support and potential accomplishments.

Dress Code / Personal Appearance

As a church staff member, you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with the public in person. Skimpy, body-clinging, revealing, bare-back attire and men's undershirts is not allowed.

A neat tasteful appearance contributes to the positive impression you make on the public and fellow employees. You are expected to be suitably attired and groomed during working hours and when representing Nellis Baptist Church. A good clean appearance bolsters your own poise and self-confidence and greatly enhances the church's image.

Personal appearance should be a matter of concern for each employee. If your Supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your Supervisor has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Nellis Baptist Church annually. Any changes in your driving record must be reported to your Supervisor immediately. Failure to do so may result in disciplinary action, including a possible dismissal.

Note: See "Traffic Violations" and "Use of Church Vehicle" in the "Other Policies" section of this Handbook for further information.

Employee Purchases

At no time may merchandise be purchased for personal use through the church's account. Such action may be grounds for dismissal.

Employee Referral / Recruitment

Staff vacancy announcements can be listed in the church bulletin, local newspapers, or other media. You are encouraged to recommend and refer qualified candidates for employment to the Nellis Baptist Church Office in writing. If you know of someone who would like to work here, we will be glad to consider them for appropriate openings. Notify the church office and be sure the individual mentions your name when contacting the church.

Employment of Minors

If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School Diploma, or equivalent before you will be allowed to work.

The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

Note: Throughout this Employee Handbook, masculine pronouns such as he, his, or him shall be construed so as to include both sexes.

Exit Interviews

An exit interview will be conducted on the last day of work to include insurance coverage, timecards, keys, credit cards, and any other pertinent church information.

Former Employees

Depending on the circumstances, Nellis Baptist Church may consider a former employee for re-employment. Such applicants are subject to Nellis Baptist Church's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Nellis Baptist Church and must have provided at least two weeks advance notice in writing of their intention to terminate their employment with Nellis Baptist Church.

Reinstatement Of Benefits (Bridging)

In the event you return to work for Nellis Baptist Church, regardless of the length of your previous employment and length of time since you terminated your employment with Nellis Baptist Church, your benefits shall accrue as if you were a new first-time employee.

Harassment

Nellis Baptist Church intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

What is Harassment?

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. Examples of sexual harassment including unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

Responsibility

As an employee of Nellis Baptist Church, you are responsible for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it immediately to Supervisor or any Deacon of Nellis Baptist Church with whom you feel comfortable. When Nellis Baptist Church becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the church to do so.

Reporting

If you feel that you have experienced harassment, report the incident immediately to the Supervisor or any Deacon of Nellis Baptist Church with whom you feel comfortable. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action or possible discharge. Nellis Baptist Church will also take any additional action necessary to appropriately correct the situation. Nellis Baptist Church will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error.

Nellis Baptist Church accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Nellis Baptist Church will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Health Examinations

Your employment with Nellis Baptist Church may be contingent on passing a physical/health examination at Nellis Baptist Church's expense; with a doctor possibly selected by Nellis Baptist Church. Also, at any point during your employment, you may be asked to undergo a health examination on church time and at Nellis Baptist Church's expense. This may be necessary to

ensure that you are physically and/or mentally capable of handling the tasks involved in your job position safely and without possible harm to yourself and others.

How You Were Selected

We attempt to select our employees through written application, personal interview and background checks. After all available information was carefully considered and evaluated; you were selected to become a team member of our church staff.

This careful selection process helps Nellis Baptist Church to find and employ people who are concerned with their own personal success and the success of Nellis Baptist Church; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with Nellis Baptist Church and who can work well with our church staff.

Probationary Period

Your first ninety (90) days of employment at Nellis Baptist Church are considered an Probationary Period, and during that period you will not accrue benefits described in this Handbook unless otherwise required by law. This Probationary Period will be a time for getting to know your fellow employees, your Supervisor, and the tasks involved in your job position, as well as becoming familiar with Nellis Baptist Church's ministry and operation. Your Supervisor will work closely with you to help you understand the needs and processes of your job.

This Probationary Period is a try-out time for both you, as an employee, and Nellis Baptist Church, as an employer. During this Probationary Period, Nellis Baptist Church will evaluate your suitability for employment, and you can evaluate Nellis Baptist Church as well. At any time during this ninety (90) days, you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not measure up to our standards, we may release you. If you take approved time off in excess of five workdays during the Probationary Period, the Probationary Period may be extended by that length of time.

At the end of the Probationary Period, your Supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the Probationary Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

A former employee who has been rehired after a separation from Nellis Baptist Church of more than one (1) year is considered a Probationary employee during their first ninety (90) days following rehiring.

Job Descriptions

A job description will be maintained for each position in Nellis Baptist Church. When your duties and responsibilities are changed, your job description will be updated.

Layoff & Recall

In the event of a reduction in workplace, employees may be laid off based on the necessity of that position, the fiscal operations of the specific ministry or department, less skills and abilities, or any other factors.

However, when it is necessary to recall employees from layoff status, recall will be made by mail to your last known address, email or by telephone call. Failure to respond to the recall within five (5) days of notice will be considered disinterest in recall (to work). Laid off employees must keep Nellis Baptist Church informed of any change in mailing address, email or telephone number.

If you leave the area, plan to leave the area, or you are unreachable for a period of time, please feel free to contact your Supervisor to let us know you are interested in returning to work.

Outside Employment

Full time employees are prohibited from engaging in outside employment without the prior written approval of the church. In addition, all employees are prohibited from engaging in outside employment, or other activity, which might have an adverse effect on, or create a conflict of interest with the church.

Personal Phone Calls & Mail

From time to time it may be necessary for employees to make and receive personal calls on church phones. However, these calls should be limited to no more than five (5) minutes in length, and should be made, whenever possible, during scheduled meal periods. No personal long distance phone calls are allowed on the church office phone lines. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Abuse of this privilege is subject to disciplinary action and possible termination.

Do not use Nellis Baptist Church as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

Personnel File

The task of maintaining confidential personnel records and related personnel administration functions at Nellis Baptist Church has been assigned to the Treasurer. Questions regarding insurance and wages may be directed to the Treasurer.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Treasurer in writing within five (5) calendar days:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any church vehicles
9. Military or draft status
10. Exemptions on your W-4 form

Coverage or benefits that you and your family receive under Nellis Baptist Church's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since Nellis Baptist Church refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it is to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

If you wish to review your personnel file, please schedule an appointment with the Treasurer in advance. Your personnel file and its related documents are the property of the church and cannot be copied, borrowed, or removed from the Treasurer's office. The review of your personnel file must be in the presence of the Treasurer during office hours only.

Proof of U.S. Citizenship And/Or Right To Work

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U.S.

Nellis Baptist Church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you may be required to provide documentation verifying your identity and legal authority to work in the United States.

Relatives

If you and members of your immediate family are employed by Nellis Baptist Church, one may not be permitted to supervise the other nor work in the same department. For purposes of this section, your immediate family includes your spouse, your children, your siblings, your parents, your grandparents, and your spouse's children, siblings, parents and grandparents.

Resignation

While we hope both you and Nellis Baptist Church will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your employment with Nellis Baptist Church. If you anticipate having to resign your position with Nellis Baptist Church, you are expected to notify the Supervisor in writing.

Security Checks

Nellis Baptist Church will exercise its right to inspect all pieces of mail, packages, parcels, or any suspicious items entering and leaving our premises, or items located within the church.

We Need Your Ideas

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many transitions and improvements that have come about their departments since they first joined us. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your Supervisor who will welcome your suggestions and ideas.

Remember, there may be areas in Nellis Baptist Church's operation that can be improved. These could be in service, production methods (eg. creation of bulletin, flyer, and spreadsheets) equipment, communications, safety, and ways to reduce costs, losses, and/or waste, or other area that you may see a need or way for improvement.

Standards Of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at Nellis Baptist Church, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to Nellis Baptist Church and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

Grievances & Suggestions

An efficient, successful operation and satisfied employees go hand in hand. Employee grievances/suggestions are of concern to Nellis Baptist Church, regardless of whether the problems or ideas are large or small.

In order to provide for prompt and efficient evaluation of and response to grievances/suggestions, Nellis Baptist Church has established a formal Grievance/Suggestion Procedure for all employees. It will always be Nellis Baptist Church's guidelines to give full consideration to every employee's opinion. There will be no discrimination against or toward anyone for his or her part in presenting grievances/suggestions.

Under this guidelines, a grievance is defined as any event, condition, rule, or practice, which hinders the employee from completing their job and responsibilities. This covers a wide range of circumstances, everything from the workplace, the environment, and other working conditions to policies or practices, which interfere with or hinder his or her performance. A grievance may also deal with an attitude, a statement, or an opinion held by a Supervisor or a fellow employee.

Talking things over usually helps. When you have a grievance or other problem, the person you report to is the person to see first. If this does not settle the matter, you are entitled to go to the Board of Deacons to see what can be done. Please, never leave your work area without notifying your Supervisor first.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Nellis Baptist Church. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your Supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any church rule; any deliberate action that is extreme in nature and is obviously detrimental to Nellis Baptist Church's efforts to operate responsibly.
- Willful violation of security or safety rules or failure to observe safety rules or Nellis Baptist Church's safety practices; failure to wear required safety equipment; tampering with Nellis Baptist Church's equipment or safety equipment.
- Negligence or any careless action, which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on church premises except medications prescribed by a physician.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on church property or while on duty.

- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on church premises or when representing Nellis Baptist Church; fighting, or horseplay or provoking a fight on church property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your Supervisor pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises - at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of church property of fellow employees, members, suppliers, or visitors in any manner.
- Theft of church property or the property of fellow employees; unauthorized possession or removal of any church property, including documents, from the premises without prior permission from management; unauthorized use of church equipment or property for personal reasons; using church equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Nellis Baptist Church; alteration of church records or other church documents.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on church property.
- Conducting a lottery or gambling on church premises.

Occurrences of any of the following activities, as well as violations of any of Nellis Baptist Church's rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your Supervisor; stopping work before time specified for such purposes.
- Sleeping on the job; loitering or loafing during working hours.

- Excessive use of the church's telephone for personal calls.
- Smoking at any time on church premises.
- Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on church property without permission of the Nellis Baptist Church is not allowed.
- Failure to report an absence or late arrival; excessive absence or tardiness.
- Buying personal merchandise on the church's account.
- Obscene or abusive language toward any Supervisor, employee or member; indifference or rudeness towards a member or fellow employee; any disorderly/antagonistic conduct on church premises.
- Speeding or careless driving of any lease equipment or any other church vehicles.
- Failure to immediately report damage to, or an accident involving church equipment.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on church premises.
- Failure to maintain a neat and clean appearance in terms of the standards established by the church; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another employee's timecard or records, or causing someone to alter your timecard or records.

Disciplinary Actions

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

Verbal Warning
First Written Warning
Second Written Warning
Dismissal

Written warnings will include the reasons for the Supervisor's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of

your Supervisor at the time the warning is issued. Disciplinary actions may include suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. The Board of Deacons will give a second opinion concerning the unacceptable behavior before dismissal occurs.

Dismissal

Employment and compensation with Nellis Baptist Church is “at will” in that an employee can be terminated with or without cause, and with or without notice, at any time, at the option of Nellis Baptist Church, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by Nellis Baptist Church rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.

**SECTION 2. COMPENSATION and
PERFORMANCE**

Wage & Salary Policies

Nellis Baptist Church has developed policies to insure wages and salaries comparable to those of other employees with similar jobs at Nellis Baptist Church or in ministry.

To carry out this guidelines, we periodically compare our wage and salary guidelines with rates for similar positions using appropriate published information from various management reports.

You are employed by Nellis Baptist Church and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this guidelines is where a contract relationship exists with a bona fide contractor.

Call Back Pay

Occasionally, nonexempt personnel may be asked to return to work after they have left the premises for the day. If this occurs, they will be guaranteed a minimum of one-half (.5) hour of pay. If they work longer than one-half (.5) hour, they will be paid for the time they actually worked.

Deductions From Paycheck (Mandatory)

Nellis Baptist Church is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal tax and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to Treasurer immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Nellis Baptist Church is ordered to make such deductions.

Direct Deposit

Nellis Baptist Church currently uses Direct Deposit of paychecks to its employees.

Docking From Wages

The wages of any “nonexempt” employee who is tardy for work will be “docked” for the time not worked. Three incidents of lateness during the Probationary Period will be considered a “tardiness pattern” and will result in disciplinary action in addition to the “docking” of pay. A record of all lateness and absenteeism is maintained in your personnel file.

Error In Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform the church treasurer immediately. They will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Overtime Pay

From time to time, it may be necessary for **nonexempt** personnel to perform overtime work in order to complete a job on time. Your Supervisor must approve all overtime in advance. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, speak with your Supervisor. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
2. **Incidental Overtime:** Incidental overtime isn't scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the Supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a "Nonexempt" employee and you perform overtime work, you will be paid one and one half times (1.5) your regular hourly wages for any time over eight (8) hours per day or forty (40) hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation taken in single-day increments, or paid sick time, those hours not worked will be counted as hours worked for purpose of computing eligibility for overtime pay.

Pay Cycle

Payday is normally bi-weekly.

Changes will be made and announced in advance whenever Nellis Baptist Church holidays or closings interfere with the normal payday.

Pay Period & Hours

Our bi-weekly payroll workweek begins from Saturday and ends on the following Sunday of each month.

Paycheck Distribution

Paychecks are distributed by Treasurer on the designated paydays.

Payroll Advances

Nellis Baptist Church will not make any advances or loan money to employees.

Reporting Time Pay - Inclement Weather & “Acts Of God”

In the event that inclement weather, power/utility failure, fire, flood or some other “Act Of God” keeps us from operating, you will receive your regular pay for up to a maximum of two (2) workdays, provided that Nellis Baptist Church officially declares that it is closed for that time. Please call the church office to listen for any closing announcements.

Termination

- **Voluntary Termination** - A voluntary termination is a termination that is initiated by the employee. Nellis Baptist Church would like you to give a written notice before you leave your job. A written letter of resignation should be forwarded to your Supervisor ~~or personnel committee~~. The letter should include your reasons for leaving, the last day of employment and the forwarding address and phone number where we can reach you, if needed. If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily quit.
- **Involuntary Termination** - An involuntary termination is a termination that is initiated by the church for reasons other than changing business conditions.
- **Layoff** - A layoff is a termination of employment that results from changing business conditions, which necessitate a reduction in staff. Whenever the church determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: priority of employment needs, versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability.

Time Cards/Records

By law, we are obligated to keep accurate records of the time worked by “Nonexempt” employees. This is done by time cards.

-SIGN IN (using time cards) when you report to work at the beginning of the day;

-SIGN OUT (using time cards) when you go for your scheduled meal period;

-SIGN IN (using time cards) when you return to work after your scheduled meal period;

-SIGN OUT (using time cards) when you leave work at the end of the day.

Your time card is the only way Treasurer knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to notate in and out for your scheduled meal period and for any brief absence outside of church premises. All employees are required to keep the office advised of their departures from and returns to the premises during the work day.

Do not sign in until you are ready to report directly to your work station, and do not mark or sign the time record of another employee or knowingly allow someone else to mark or sign your time record.

You are responsible for your time card. Remember to record your time. If you forget to notate in or make an error on your card, your Supervisor must make the correction and you and your Supervisor must initial the correction.

No one may record hours worked on another's card. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your Supervisor immediately.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck you will be notified.

Work Performed On Church Holidays

Full-time "nonexempt" employees who work on a Church holiday will be deemed to have worked overtime on that day and will be paid their overtime rate for hours worked regardless of the number of hours they work that workweek.

Performance & Compensation Reviews

Performance Reviews

Your Supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your manager should give you a sense of how your manager perceives your performance.

However, to avoid haphazard or incomplete evaluations, Nellis Baptist Church conducts a formal performance review once a year for each employee during the first half of March.

During formal performance reviews, your Supervisor will consider the following things, among others:

- Attendance, initiative and effort
- Knowledge of your work
- Attitude and willingness
- The quality and quantity of your work
- Ability to complete assignments accurately and within deadlines

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your Supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, Nellis Baptist Church periodically conducts a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position, and such changes are recognized and adequately compensated.

Compensation Reviews

Wage and salary increases are based on merit alone. Having your compensation reviewed does not necessarily mean that you will be given an increase.

Nellis Baptist Church conducts compensation reviews annually. Any wage or salary increases will appear in the pay period ending after the dates they are granted. Wage and salary increases may be retroactive in the case of late reviews. The employee will be notified.

Work Schedule

A normal workweek consists of four days, Tuesday through Friday. Your schedule of daily work hours will be given to you by your Supervisor. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your Supervisor.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. Nellis Baptist Church is aware that emergencies, illnesses, or pressing personal business that cannot be rescheduled outside your work hours may arise. Sick days and vacation leave has been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your Supervisor immediately. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your Supervisor.

When you call in to inform Nellis Baptist Church of an unexpected absence or late arrival, ask for your Supervisor. For late arrivals, please indicate when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf.

Absence from work for two (2) consecutive days without notifying your Supervisor may be considered a voluntary resignation.

Attendance

You are expected to be at your work station promptly, be ready to work at the beginning of your work scheduled, and remain at your work station until the end of your assigned work hours, except for meal periods. When your work takes you away from your work station, please let your Supervisor know where you are going and how long you expect to be gone. Be aware that “excessive” time off could lead to disciplinary action.

Closure After Starting Time

If severe weather conditions exist and the Supervisor decides to close Nellis Baptist Church for the remainder of the day, you will be notified as soon as possible.

Excessive Absenteeism Or Lateness

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to Nellis Baptist Church as an absence. Three (3) such incidents in a 90-day period will be considered a “tardiness pattern” and will carry the same weight as an absence.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Lunch Period

If you work longer than four (4) hours, you will be given an unpaid lunch period of one hour. Generally all staff should take their one-hour lunch period between 12:00 noon and 1:30 p.m. Monday through Friday.

You are expected to take your full-allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your Supervisor. In that event, your lunch will be rescheduled or you will be paid for the time that you worked.

You may leave the premises during your lunch period, however, you must notate in and out. It is important to return to work on time at the end of your one-hour lunch period.

Record Of Absence Or Lateness

If you are absent because of illness for three (3) or more successive days, the Supervisor will request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you are required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

The Supervisor will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

SECTION 3. BENEFITS

The Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Handbook represents a very large investment by Nellis Baptist Church, and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in Nellis Baptist Church and its employees. It not only ensures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help Nellis Baptist Church grow. Nellis Baptist Church will periodically review the benefits program and will make modifications as appropriate.

Eligibility For Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Handbook as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy only those benefits, which are required by law to be afforded to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

No benefits are available to you during your Probationary Period, except as otherwise provided by law.

Temporary employees are not eligible for benefits.

Paid Leaves Of Absence

Time off for any reason during a working day will count first against your allotted sick days, as appropriate, in full day increments. Once you have used all of your earned sick days, the time will be counted against your earned vacation time. Thereafter, unless specifically excepted, any time off will be without pay.

Holidays

Only full-time employees are eligible for holiday pay.

You are not eligible to receive holiday pay during your Probationary Period. Nor are you eligible to receive holiday pay if you are a part-time employee or a temporary employee.

Recognized Holidays

The following twelve (12) holidays are recognized by Nellis Baptist Church as paid holidays:

New Year's Day

Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Nevada Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day after Christmas

Holiday Policies

1. Holidays will be observed on the calendar day designated by the church for observance.
2. To be eligible for holiday pay, employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday.
3. Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay.
4. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.
5. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
6. Holiday pay will not count as hours worked for the calculation of overtime.

Annual Leave (PT0)

Annual leave is accumulated and used for any absence ie; vacation, sick leave, and bereavement. Employees terminated during the (90) ninety-day Probationary period will not receive compensation for annual leave. Upon successful completion of the Probationary period employees will be credited with annual leave equivalent to that which has been accrued.

Any time taken off by the employee prior to completing the Probationary period will be taken without compensation and be approved by immediate supervisor.

Amount of Annual Leave

All employees are eligible to accrue paid time off for each calendar month of service from the completion date of their Probationary Period. Each year Nellis Baptist Church employees will be entitled to use the time accrued during the previous year of service, based on the length of continuous service with the church as follows:

Years of Employment	Monthly Accrual Rate (In Hours)		Total Accrual Per Year (In Days)
	Full Time		
One (1) to five (5)	6.66	80 hrs	10
5 Plus	10.00	120 hrs	15

Years of Employment	Monthly Accrual Rate (In Hours)		Total Accrual Per Year (In Days)
	Part Time		
Less than five (5)	1.66	20 hrs	2.5
Five (5) but less than ten (10)	3.33	40 hrs	5
More than ten (10)	5.00	60 hrs	7.5

Please Note: No paid time off is granted until one full year of service has been completed.

If your Probationary Period completion date is within the first through the fifteenth of the month, you will accrue vacation for that full month. If your Probationary Period completion date is within the sixteenth through the end of the month, you will start to accrue vacation on the first day of the following month.

Annual Leave Policies

1. Advance annual leave pay is not permissible.
2. Requests for annual leave time off must be made in writing and should be submitted to the Supervisor for approval at least 10 working days in advance. Annual leave requests will be approved on a first come, first served basis, and only if the time off will not interfere with the normal business operations of the church. Usually, only one employee may be out on a annual leave day in a department.
3. All paid time off time must be taken in single-day increments. If you are eligible for three (3) or four (4) weeks, you may take only two (2) weeks at one time.
4. If you are on an approved leave of absence for less than thirty (30) days, your annual leave eligibility will not be affected; should the leave extend beyond thirty (30) days, annual leave will not continue to accrue.
5. If a paid holiday occurs during your scheduled annual leave, you will not be charged an annual leave day.
6. Employees are encouraged to use all paid time off during the 12-month period after it has been earned.
7. The maximum cumulated leave allowed is 15 days per calendar year.

8. Employees will receive prorated paid time off pay upon termination of employment.
9. Employee who is out three or more consecutive days due to illness must provide medical verification from a licensed physician.

Payment In Lieu Of PTO

Employee may not elect to receive wages or salary in lieu of using his or her annual leave.

Other Paid Leave

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. If you have completed your Probationary Period, Nellis Baptist Church will reimburse you for the difference between your jury pay and your regularly pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days. You must notify your Supervisor within forty-eight (48) hours of receipt of the jury summons.

Employees who are required to serve for more than five (5) business days may take time off, without pay, for the balance of the time as approved by their Supervisor.

Upon completion of jury duty, a Verification of Attendance form must be presented to the Supervisor. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with business operations, the church may request that the required service be rescheduled for a later date that would be more convenient for the church.

Unpaid Leaves Of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Nellis Baptist Church, but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence. Except for disability leaves of absence and family care and medical leaves of absence, an unpaid leave of absence may be granted for a maximum of thirty (30) days.

You must apply in writing for an unpaid leave of absence, setting forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with Nellis Baptist Church. Submit your application to your Supervisor.

A leave will be granted only when operating conditions at Nellis Baptist Church permit. The needs of Nellis Baptist Church will determine the number of employees allowed out on unpaid leave at any one time.

You must adhere to all the requirements set forth in the following sections. Failure to do so will require a review of your continued employment.

Disability (Including Pregnancy) Leave Of Absence

Nellis Baptist Church may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from your Supervisor, you should submit a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of guidelines, the same as an illness or disability.) An approved disability may be granted for up to six (6) weeks. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In case of pregnancy, please inform your Supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected to the extent that we will make every effort to allow you to return to your former work, or similar work if available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be paid. Vacation time previously earned (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) calendar days. This guidelines applies to all employees. If insurance was provided, your insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Nellis Baptist Church's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions as to their health will be required to submit a physician's statement. This statement must give approval that continued full-time employment in their present position will not jeopardize their health or the safety of others, in the event they continue to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law. We are under no obligation to reduce or alter your work load, or to assign fewer than the usual hours of work.

Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours.

Family Care and Medical Leave

Family Care and Medical Leave is a leave of absence for the birth, adoption or foster care placement of an employee's child, or the care of an employee's child, parent, or spouse with a serious illness/health condition, or the employee's serious illness/health condition that makes the employee unable to perform his or her duties

Employees who have completed at least one year of employment and have worked at least 1,250 hours in the previous 12 months may submit a written request for a family care and medical leave of absence, without pay, for any length of time up to a maximum of 12 workweeks in a 12 month period.

Requests for family care and medical leaves will normally be granted by the church, based on the facts and circumstances surrounding each individual request. Requests for family care and medical leaves to care for a child, parent, or spouse with a serious illness/health condition, or an employee with a serious illness/health condition, must be accompanied by a health provider's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the serious illness/health condition.

Employees on family care and medical leave may be required, or may elect, to use accrued annual leave.

Although the church is not able to guarantee reinstatement in all cases, employees on family care and medical leave who return to work immediately following the end of an approved leave will normally be returned to the same job they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

Employees with a serious illness/health condition must present a health provider's written release verifying that they are able to safely perform their duties before they will be allowed to return to work.

Military Leave Of Absence

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your manager as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with Nellis Baptist Church.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within a reasonable time (usually thirty (30) days) after discharge.

Military Reserves Or National Guard Leave Of Absence

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for

continued employment under existing laws. These employees may apply accrued and unused earned pto to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your Supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Personal Leave Of Absence

In very special circumstances, Nellis Baptist Church may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your Supervisor. A personal leave of absence must not interfere with the operations of your department or Nellis Baptist Church. Your Supervisor will submit your request to the church for final approval.

An unpaid personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Returning From A Leave Of Absence

You must notify Nellis Baptist Church at least fifteen (15) days prior to your expected return date, that you intend to return from a leave of absence. When you return, you will be placed on your regular job if such position remains and is available. If Nellis Baptist Church has had to eliminate or fill your position while you were on leave, you will be assigned to an open position for which you are properly qualified. If no such position exists, you will be placed on layoff status.

If you don't return from your leave of absence on the day indicated in your original application or in any approved extension, or within three (3) days of release by your doctor if you have been on disability leave of absence, you will be considered to have voluntarily resigned from employment with Nellis Baptist Church as of the day on which you began your leave of absence.

If you have been on disability leave of absence, you will be required to submit a statement from your doctor indicating that you are fit to return to your normal duties. You will receive seniority credit for the time that you have been on disability leave of absence.

If you have been on a military leave of absence, you will receive seniority credit for the time that you were on active military duty.

Accepting Other Employment or Going Into Business While On Leave Of Absence

If you accept any employment or go into business while on a leave of absence from Nellis Baptist Church, you will be considered to have voluntarily resigned from employment with Nellis Baptist Church as of the day on which you began your leave of absence.

Insurance Premium Payment During Leaves of Absence

Nellis Baptist Church will continue to pay our share of insurance premiums for employee coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Nellis Baptist Church, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow you coverage to be reinstated.

Insurance Coverage

Insurance / Full-Time

Nellis Baptist Church is interested in the health and well-being of both you and your family. Insurance coverage may be provided based on your negotiated agreement.

Government Required Coverage

Workers' Compensation

The Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by Nellis Baptist Church. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

What is Workers' Compensation?

If you're unable to work because of a job injury, Nellis Baptist Church and our Workers' Compensation Insurance carrier work together to take care of your medical expenses and pay you money to live on until you're able to come back to work - automatically, without delay or red tape.

Who Is Covered?

Every Nellis Baptist Church employee is protected by Workers' Compensation.

What Is Covered?

Any injury is covered if it is caused by your job - not just serious accidents, but even first-aid type injuries. Illnesses may also be covered, if they're related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital it would be covered. The main question is if the injury or illness is the result of the performance of your job.

When Am I Covered?

Coverage begins the first minute you're on the job and continues anytime you're working for Nellis Baptist Church. You don't have to work a certain length of time, and there's no need to earn any minimum amount of wages before you're protected.

How Do I Get The Benefits?

All injuries, no matter how slight, must be reported immediately to your Supervisor to assure consideration under Workers' Compensation Insurance, should complications develop later. Your Supervisor will see that you receive medical attention.

Just tell your Supervisor what, where, when, and how it happened - enough information so that he or she can arrange medical treatment and complete the necessary reports.

In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish your Supervisor with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

Unemployment Compensation

Nellis Baptist Church does not participate in the Unemployment Compensation Fund based on current Federal Guidelines. If you are terminated from your position at Nellis Baptist Church you will not be eligible for benefits through the Unemployment Compensation Fund.

Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Nellis Baptist Church is required to deduct this amount from each paycheck you receive. In addition, Nellis Baptist Church matches your contribution dollar for dollar, thereby paying one-half of your Social Security benefits.

SECTION 4. OTHER POLICIES

Access to Church Property

It is important that the church have access at all times to church property, as well as other records, documents, and files. As a result an individual who is authorized according to the NBC constitution, reserve the right to access employee office, work station, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent

Borrowing Tools & Equipment

All church-owned tools and equipment are not allowed to be borrowed for personal use nor leave the church premises.

Bulletin Boards

Posted information on employee bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about church guidelines and procedures. You are responsible for checking employee bulletin boards on a regular basis and for reading all posted materials.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all of Nellis Baptist Church's methods of communication, including this Policies and Personnel Handbook, bulletin boards, discussions with your Supervisor, memoranda, staff meetings, newsletters, training sessions, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

Computer Software (Unauthorized Copying)

Nellis Baptist Church does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization"(Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized

duplication of software is a federal crime. Penalties include fines of as much as \$100,000 and jail terms of up to five years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. Nellis Baptist Church licenses the use of computer software from a variety of outside companies. Nellis Baptist Church does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, Nellis Baptist Church employees shall use the software only in accordance with the license agreement.
3. Employees learning of any misuse of software or related documentation within the church shall notify the Supervisor immediately.
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Nellis Baptist Church employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal.

Department Meetings

From time to time, your Supervisor will schedule department meetings during work. It's to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on church events, to review problems and possible solutions, and to make suggestions about your department or your job.

Attendance at Department Meetings is mandatory since they are held during working hours.

Entering & Leaving The Premises

At the time you are hired, you will be advised about the proper entrances and exits for our employees. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

Entry After-Hours

You are not allowed to enter church property after normal working hours, unless it complies with your pre-approved work schedule

Expense Reimbursement

A request must be completed and authorized prior to incurring an expense on behalf of Nellis Baptist Church. To be reimbursed for all authorized expenses, you must submit a completed check

request form accompanied by **original** receipts and approved by your Purchasing Agent. Please submit your expense reimbursements each week.

First Aid

Federal law (“OSHA”) requires that we keep records of all illnesses and accidents which occur during the workday. If you hurt yourself or become ill, please contact your Supervisor for assistance. If you fail to report an injury that was incurred on the job, you may jeopardize your right to collect workers’ compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact the Supervisor for more information.

Housekeeping

Neatness and good housekeeping are signs of good stewardship and efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

Easily accessible trash receptacles are located throughout the building. Please put all litter in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your Supervisor immediately.

Lost and Found

Employees should not bring large sums of money, expensive jewelry, or other valuables to work. The church will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

Personal Property

Due to the strict liability guidelines of our insurance carrier, under no circumstances are you allowed to keep personal equipment or vehicles on Nellis Baptist Church property where damage or fire could result.

Personal Use Of Church Property

Personal use of church property is to be requested through your supervisor.

Use of Church Computers, Telephones, Communications Systems, Equipment:

Employees are expressly prohibited from using the church’s computers, programs, telephones, communications systems, equipment and property for personal or family need. Church employees shall not utilize church work time or property for personal needs without permission of a work Supervisor and such permission only will be granted for personal or family emergencies, or special

needs, and on minor, insignificant occasions for the mutual convenience of the church and employee. This guidelines will be strictly enforced, and all church work stations, computers, computer disks, phone records and the like will be available for, and subject to, occasional inspection and/or confiscation by appropriate church officials and/or law enforcement personnel, as may be reasonable, appropriate and necessary in connection with the administration and enforcement of such guidelines. The use, taking, borrowing, abuse or appropriation of church resources, facilities or property by an employee for personal use or benefit may constitute a crime against the church, and its stated guidelines of the church to prosecute any crime against it, or any of its personnel, vigorously and to the full extent permitted by law.

Property & Equipment Care

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use will benefit you and Nellis Baptist Church. If you find that a machine is not working properly or in any way appears unsafe, please notify your Supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Restricted Area

In the interest of safety and security, certain portions of Nellis Baptist Church's facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Return Of Church Property

Any Nellis Baptist Church property issued to you, such as computers, office supplies, tool, and other materials must be returned to Nellis Baptist Church at the time of your dismissal or resignation, or whenever it is requested by your Supervisor. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned will be deducted from your paycheck

Rights to Creative Efforts; Ownership of Work Product

Work product of church employees created from or during the work relationship with the church is church property. If a church employee creates, writes, composes, produces, designs, invents, manufactures, develops or otherwise generates any work or creative product while working for the church, arising from the work relationship, while at work, using church time, materials, resources, compensation, personnel or other matters or relationships, any such product or result, including the possession, value, sales, rights to income, marketing or other forms of promotion or commercial exploitation belong to the church, and are not the property of the employee. If an employee believes that he/she may be or become involved with an activity or enterprise that will develop property, real or intangible, with value, while such person is an employee of the church, the matter should be discussed thoroughly with appropriate church personnel in order to avoid any confusion regarding the activity, enterprise, or project, and the rights to or benefits arising from, such activity. Violations of this guidelines will be treated seriously, and strictly enforced, to the extent necessary and

appropriate, including seeking available remedies through legal and judicial means. Full and fair disclosure regarding all creative work product matters is the guidelines of Nellis Baptist Church.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Nellis Baptist Church activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your Supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your Supervisor may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk - don't run.
- Use stairs one at a time.
- Report to your Supervisor if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid "horseplay" or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clean.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.
- Wear gloves whenever handling castings, scrap, barrels, etc.

Security

Maintaining the security of Nellis Baptist Church's building is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Nellis Baptist Church's premises make sure that all entrances are properly locked and secured.

Smoking

Smoking is prohibited at all times in and on the church premises and property.

Solicitations

Solicitations for any cause during working time and in working areas is not permitted.

Persons not employed by Nellis Baptist Church are prohibited from soliciting or distributing literature on church property.

Staff Meetings

From time to time, staff meetings will be scheduled. Attendance is mandatory and promptness is highly encouraged. If you are unable to attend the meeting or will be late due to unforeseen circumstances, please contact the Supervisor immediately.

If your work schedule precludes you from attending the meeting, please ask your Supervisor to communicate the items discussed, since you will be responsible for any issues discussed.

Substance Abuse

Nellis Baptist Church is committed to providing its employees with a safe workplace and an atmosphere, which allows them to protect inventory and other assets placed in their care. Nellis Baptist Church employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

The use, sale, transfer, possession, or being “*under the influence*” of alcohol, drugs, or controlled substances when on duty, on church property, or in church vehicles is prohibited. “*Under the influence,*” for the purpose of this guidelines, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or church property.

Nellis Baptist Church reserves the right to implement a drug testing guidelines. All employees will be notified upon implementation of the policy.

Violation of this guidelines may result in disciplinary action, up to and including possible termination.

Supervisors

Your day-to-day contact with your Supervisor gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your Supervisor can

show you how your work fits into the overall picture, teach you how to do things, explain the “how’s” and “why’s,” and encourage you when things look a little tough.

Your Supervisor is in complete charge of the department. He or she is responsible for the efficient operation of the department. Your Supervisor has authority to recommend hiring and dismissal, to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline.

Your Supervisor is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she wants to help you - that’s their job - so please ask, and please be willing to meet your Supervisor half-way. If he or she cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like Nellis Baptist Church, your Supervisor has a direct interest in you. Go to your Supervisor for information about your job, your pay, or other matters of church guidelines.

Please don't overburden your Supervisor with questions that can be answered by reading this Handbook. Do feel free to ask for clarification of regulations or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your Supervisor.

Theft

Internal theft is considered a serious problem at Nellis Baptist Church. Although taking small items of church property may seem inconsequential, the cumulative effect can be very large. Theft of any type will not be tolerated by Nellis Baptist Church. Property theft is considered to be the unauthorized use of church services and/or church accounts (with vendors), unauthorized use of facilities, or the taking of any church property for personal use. The following list of examples is not all-inclusive, but provides illustrations of several activities which are unacceptable

1. Use of the church copy machine for personal use. The office copiers are not provided as a free service to employees; they are for official church use only.

2. Use of computers. Nellis Baptist Church’s computers (the personal computers in the office, or laptops made available for work away from the office) are to be used exclusively for church business purposes unless you receive permission from the Supervisor. The use of the church’s computers during non-business hours for ministry use must be authorized by the Supervisor prior to its use. *Game and unauthorized software are prohibited on the church’s computer.*

3. Taking of church property. No item purchased or supplied by Nellis Baptist Church should ever be removed from church premises without express authorization of your immediate Supervisor. This rule applies to all church property including tools, computers, equipment, office supplies, and other materials. All employees may be subject to random searches as they leave church facilities.

Penalty Clause

Unauthorized possession or removal of church property is a very serious offense. Employees violating this guidelines will be subjected to discipline up to and including possible dismissal and prosecution.

Unauthorized possession of or removal of church property is a very serious offense. It is important that the church have access at all times to church property, as well as other records, documents, and files. As a result, an individual who is authorized according to the NBC Constitution, reserve the right to access employee office, work station, filing cabinets, desks, and any other church property at its discretion, with or without advance notice or consent.

Employees violating these guidelines may be subjected to discipline up to and including possible dismissal and/or prosecution.

Traffic Violations

If you operate your own vehicle in performing your job, you are considered personally responsible for any accidents, fines or traffic violations.

Use of Church-Owned Vehicle

If you are authorized to use a church-owned vehicle for church business, you must adhere to the following rules.

1. You must be a licensed driver.
2. You must maintain monthly mileage reports.
3. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change scheduled.
4. You are responsible for paying any moving violation tickets. Also, please park appropriately - parking violations will not be paid by Nellis Baptist Church.
5. You must keep the vehicle clean at all times, washed and vacuumed as often as necessary and approved by your supervisor. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement.

Visitors

Our insurance coverage and good common sense prohibits unescorted visitors in our facilities. Visitors will be asked to wait in the lobby, until the receptionist has contacted the staff person they are visiting. No visitors are permitted in working areas, unless authorized by a staff member. If you are expecting visitors, please inform the receptionist prior to their arrival.

Violations Of Policies

You are expected to abide by the policies in this Handbook. Failure to do so will lead to appropriate disciplinary action.

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ACKNOWLEDGEMENT RECEIPT OF NBC POLICIES AND PERSONNEL HANDBOOK

I have received the Nellis Baptist Church Employee Handbook. I understand that this Employee Handbook supersedes any previously published policies.

I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Typed or printed)