

**FIRST BAPTIST CHURCH  
SANGER, TEXAS**

# **EMPLOYEE HANDBOOK**

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# **BENEFITS SUMMARY**

THIS EMPLOYEE HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY. IT IS NOT INTENDED TO CREATE, AND IT DOES NOT CREATE, A CONTRACT OF EMPLOYMENT, EXPRESS, IMPLIED, UNILATERAL, OR OTHERWISE, BETWEEN THE STAFF AND FIRST BAPTIST CHURCH OF SANGER, TEXAS.

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FIRST BAPTIST CHURCH SANGER, TEXAS  
PERSONNEL POLICIES AND PROCEDURES HANDBOOK

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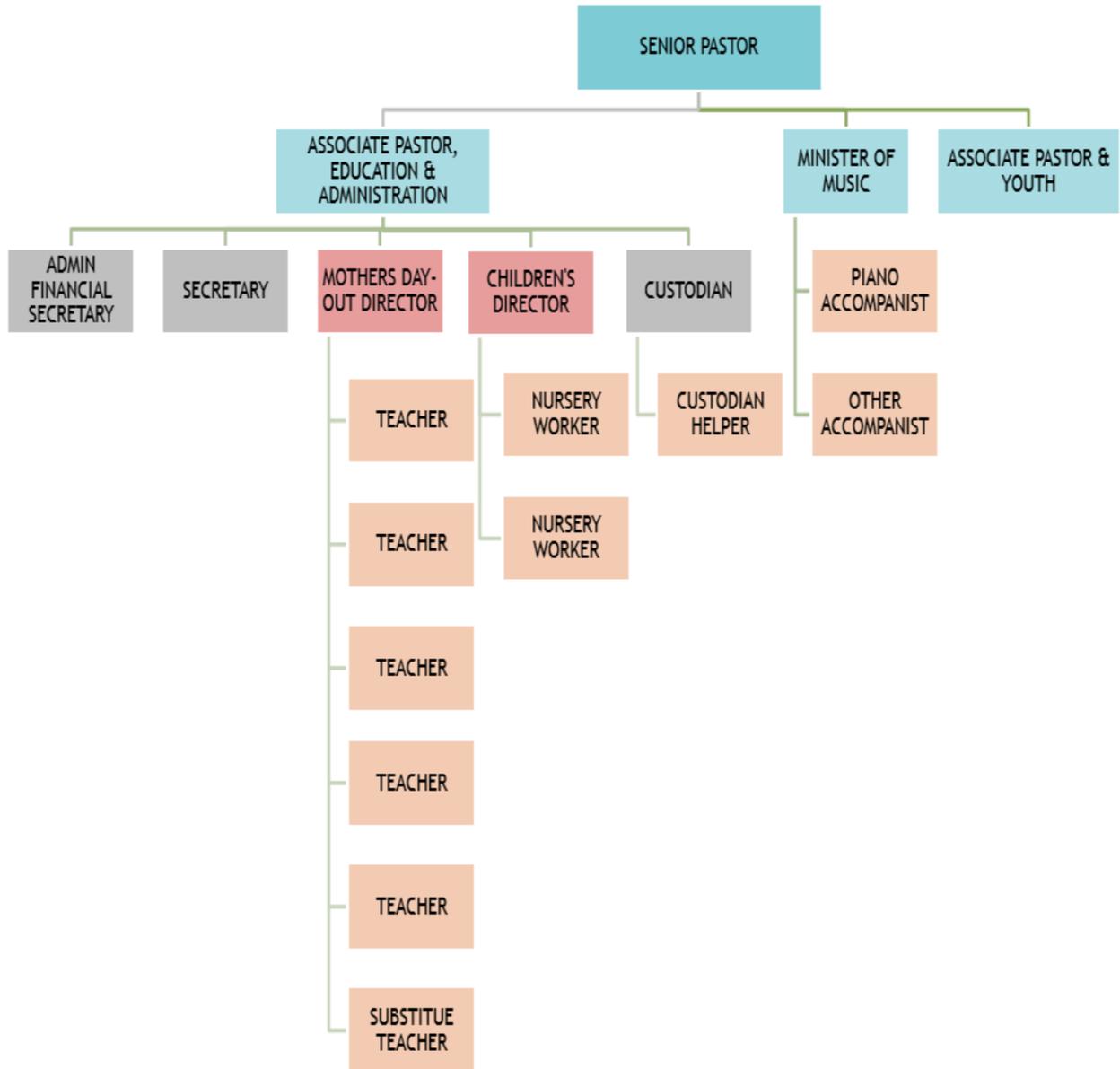
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## FBC ORGANIZATIONAL CHART



Legend: Ministers Full Time Part Time Leaders Part Time

**PERSONNEL HANDBOOK  
FIRST BAPTIST CHURCH  
SANGER, TEXAS**

**SECTION I. INTRODUCTION**

1.1 Committee Responsibility

The Personnel Committee has been given the responsibility of assisting the church in matters related to employment and personnel administration. The committee functions in the areas of employment, salaries, benefits, personnel services and needs, working with related church committees and called staff members who are directly involved. It is the responsibility of the committee to develop, recommend, and update the personnel policy and procedures manual. As adopted by the First Baptist Church Sanger, Texas (FBC Sanger), the principle function of the Personnel Committee is to be a connecting link between the paid staff and the church in matters related to personnel administration and management.

1.2 Committee Membership

Membership of the Personnel Committee shall consist of six members; one being a chairperson, along with the Chairman of Deacons and ex officio member, Senior Pastor. Two members shall rotate off each year.

1.3 Committee Duties

The duties, as outlined by the Constitution and Bylaws of the FBC Sanger are to:

- Study and determine the staff needs of our church.
- Recommend to the Budget and Finance Committee salaries and benefits for all church employees.
- Work with the Senior Pastor in all matters pertaining to staff responsibilities, relationships, and needs.
- Work with the Senior Pastor and deacons in selecting or terminating, or disciplining employees whenever necessary.

#### 1.4 Purpose of Employee Handbook

The purpose of this handbook is to set forth the operating philosophy and procedures that will guide FBC Sanger employees and staff in the conduct of employer/employee relations. It is recognized that our mission as a church body is considerably different from a commercial concern. However, the effectiveness of this ministry can be greatly enhanced by a well-organized and effective church staff that is committed to common goals.

This handbook is not intended to deprive the church of a voice in matters of personnel, but is a guide whereby personnel administration will be equitable, consistent, and efficient. The Personnel Handbook will be modified through church-approved amendments in the future when changes occur that either are not covered in this handbook or no longer apply.

#### 1.5 Employee Handbook Acknowledgement

Employee certifies he/she has received a copy (see Appendix A) of the Employee Handbook and Benefits Summary of FBC Sanger. He/she further certifies he/she has read and understands the handbook and will abide and is bound by any and all terms and conditions therein. The information, policies, and benefits described herein are subject to change and that the church may do so at its sole discretion without advance notice. Employees will be notified of any updates.

Employee further understands that neither this handbook nor any provision of this manual is an employment contract or any other kind of contract.

## **SECTION II. EMPLOYMENT POLICIES**

#### 2.1 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at FBC Sanger will be based on merit, qualifications, and abilities. FBC Sanger is an Equal Opportunity Employer to the extent as required by law. The Church does, however, reserve the right to not employ persons who do not have a denominational background and philosophy of ministry similar to our Statement of Faith and Church Covenant as outlined in the Constitution and Bylaws.

FBC Sanger will make reasonable accommodations for qualified individuals with known disabilities as long as they are able to perform their job requirements. This policy governs

all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

## 2.2 Immigration Law Compliance

FBC Sanger is committed to employing only United States citizens and aliens authorized to work in the United States. FBC Sanger does not unlawfully discriminate on the basis of national origin. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present the required documentation establishing identify and employment eligibility, copies of which should be maintained in a separate file apart from the employee's personnel file.

## 2.3 Employee Classifications

The terms "exempt" and "non-exempt" are defined under the Fair Labor Standards Act (FLSA). FLSA is a federal law that establishes a minimum wage and limits the number of hours that may be worked in a standard work week. It provides standards for equal pay, overtime pay, record keeping, and child labor. Each employee will be classified into one of the following categories:

- Non-Exempt Full-Time Hourly position for an employee working an annual average of forty (40) hours or more per week on a regular basis.
- Non-Exempt Part-Time Hourly position for an employee working less than forty (40) hours per week on a regular basis. Part-time employee's salary pay (either by hourly wage or flat rate) and benefits shall be decided at the time of employment. Any change in benefits needs church approval.
- Exempt Full-Time Salary or Part-Time Salary position for an employee having a fixed compensation for ministerial, professional or administrative services that is paid on a regular basis.

## 2.4 Residency

All full-time ministerial staff will reside within the confines of the Sanger Independent School District. If housing is not available, the minister will work with the Personnel Committee to find a resolution until residence can be obtained.

## 2.5 Sexual and Other Unlawful Harassment

FBC Sanger is committed to providing a work environment that is free of discrimination and unlawful harassment. Action, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her immediate supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Senior Pastor or the Personnel Committee. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Senior Pastor or the Personnel Committee who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## 2.6 Emergency Action Plans

FBC Emergency Response Plan's purpose is to lessen the threat to property and person. All staff are to be trained and capable of helping the church properly respond to emergency procedures and situations in areas identified below:

- Fire
- Bad Weather
- Health Issues and serious injury
- Crime to include theft or firearms threat
- Illegal substance to include person(s) under the influence of drugs/alcohol
- Bomb Threat or Alert
- Food poisoning
- Child abuse or missing child

Many of these emergency responses require the training of selected church members to be equipped and alert to respond as needed such as:

- First Aid Training
- CPR Certified
- First Responders Training

## **SECTION III. EMPLOYMENT PRACTICES**

### **3.1 Senior Pastor**

According to the church Constitution and Bylaws, the Senior Pastor shall be called by the congregation for an indefinite period of time upon the recommendation of a Pulpit Search Committee.

### **3.2 Ministerial Staff**

The ministerial staff of the church shall consist of ministers called by the church for the ministries in areas desirable for fulfilling the purposes of the church. They shall be called by the congregation for an indefinite period of time upon recommendation of a church designated committee selected according to the church Constitution and Bylaws. The ministerial staff shall be under the general supervision of the Senior Pastor.

### **3.3 Other Employees**

Other employees shall be employed by the church following approval by the Personnel Committee after consulting with the Senior Pastor and Budget and Finance Committee.

### **3.4 Selection of Personnel**

#### **3.4.1 Selection of Ministerial Staff Positions**

##### **3.4.1.1 Selection of Senior Pastor**

In the selection of Senior Pastor, the initial screening will be conducted under the supervision of a Search Committee as selected per the church Constitution and Bylaws. Before a Search Committee begins work, a meeting of the Search Committee, Personnel Committee, and Budget and Finance Committee shall be held to agree upon a proposed salary, range of benefits and job description. Upon recommendation of the Search Committee and the Personnel Committee, and upon approval of the church in conference, an offer will be made in writing over the signature of the Search Committee Chairman and the Personnel Committee Chairman delineating all conditions of the employment including salary, allowances, insurance provisions and deductions, retirement provisions and deductions, vacation, and matters relating to

moving expense. An example of how the selection process has been done in the past can be viewed under Appendix B.

#### 3.4.1.2 Selection of Ministerial Staff

In the selection of ministerial staff members besides the Senior Pastor, the church shall call or employ other staff members as required. When deemed necessary and at the discretion of the Senior Pastor and Personnel Committee, a committee may be formed to seek nominees to fill the needed position. The initial screening will be conducted under the supervision of the Senior Pastor and a designated committee in compliance with the church Constitution and Bylaws. Before the committee begins work, an agreement among the Designated Committee, Personnel Committee, and Budget and Finance Committee shall determine the proposed salary, range of benefits and job description. Upon recommendation of the Senior Pastor, designated committee, and the Personnel Committee, and upon approval of the church in conference, an offer will be made in writing over the signature of the Designated Committee Chairman and the Personnel Committee Chairman delineating all conditions of the employment including salary, allowances, insurance provisions and deductions, retirement provisions and deductions, vacation, and matters relating to moving expense.

#### 3.4.1.3 Selection of Other Staff Members

In the selection of other staff members, the church shall call or employ such staff members as the church may require. The Constitution and Bylaws governing non-ministerial staff applies to both part time and full time positions. It is the responsibility of the Senior Pastor to recommend pastoral staffing needs to the Personnel Committee in writing. A job description and a letter of understanding of the duties signed by the staff member will be kept on file at the church. In conjunction with the Senior Pastor, all proposed staff must be approved by the Personnel Committee, then with their recommendation by a majority vote of the members present at a business meeting. Upon recommendation of the Personnel Committee, and upon approval of the church in conference, an offer will be made in writing over the signature of the Personnel Committee Chairman delineating all conditions of the employment including salary, allowances, insurance provisions and deductions,

retirement provisions and deductions, vacation, and matters relating to moving expense.

#### 3.4.1.4 Tenure and Service Relationship

All ministerial staff shall be employed by the church and supervised by the senior pastor in consultation with the Personnel Committee. The ministerial staff, thus elected, shall serve until termination. The relationship may be terminated by the church or the ministerial staff member upon two weeks written notice or such other period as may mutually be agreed upon by the Senior Pastor, Personnel Committee, and ministerial staff member.

### 3.4.2 Selection of Non-Ministerial Staff Positions

#### 3.4.2.1 Vacancies

When vacancies occur in established positions, the Senior Pastor or his staff designee will take the necessary steps to receive applications for the position, including referrals from other staff members with church members who apply being given careful consideration. The Senior Pastor will present the recommendations to the Personnel Committee. The person will be hired for a 90-day probationary period initially.

When additional staff may be required, a written request outlining the suggested job title, duties, and work hours is to be presented to the Personnel Committee for consideration. All requests should be pre-approved by the Senior Pastor before submission to the Personnel Committee. A decision will be made after consulting with the Budget and Finance Committee regarding the Personnel budget. The Personnel Committee will draft a Job Description for the position and then will appoint a designated person (see the Constitution and Bylaws for ministerial staff selection procedures) who will in turn (a) advertise the vacancy, (b) evaluate applications, (c) interview qualified applicants, and (d) identify and recommend the best applicant to the Personnel Committee for approval.

#### 3.4.2.2 Advertising for Non-Ministerial Staff Positions

Initial notices of a job vacancy shall be placed in church publications to afford church members the opportunity to apply for the job. If an employee is not secured in this way, selection may be obtained utilizing outside sources.

#### 3.4.2.3 Announcement of Non-Ministerial Staff Positions

Following employment, it is appropriate to announce the hiring of a new employee in the church newsletter.

### 3.5 Employee Performance Review

Those employees hired for a 90-day probationary period shall be reviewed by their immediate supervisor during and at the end of that period for continued employment. All employees, including ministerial staff will be reviewed annually, concerning work-day practices, by their immediate supervisor, the Senior Pastor or his designee, or as outlined in the Constitution and Bylaws.

#### 3.5.1 Probationary Period

The first ninety (90) days of employment for all non-ministerial staff will constitute a probationary period for the church and the employee. At the end of the ninety (90) day probationary period, an evaluation of the employee shall be done by their immediate supervisor. During this period, if it is determined that the employee is not suitable for the job, employment will be terminated. Upon conclusion or completion of a satisfactory probationary period, all accrual type benefits, such as vacation or sick leave, will be credited retroactive to the original date of employment.

#### 3.5.2 Annual Performance Evaluation

All employees should receive a written performance evaluation at least once a year. The evaluations for all ministerial staff should consist of the employee's performance based on their job duties, work-day practices, goals and objectives set during each employee's annual job evaluation. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement, training and development. He/She will have the opportunity to discuss his/her performance evaluation with his/her supervisor. Performance evaluations do not alter, modify, or amend the at will employment relationship between him/her and the church. Each employee will be given a copy of their signed evaluation and a copy will be placed in the permanent personnel file of each employee.

### 3.5.3 Senior Pastor Evaluation

The Senior Pastor participates in his annual review and assessment with a committee consisting of the Chair of the Deacons, the Chair of the Personnel Committee, and another Personnel Committee member who will serve as the scribe. The Senior Pastor's written evaluation is approved by the Personnel Committee prior to the meeting.

### 3.5.4 Other Ministerial Staff Evaluation

Soon after the minister's review by the Senior Pastor, he/she will meet with the Personnel Committee.

### 3.5.5 Wage and Salary Reviews

At least once each year the progress and compensation of each employee is carefully reviewed and discussed by the Personnel Committee. The salary reviews are to be completed no later than an agreed upon deadline between the Personnel Committee and the Budget and Finance Committee. Salary increases are not automatic. Salary increases are dependent on the financial condition of the church.

## 3.6 Attendance

### 3.6.1 Work Week for Ministerial Staff

Ministerial staff members do not have a regular scheduled work week as do other employees since their responsibilities are not determined by scheduled hours.

Ministerial staff will keep reasonable office hours, but it is understood that a portion of their hours must be performed away from the church.

All ministers will schedule their work so that at least one minister is available during the hours that the church office is open. One minister will be on call at all times for emergencies.

Each minister is entitled to one day off per normal work week to be determined in consultation with the Senior Pastor. In addition, Saturday would be considered a day off. Ministers are expected to begin their work day as close to the church office opening hour as possible.

### 3.6.2 Work Week for Other Employees

Clerical people will work a basic schedule of five days per week with the church offices being from 8:00 a.m. to 5:00 p.m. Monday – Thursday and 8:00 a.m. to 12:00 p.m. on Friday. Schedules will be arranged so that the telephone is answered during the lunch hour.

### 3.6.3 Work Week for Maintenance Employees

Maintenance personnel will work a daily schedule as established by the Church Building and Grounds Committee and the Senior Pastor or his staff designee.

## 3.7 Counseling Sessions Guidelines

FBC Sanger believes in the sufficiency of God's Word to handle issues of life. Our staff, under the provision of God's Word may be available to encourage and support church members/visitors in their struggles; give spiritual direction and guidance; and to assist in the healing and reconciling of God's people. There will be issues or situations that a staff member may be required to outsource counseling to a reputable and qualified Christian counselor or psychologist.

FBC Sanger is committed to protecting the integrity of our staff and the reputation of our Church. God's Word stipulates that church leaders are to be "above reproach" and that even the appearance of wrongdoing must be avoided.

## **SECTION IV. EMPLOYMENT PRACTICES AND POLICIES**

### 4.1 Personnel Records

A personnel file on each church employee shall be maintained in the church office by the Senior Pastor or his designee. The file should include the original application, a brief biographical sketch, reference recommendations, salary history, performance evaluations, records of vacation and sick leave and other records. The files will be considered part of the church's permanent records and will be retained for at least three years after the termination of employment. These records will be kept by the Pastor and may be reviewed only by the Senior Pastor or his designee. If any detrimental information is to be recorded on any employee's record, that employee must be given the right to respond in writing for his/her record.

## 4.2 Employee Accidents

All employees will report any job-related injury to their immediate supervisor, Senior Pastor or his designee in writing within 24 hours. Failure to do so may result in disciplinary action.

## 4.3 Employment for Only One Family Member

The church will not provide full-time employment for more than one member of a family.

## 4.4 Outside Employment and Conflict of Interest

### 4.4.1 Outside Employment

No employee is to hold a position in two different churches at the same time. If an employee has a job outside the employment of the church, that employee must notify their supervisor.

### 4.4.2 Conflict of Interest

FBC Sanger respects employee's activities outside his employment that are moral, private in nature and which in no way conflict with or reflect adversely upon the church. Any employee engaging in enterprise outside their normal work responsibilities shall see no conflict of interests develops and that it does not involve any other church employee, equipment, or materials unless express, advance, written approval is obtained from the Senior Pastor and Personnel Committee.

## **SECTION V. EMPLOYEE CONDUCT**

### 5.1 Personal Integrity and Ethical Behavior

FBC Sanger affirms its commitment to ensuring an environment for all employees and patrons which is fair, humane, and respectful -- an environment which upholds Christian morals and ethics described and mandated by our Lord and Savior, Jesus Christ. All employees are to conduct their personal affairs in such a manner that their individual integrity and the church's ministry nor reputation is jeopardized.

### 5.2 Financial Integrity

All employees must respect the church's budget process and final adopted budget. Staff is to administer the budget effectively and according to the Budget and Finance procedures.

### 5.3 Performance Training and Development

FBC Sanger is committed to providing a workplace that encourages and supports the effectiveness of its ministers and staff. Throughout employment, professional development and performance training is necessary to build specific job related skills and to enhance ministry effectiveness. Challenges may arise in a ministry that inhibit the ability to grow or improve and result in ineffectiveness, such as, but not limited to:

- Incapacity to reach people for Christ
- Loss of sense of call
- Incapacity or an unwillingness to teach or to live a Christ-like life
- Inability to deal with conflict
- Poor relationship-building skills
- Loss or lack of desire to connect with God's people
- Poor performance reviews
- Inability or unwillingness to demonstrate leadership qualities
- Low work ethic or standards
- Incapacity for dynamic preaching and other communication

Any staff member or minister reflecting characteristics of being ineffective or challenged in their ministry will need to begin a process of intervention and support. Areas of ineffectiveness will be identified and an improvement plan will be devised in collaboration with the Senior Pastor and/or Personnel Committee. Reviews and consultations will be scheduled at appropriate intervals and documented in the personnel file. The unwillingness or failure to make improvement in the areas of concern may lead to appropriate administrative action, up to and including termination.

### 5.4 Disciplinary Guidelines and Employee Termination

#### 5.4.1 Disciplinary Guidelines

FBC Sanger personnel policy is to maintain a positive workplace environment that provides an enjoyable experience for all. By establishing specific standards of employment and behavior, this objective should be achieved. If necessary, however, the church has guidelines should an employee not meet expectations or is unable to develop the necessary skills required of the job (see Appendix C for Progressive Disciplinary Guidelines). Each situation is handled on a case by case basis. This policy, however, is not appropriate for issues of serious misconduct

which will be dealt with immediately. Any accusation of serious misconduct will be investigated and, depending on the circumstances, the employee may be suspended (with or without pay) or terminated. See Appendix C when equitable and consistent discipline needs to be administered for unsatisfactory conduct in the workplace and to ensure compliance to the FBC Constitution and Bylaws.

#### 5.4.2 Employee Termination

Every effort should be made to correct employee deficiencies through counseling and the progressive disciplinary guidelines. All counseling sessions should be documented as they occur, signed by both parties and the documentation placed in the employee's personnel file. When an employee fails to respond to the corrections outlined by the immediate supervisor, the supervisor shall request a conference with the next higher level of supervision, such as the Senior Pastor. If together they agree that sufficient remedial action has been taken by the supervisor, they shall inform the Personnel Committee of their recommendation to terminate the employee.

### 5.5 Workplace Safety

FBC Sanger is committed to creating a workplace that is safe, healthy and injury-free. Our employees are our most valuable assets, and their safety and health is our first priority. Safety is essential to all business functions and is never compromised under any circumstance. Every employee has a responsibility to maintain our work environment including reporting hazards and working toward preventing accidents.

### 5.6 Alcohol and Drug Abuse

#### 5.6.1 Purpose and Scope

FBC Sanger's Drug Abuse Policy is to provide a safe and healthy workplace for all employees and church members, prevent accidents, and comply with Section 7.10 of the Texas Workers' Compensation Act. The use, possession, sale, transfer, purchase, or being under the influence of drugs by employees at any time on church premises or while on church business is prohibited. The illegal use of any drugs is prohibited. Employees must not report for duty or be under the influence of, or have in their possession any drug or mood altering substance while on church property (FBC is considered a tobacco free facility.).

#### 5.6.2 Action Taken for Violating Drug Abuse Policy

Violation of this drug policy will result in one of the following forms of corrective action: verbal warning, written warning, final written warning, probation/suspension, or immediate discharge. In arriving at a decision for proper action, the seriousness of the infraction, the past record of the employee, and the circumstances surrounding the matter will be taken into consideration.

### 5.6.3 Drug Testing

FBC Sanger may require drug testing either as a condition for employment or continuing employment.

## 5.7 Computer, Internet, Social Media, and Other Networking

### 5.7.1 Computers, Software, and Internet

Computers and Internet access are provided to further the mission and goals of FBC Sanger and its numerous ministries. Access to the Internet through the church's network is a privilege and carries responsibilities and expectations. Employees should use only business appropriate sites and not use the Internet in any manner that would reflect poorly upon the church. All employees are expected to utilize this resource in a professional, business-like manner that reflects the church's interests and a Christ-like attitude. It is not to be used as a communication tool for employees' personal business, avocation or other non-job related activity. Employees are prohibited from using profanity, vulgarity or related language when posting on the Internet or via electronic mail. Computers and all computer-related equipment including software, operating systems, storage media, Internet/Intranet/Extranet-related systems, network accounts providing electronic mail, web browsing and file transfer protocol (FTP) are the exclusive property of FBC Sanger. The church retains the right to monitor all use of the computer facilities, including all documents, email and Internet use, whether initiated through the church offices or a remote location, including a home location.

Computers may not be used to download any software from the Internet, including games and screen savers without authorization of a supervisor. Unauthorized copying of copyrighted material is strictly prohibited.

Email distribution lists are provided for church business-related emails or announcements and should not be used to forward personal interest postings, such as jokes, chain letters, political statements, advertisements, announcements and invitations.

### 5.7.2 Social Media and Other Networking

Social networking can be an important communication tool in the ministry of the church. If done properly, social media and networking can lead to true ministry to those in need of outreach. Should an employee maintain a social networking page, personal or church-related, their supervisor is to be notified. The church may require the employee to use a disclaimer on their page (i.e. this page is maintained by [Employee Name] and does not represent the views of FBC Sanger.). In order to protect the church, employee networking pages may be monitored and regulated.

The use of racial slurs, personal insults, obscenity, and discussion of church business or personnel is prohibited.

Any abuse of computers, Internet privileges, social media and other networking may result in disciplinary action, up to and including termination.

#### 5.8 Use of Church Property

Employees are responsible for all property, equipment (which includes cell phones, desktops, laptops, hard drives, software, etc.), materials (including music files, costumes, props, etc.), or written information issued to them or in their possession or control. Employees must return all FBC Sanger property immediately upon request or upon termination of employment. It is the employee's responsibility to maintain any personal records on non-church equipment.

#### 5.9 Conflict Resolution

Appendix D provides Conflict Resolution guidelines that have been established for all staff to follow.

#### 5.10 Employee Confidentiality Agreement

Appendix E provides Employee Confidentiality Agreement guidelines that have been established for all staff to follow.

## **SECTION VI. SALARY ADMINISTRATION AND COMPENSATION**

### 6.1 Salary Recommendations

The Personnel Committee recommends all salaries and salary increases for both ministerial and non-ministerial personnel.

No employee shall be considered for increase in salary until at least ninety days of continuous employment.

## 6.2 Advances in Pay

Any request by an employee for an advance in pay should be made known to the Senior Pastor. All advances will be subject to the following conditions:

- All advances to an employee must be approved by the Senior Pastor and reported to the Budget and Finance Committee.
- A request involving more than one week's salary must be approved by the Personnel Committee.
- Advances of pay will be permitted only in hardship cases and under emergency situations.

## 6.3 Expense Reimbursement

Staff employees are reimbursed according to the Budget and Finance policy and procedures.

# **SECTION VII. EMPLOYEE BENEFITS**

## 7.1 Overview

Eligible employees at FBC Sanger are provided a variety of benefits. Benefits eligibility is dependent upon various factors, including employee classification.

The following benefits programs may be available to eligible employees:

- Health Insurance
- Retirement
- Holidays
- Vacation
- Sick Leave
- Personal Reasons
- Bereavement Leave

Leave of Absences

Other Absences

Jury Duty

Conferences, Conventions, Revivals, and Mission Trips

Some benefit programs require contributions from employee while others are fully paid by FBC Sanger.

The employee benefits are not intended to become part of the gross salary if calculating annual percentage increases. This is over and above salary.

## 7.2 Retirement

Retirement pension benefits are provided by FBC Sanger for full-time exempt employees.

After one (1) year of service, full-time salaried employees, based on anniversary date, will receive up to 6 1/2 % of gross salary toward an annuity fund/retirement plan if matched by an employee contribution.

Should an eligible employee choose not to contribute to the annuity fund, a \$50.00 minimum monthly contribution will be made by the church. Prior to the contribution, the employee must have an eligible retirement account set up in the employee's name.

## 7.3 Holidays

The church offices will be closed on New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, plus the day following and the two days at Christmas.

In the event that a holiday, other than Christmas, falls on a weekend, the previous Friday or the following Monday will be observed. When necessary for the operation of the church and its programming, employees may be required to work on scheduled holidays. Should a holiday occur on the employee's normal day off, a floating holiday will be granted. The floating holiday should be scheduled on the church calendar and approved by the immediate supervisor. Paid holidays are a benefit for full time employees eligible to receive holiday pay. Should a holiday occur during the employee's vacation period, the vacation time may be extended to allow for the holiday.

Part-time employees will not receive holiday pay: however, alternate time should be arranged with their immediate supervisor so that necessary job duties will be performed.

## 7.4 Vacation

#### 7.4.1 General

All regular full-time employees (both exempt and non-exempt) are eligible for vacation benefits based on the guidelines explained below. Regular part-time employees scheduled to work thirty hours per week or more will be entitled to vacation days based on their part-time rate.

Employees are encouraged to take advantage of this vacation time for relaxation and rest. Employees are encouraged to stagger their vacation time and to make a major effort to return to work refreshed and ready to resume their duties effectively.

Vacation time is to be taken in the calendar year to avoid accrued time from being forfeited, unless unusual circumstances prevented the employee from taking the vacation time. The Personnel Committee is to be petitioned for granting adjustment based upon the circumstances.

#### 7.4.2 Ministers

The chart below represents the number of days an exempt employee may take based on the number of continuous employment years the employee has accumulated. The accrual time is based on when an employee reaches a bracketed change in number of years worked

<b>Continuous Service Ministerial Staff Chart</b>		
<b>Years Worked</b>	<b>Vacation Time</b>	<b>* Ministerial Staff Vacation - Sundays off per year</b>
0-1 year	1 week	2
1-4 years	2 weeks	3
5-14 years	3 weeks	4
15-24 years	4 weeks	5
25 years plus	5 weeks	6

\* Denotes no more than 2 Sunday Absences in a 30 day time frame.

For example, the Minister of Music has from one to four years of continuous service in the ministry. He would be eligible to earn two (2) weeks of paid

vacation based on the accrual method listed in 7.5.7 with a maximum of (2) consecutive Sundays.

An exempt employee with five (5) years of continuous service in the ministry is entitled to earn a maximum of three (3) weeks' vacation. No more than two (2) weeks shall be taken at one time with a maximum of (2) consecutive Sundays.

Ministerial Staff paid vacation cannot exceed five (5) weeks of vacation and no more than six (6) Sundays missed per year for vacations. Since Sunday is considered a work day for ministerial staff, a vacation day must be taken if the employee takes off work on a Sunday.

#### 7.4.3 Other Full Time Employees

The chart below represents the number of days a non-exempt employee may take based on the number of years the employee has accumulated at FBC Sanger. The accrual time is based on when an employee reaches a bracketed change in number of years worked.

<b>FBC Tenure Full-Time (non-ministerial)</b>	
<b>Years Worked</b>	<b>Vacation Time</b>
6 mos.-1 year	1 week
1-4 years	2 weeks
5-14 years	3 weeks
15 years plus	4 weeks

Other regular full-time employees, after a 90-day probation period, will be eligible to earn one (1) weeks of vacation based on the accrual method listed in 7.5.7.

From one year to four years of continuous service, employees will be eligible to earn two (2) weeks of vacation. No more than two (2) weeks shall be taken at one time.

#### 7.4.4 Part-time Employees

The chart below represents the number of days a part-time employee working thirty hours or more per week may take based on the number of years the employee has accumulated at FBC Sanger. Part-time employees, after a 90-day probation period, working an average of thirty (30) hours weekly will be eligible to earn one (1) week of paid vacation. Pay will be based on scheduled hours. The

Personnel Committee shall consider each written request submitted through the Senior Pastor.

<b>FBC Part-Time (30 hours of work per week)</b>	
<b>Years Worked</b>	<b>Vacation Time</b>
1-4 year	1 week
5 years plus	2 weeks

7.4.5 Utilization of Accrued Vacation

All staff should schedule vacation time with the church calendar and activities in mind. Prior to scheduling vacation days, a written request should be submitted in advance to their immediate supervisor. All requests will be reviewed based on a number of factors including staffing requirements for the church calendar and available backup. The church secretary will then notify the Personnel Committee of all approved vacation requests. (See Appendix F for the Vacation/Leave Request Form)

Paid vacation time can be used in minimum increments of one-half day. Vacation time cannot be forfeited for additional pay from the church and is separate from approved leave for conventions, conferences, revivals and/or mission trips.

All approved vacation requests will be filed in the permanent staff personnel file and documented on the church calendar.

7.4.6 Termination of Employment

Upon termination of employment, earned unused vacation will be paid on last paycheck up to a maximum of one (1) week. If more leave has been taken than earned, the amount will be deducted from the last paycheck.

7.4.7 Calculating Accrued Earned Leave

All vacation time is determined on the basis of a calendar year and cannot be carried over from year to year and must be used in the same year accrued.

The method of accrual is based on a 40-hour week and a 2080-hour year. The formula for figuring earned leave is as follows:

1. Employees who are eligible for two (2) weeks (80 hours)
  - 80 divided by 2080=0.038462 hours worked times 0.038462=hours of earned leave
  - Example: worked 6 months (1040 hours) 1040 times 0.038462=40 hours earned leave

2. Employees who are eligible for three (3) weeks (120 hrs.)  
120 divided by 2080=0.057692 hours worked  
times 0.057692=hours of leave earned  
Example: worked 6 months (1040 hours) 1040 times 0.057692=60  
hours earned leave

## 7.5 Sick Leave and Absences

### 7.5.1. Sick Leave

Employees and Staff members shall report an illness as soon as possible to their immediate supervisor, the Senior Pastor, Chairman of the Deacons or the Chairman of the Personnel Committee. Sick Leave Benefits are listed below:

- All ministerial and full-time staff employees will earn sick leave at the rate of one (1) day per month and accumulate up to a maximum of fifteen (15) days.
- Part-time employees working an average of at least thirty (30) hours weekly will earn one-half (1/2) day per month and accumulate up to a maximum of six (6) days.
- Sick leave benefits may be used for self and immediate (spouse, children, and parents) family members only.
- The Personnel Committee may consider special pay and coverage of particular circumstances. A written request authorized by the Senior Pastor must be submitted to the Personnel Committee for consideration and appropriate church approval. No pay out for unused portions of sick leave in case of termination.
- The Senior Pastor, or his designee, will maintain accurate records of absences in the staff personnel files

### 7.5.2 Personal Reasons

Absences for personal reasons are discouraged. In cases of emergency, permission may be granted. Such absences shall be without pay or, at the request of the employee and approved by his/her immediate supervisor, may be charged to accrued vacation time if the absence is for a half day or longer.

### 7.5.3 Bereavement

- Immediate family of employee (spouse and children) -- up to five (5) working days are granted with pay for full-time employees and additional time may be granted using vacation or sick leave accrued days..
- Next of kin (mother, father, brother, sister; or next of kin of employee's spouse, if married) -- up to three (3) working days are granted with pay for full-time employees and additional time may be granted using vacation or sick leave accrued days.
- Part-time employees will be granted a like number of days without bereavement pay.
- In the event of other family or friends, the employee may use accrued vacation days with the approval of their immediate supervisor, Senior Pastor or his designee, or the Personnel Committee.

### 7.5.4 Leave of Absence

All requests for leave of absence shall be submitted in writing to the Senior Pastor or the Personnel Committee. An approved leave of absence does not break the employee's record of continuous service. No benefits will be accrued while a person is on leave of absence. A maximum period of time for a leave of absence will be considered on an individual basis and no leave of absence will be granted without prior church approval.

A special leave of absence for compelling reasons or extenuating circumstances may be considered and granted by the Personnel Committee upon a written recommendation of the Senior Pastor. This type of leave would include maternity leave, military reserve leave, or any other type of special leave.

### 7.5.5 Other Absences

Other absences may be granted by the Personnel Committee upon a written recommendation of the Senior Pastor provided the leave does not seriously disrupt operations and the employee is doing satisfactory work.

## 7.6 Jury Duty

All employees are paid for absences for Jury or Witness duty if scheduled to work for that time frame. Any payments received from the government for such services are retained by the employee. When the employee's services as a juror or witness are not required for the entire day, he is to report to work for the remainder of the day. The employee shall also report to work on any regularly

scheduled work day when the court is closed for a holiday not recognized by the church.

## 7.7 Conferences, Conventions, Revivals, and Mission Trips

### 7.7.1 Conferences

Ministerial staff is encouraged to pursue continued professional education and training. Maintaining knowledge of new trends and methods for each ministry is expected. Each staff member must seek prior approval from the Senior Pastor for registration in any educational program. Church programming will be considered in formulating decisions on requests to attend classes or conferences.

### 7.7.2 Conventions

Ministerial staff is encouraged to maintain contact with other professionals in their fields and in denominational meetings. Ministers may not miss Sunday services for convention attendance unless convention program responsibilities and/or air travel schedules make it otherwise impossible. In such case, absence should be limited to one service. The Personnel Committee must approve any exceptions.

### 7.7.3 Revivals and Mission Trips

Each minister will be allowed to participate in one week of revival or ministry related trips annually outside of FBC Sanger sponsored ministries. Any request for absence from regular duties, including out of town mission trips or revivals, will need to be submitted to the Senior Pastor in written form for consideration. Approved written requests will be kept in the minister's personnel file. Additional weeks that may be requested would need approval by the Personnel Committee and/or the church.

### 7.7.4 Reimbursement

The church will reimburse the employee for expenses by verifiable receipts for accommodations and conference admission fees, meals allowance, and by current IRS mileage tables but not greater than the amount allowed in the current year's budget. Staff employees are reimbursed according to the Budget and Finance policy and procedures.

## APPENDICES

### Appendix A: Employee Handbook Acknowledgment (1.5)

#### EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I, \_\_\_\_\_, hereby certify I have received a copy of the Employee Handbook and Benefits Summary of FBC of Sanger on this date as indicated below. I further certify I have read and understand the handbook. I also agree to abide and be bound by any and all terms and conditions therein. I understand the information, policies, and benefits described herein are subject to change and that the church may do so at its sole discretion without advance notice.

I further understand that neither this handbook nor any provision of this manual is an employment contract or any other kind of contract.

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Printed Name of Employee

(Please return a signed copy of this acknowledgement to the Church office to be retained in the employee's personnel file.)

**Appendix B: Pastor Search Committee Selection Process (Approved by FBC 1/18/2015)**  
**(3.4.1.1)**

**SAMPLE \* \* SAMPLE \* \* SAMPLE**

*Pastor Search Committee*

*Selection Process*

*As Recommended by the Deacon Body on January 11, 2015*

The Deacon Body recommends that the church membership prayerfully identify the adult members they recognize as trusted leaders and who are both invested and involved in First Baptist Church, Sanger, Texas. From Monday, January 19, until Sunday, February 8, each member will be given the opportunity to nominate up to but not more than five (5) persons\* who they consider to be trusted leaders to serve on the Pastor Search Committee. Nominations may be delivered in the offering plates during services or through the church office. Each nomination for will be signed in order to avoid duplication. The nomination forms will be tallied by a counting committee of Deacons and the top ten (10) nominees, regardless of gender who are willing to serve if elected, will be place on the final ballot. No more than one member of an immediate family will be place on the ballot. On February 22, 2015, at the end of the morning worship service, each member present will cast their ballot for up to but not more than five (5) persons\* who they consider to be trusted leaders to serve on the Pastor Search Committee. The ballots will be tallied by a counting committee of Deacons and the results will be announced at the evening service and in the “Herald” the following week.

\*(If a nomination form or a ballot has more than five (5) persons nominated or selected then that ballot will not be counted.)

# SAMPLE \* \* SAMPLE \* \* SAMPLE

## Appendix C: Disciplinary Guidelines (5.4.1)

The purpose of these guidelines is to administer equitable and consistent discipline for unsatisfactory conduct in the workplace and ensure compliance to the FBC Constitution and Bylaws before taking action of the church and staff. The best disciplinary measure is the one that does not have to be enforced and comes from good and fair leadership at all levels. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Examples of (but not limited to) misconduct and unsatisfactory performance that may result in disciplinary action up to and including termination:

- Inefficient or careless performance of job responsibilities or the inability to perform duties as required
- Insubordination, including refusal or failure to perform assigned work
- Malicious, false, or derogatory statements made that may damage the integrity or reputation of the church, its ministry, or its employees
- Improper use of church telephones, internet, cell phones or other equipment
- Possessing or being under the influence of alcohol, narcotics, or drugs on church property (FBC is considered a tobacco free facility.)
- Negligence or any action that results in injury to an employee, self, church member, visitor, or that endangers the help or safety of others
- Irregular attendance, repeated tardiness, unreported or unexcused absence, or the abuse of personal leave
- Failure to promptly report a work-related injury or accident
- Theft of, destruction of, damage to or unauthorized use or removal of church property or the personal property of others
- Use of church vehicles (including trailers) without prior approval or unlawful operation of said vehicle
- Texting or checking emails on a cell phone or other PDA while driving for church business/activities
- Misrepresentation or withholding of pertinent facts in securing employment
- Directly or indirectly revealing any confidential church, church member or employee information
- Violation of any policy, rule, procedure or practice established by the church

- Participating in behavior in direct contradiction of the morals, ethics and scriptural principles the church embraces

Although employment at FBC Sanger is based on mutual consent and both the employee and the church have the right to terminate employment at will, with or without cause or advance notice, the church may use progressive discipline at its discretion.

Disciplinary action may call for any or all of five steps and there may be circumstances when one or more steps are bypassed depending on the severity of the problem and the number of occurrences.

Each step should be performed in a one-on-one meeting with the employee and immediate supervisor. The meeting should be scheduled at a time and place where all issues can be covered. There should also be a document created to insure improvement, to clarify expectations, and to set a timeline for improvement, signed and dated by all parties involved. A copy will be retained in the employee's personnel file and a copy given to the employee.

1. Verbal warning
2. Written warning
3. Final written warning
4. Probation/Suspension with or without pay
5. Termination of employment

## Appendix D: Conflict Resolution (5.9)

### Conflict Resolution Guidelines

#### Romans 14:19

"Let us therefore make every effort to do what leads to peace and to mutual edification."

Conflict is inevitable in the workplace where each person has different personalities, needs and goals. Conflict in the workplace can damage good teamwork and have an adverse effect on the church ministry. As long as it is resolved effectively, it can lead to increased personal and professional growth within the staff. These are the steps to take to manage conflict:

1. Address conflict as soon as possible, with careful consideration given to the timing, rather than allowing a situation or misunderstanding to escalate and affect performance or relationships within the staff or church. As directed by God in Matthew 18:15-17, go and meet privately, one-on-one, in a neutral place where you will not be disturbed. Issues should not be addressed in emails, texts or over the telephone. All such encounters should be first accompanied with prayer and with an open heart and humble spirit. Discussions should remain positive, respectful and constructive with the intention of resolving issues, restoring relationships in a Christ-like attitude and, ultimately, to "gain a brother."

Key behaviors: Most conflicts begin with a breakdown in the communication between parties. Expectations are not communicated or understood. Active listening with empathy, without interrupting will help to uncover the motivation behind an action or attitude. Begin by asking to better understand their viewpoint (the why) rather than with accusations which will cause the person to become defensive. Gather information by understanding the other's perspective, opinion, and motivation. There may be a legitimate and valid reason for the action or attitude that could be addressed. Remain calm, show mutual respect, show patience and forgiveness through Christ's love. Remain as flexible and objective as possible.

2. Identify and agree on issues clearly and concisely. Identify why it is important to resolve the issue and what negative consequences to the staff, church, etc. could result. Focus the discussion on the issue or problem rather than on the person or personality. In other words, separate the problem from the person. Receive agreement on the problem, and if appropriate, apologize for your part in the conflict.

3. Brainstorm solutions by being open to input/ideas from those involved. Find a mutually acceptable solution after an agreement has been made on the issue at hand. Discuss a plan of action for next steps. Promote and encourage unity, cooperation and reconciliation.
4. Be willing to move on after successfully addressing the problem so as to follow God's direction as found in Matthew 5:24 "Go and be reconciled...", and in consideration of Philippians 2:4-5 "Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus."
5. Should the conflict not be able to be successfully resolved by these measures, it is recommended that you follow the additional steps in Matthew 18:15-17. The motivation remains to seek to "gain a brother" rather than to alienate or punish. Begin by taking one or two others with you to listen objectively to the matter. These witnesses should be of highest integrity, willing to be fair and impartial and above all else, hold the matter in utmost confidentiality.
6. Looking to the biblical model, if the offender refuses to cooperate, then it is appropriate to "tell it to the church". This may involve the deacon body or Personnel Committee (if staff related) first rather than the body as a whole.
7. Lastly, if all efforts to resolve the situation or restore the "brother" are unsuccessful, then disciplinary actions would need to be taken referring to the policies in the church Bylaws and Constitution or Employee Handbook.

Resources are available for further study:

Ken Sande, [The Peacemaker -- A Biblical Guide to Resolving Personal Conflict](#)  
Dr. Henry Cloud and Dr. John Townsend, [How to Have that Difficult Conversation You've Been Avoiding](#)  
Mary J. Yerkes, [www.focusonthefamily.com](http://www.focusonthefamily.com), "Conflict Resolution", 2008.

**Appendix E: Employee Confidentiality Agreement (5.10)**

**Employee Confidentiality Agreement**

While employed by the FBC Sanger, I understand I may be subjected to information that may be confidential in nature. This may include, but may not be limited to, information that I am told by a member, other employee, or church member.

I understand that no confidential church or employee information is to be revealed or discussed with anyone.

I also understand this information may not be used directly or indirectly for my personal benefit or for the benefit of any other person or organization.

By signing this Employee Confidentiality Agreement, I further understand that violation of this policy could result in disciplinary action, up to and including termination of employment with the church.

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Date

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Employee Signature

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Printed Name of Employee

(A copy of the signed document will be retained in the employee's personnel file.)

**Appendix F: Vacation/Leave Request Form (7.4.5)**

**First Baptist Church of Sanger  
Vacation/Leave Request Form**

**Employee's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Type of Leave:** \_\_\_\_\_

**Dates Requested:**

**Begins on:** \_\_\_\_\_ **Ends on:** \_\_\_\_\_

**Days/Hours Currently Available:** \_\_\_\_\_

**Days/Hours Used this Request:** \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**                      **Date**                      **Supervisor Signature**                      **Date**