



EMPLOYEE HANDBOOK

The Church Council and Personnel Team of Severns Valley Baptist Church (SV) are grateful that the Lord has led you to serve alongside our staff and church family. As you read through this handbook, you will receive a general overview concerning the administrative and affective responsibilities of our employees. You will discover that SV is a wonderful place to work because of the people we have the joy of working alongside. We hope this handbook enables you to serve the Lord with clarity and commitment. Let us keep our hands tightly gripped to the gospel plow as we till the ground for His glory and our Good.

Thank you for joining our Team!

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INTRODUCTION

WELCOME TO SEVERNS VALLEY BAPTIST CHURCH!

We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of Severns Valley Baptist Church, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Severns Valley Baptist Church's Mission Statement and Statement of Faith.

HISTORY

Severns Valley Baptist Church is the oldest evangelical church west of the Allegheny Mountains, founded June 18, 1781 when the early settlers came to the area. The first settlement was called Severns Valley, after one of the early settlers, John Severns. Severns Valley took the name of the settlement. The town was known later as Elizabethtown. Severns Valley was a church before Elizabethtown was a city and before Kentucky was a state. In the beginning, there was no house of worship, rather, history says the settlers met under a sugar maple tree and the men held their rifles at hand should they come under attack. From beneath the sugar maple tree, to log cabins to the current location which is the seventh house of worship, the congregation has grown from a handful of founding members to more than 3,500. The first service in the current location at 1100 Ring Road was held the first Sunday in March 2007.

Through the years, Severns Valley has started and sponsored local missions which exist as thriving Baptist churches today. Among those are Immanuel, Central Avenue, Berean, and Northside Baptist. Since 1781, Severns Valley has stood as a beacon to the community, sharing the Good News of Christ locally, regionally and even internationally. Though the history of Severns Valley is deep and longstanding, the mission of reaching a lost world for Christ has not wavered and continues to be the primary focus of the congregation. Severns Valley is proud of a strong heritage but does not rest on the past.

Severns Valley continually strives to provide innovative and current methods of communicating the Gospel and discipling Christians. Severns Valley partners with the Kentucky Baptist Convention and the Southern Baptist Convention through the Cooperative Program to fund mission causes around the globe.

MISSION AND VISION

Our mission is to lead people to: Love God | Love People | Make Disciples
Where: Here | Near | Far

HANDBOOK PURPOSE

This employee handbook is presented as a matter of information and has been prepared to inform employees about SV's philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This employee handbook will not answer every question employees may have, nor would SV 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 guide will help employees feel comfortable with us. SV depends on its employees; their success is our success. Please don't hesitate to ask questions. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find SV a good place to work.

No one other than authorized management may alter or modify any of the policies in this employee handbook. No statement or promise by a supervisor, supervisor, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire employee handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with SV and our policies, and refer to it whenever questions arise.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the policy of SV to provide equal employment opportunities to all qualified individuals with respect to all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex

- National origin
- Pregnancy
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Child or spousal support withholding
- Wage garnishment for consumer debt
- Genetic information, including family medical history
- AIDS/HIV
- Any other protected class, in accordance with applicable federal, state, and local laws

Severns Valley Baptist Church is a religious 501c3, and as such, reserves the right under Title VII of the Civil Rights Act of 1964 to make employment decisions of all types on the basis of religion and our statement of faith. As such, SV will exercise a preference for employees who subscribe to SV's Statement of Faith and are members of SV.

SV takes allegations of discrimination, intimidation, harassment and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

BACKGROUND CHECKS

SV may conduct a background check on any applicant or employee with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in discipline, up to or including termination.

AT-WILL NOTICE

The employment relationship between SV and employees is at-will. This means that employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either SV or the employee. SV policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable, unless approved by an officer with the power to create an employment contract. There is no implied employment contract created by this Handbook or any other SV document or written or verbal statement or policy.

ANNIVERSARY DATE AND SENIORITY

Generally, the employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service starting on that date. Should an employee leave SV and then be rehired, previously accrued seniority will be lost and seniority will begin to accrue again on the date of rehire. With the exception of certain protected

leaves and paid time off, seniority does not accrue during leaves of absence that exceed 30 calendar days.

Pastoral Staff seniority includes all years worked in full-time ministry from other churches or other like-minded religious organizations.

IMMIGRATION LAW COMPLIANCE

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

INTRODUCTORY PERIOD

The employee's first 90 days of employment with SV are considered an introductory period. This introductory period will be a time for getting to know fellow employees, supervisors and the tasks involved in the position, as well as becoming familiar with SV's processes and culture. The supervisor or Executive Pastor will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for the employee and SV. During this introductory period, SV will evaluate employees' suitability for employment and employees can evaluate SV as well. At any time during these first 90 days, employees may resign. If, during this period, employee work habits, attitude, attendance, performance or other relevant factors do not meet our standards, SV may terminate employment.

At the end of the introductory period, the supervisor or Executive Pastor will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Completion of the introductory period also does not imply that employees now have a contract of employment with SV, other than at-will. Successful completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from SV of more than one year is considered an introductory employee during their first 90 days following rehire.

EMPLOYMENT CLASSIFICATIONS

SV has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor or the Executive Pastor will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire,

promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by SV.

Regular Part-Time Employee

An employee who is scheduled to work less than 30 hours in a work week and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of SV. The employee will not receive any benefits unless specifically authorized in writing.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of SV are non-exempt.

All positions at SV are considered ministry positions and each employee plays an integral part in fulfilling our mission statement. Each employee will belong to one of the following employment categories:

Pastors & Ministers

Employees hired with the primary responsibility of finding, equipping, and supporting leaders for the work of ministry and have been ordained, licensed or commissioned as a pastor or minister either through SV or another like-minded church. In addition to the ministry duties set forth above, their roles consist mostly of directing, coaching, and pastoring.

Associates & Directors

Employees, hired with the primary responsibility of overseeing a certain ministry or department including finding, equipping, and supporting leaders for the work of ministry. In addition to the ministry duties set forth above, their roles consist mostly of directing, coaching, and leading.

Coordinators & Support Services

Employees hired with the primary responsibility of supporting the ministry through the fulfillment of administrative, technical, clerical, secretarial, or facility care duties. In addition to the ministry duties set forth above, their roles are mostly task oriented, but they may also be involved in recruiting volunteers or leading teams. Coordinators and Support Service may be hourly or salaried employees depending on the nature of their position.

PERSONNEL RECORDS

SV maintains various employment files while an individual remains an employee of SV. Such files may include employee personnel files, attendance files, I-9 files, and files for medical purposes. Employees are required to notify their supervisor or Executive Pastor in writing should any of their personal information change (e.g., address, phone number, last name) so the appropriate updates can be made to the files. SV will take reasonable precautions to protect employee files and employees' personally identifiable information in its records.

Employee files are restricted based on who reasonably needs access to all or parts of the files. Employees may review their own personnel file by making a written request to their supervisor or Executive Pastor. The written request will become a part of the employee's personnel file. Review of files must take place in the presence of the employee's supervisor or Executive Pastor.

EMPLOYEE REFERENCES

All employee reference check requests should be forwarded to the Executive Pastor; only authorized members of management or the Executive Pastor may provide this information. When SV is contacted for a reference check or employment verification, generally only positions held and dates of employment will be confirmed. In some circumstances, past salary and eligibility for rehire may be provided as well.

JOB TRANSFERS

SV aspires to promote qualified internal candidates to fill open positions whenever possible and practical. When job openings occur, current employees are encouraged to apply.

SV reserves the right to place an employee in whatever job it deems useful or necessary. All job transfers, reassignments, promotions, or lateral transfers are at the discretion of SV.

EMPLOYMENT OF RELATIVES

SV does not have a general prohibition against hiring relatives. However, an employee will generally not be hired, transferred, or promoted into a position where they will be managed, directly or indirectly, by a family member or romantic partner. Other factors

may also be considered when hiring a relative or romantic partner of a current employee, placing them in a particular position, or creating reporting relationships. SV may transfer an employee or otherwise change their employment status at any time for any reason, including to avoid the appearance of favoritism or other conflict of interest.

CONDUCT AND BEHAVIOR

GENERAL CONDUCT GUIDELINES

Employees are expected to exercise common sense and courtesy at all times, for the benefit of congregation members, co-workers, and SV as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook.
- Negligent, careless, or inconsiderate treatment of congregation members or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of SV property from the premises.
- Sharing confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to congregation members or employees.
- Falsifying or changing any type of SV, congregation member, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of SV, a congregation member, or an employee.
- Taking or giving bribes of any nature.
- Entering SV premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for SV business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on SV premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off SV premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects SV services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor or supervisor; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on SV premises at any time.

- Use of alcohol or illegal drugs during working hours, or working under the influence of intoxicants.
- Unauthorized possession of a weapon on SV premises.
- Illegal gambling on SV premises.
- Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. Such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the regular operation of business, is orderly, lawful, in good taste, conducted in an orderly manner, and does not create a safety hazard or a mess. Non-employees are prohibited from all forms of solicitation on SV property at all times.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

SV is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class. Applicable federal and state law defines harassment as unwelcome behavior based on someone's inclusion in a protected class. Sometimes language or actions that were not expected to be offensive or unwelcome actually are, so employees should err on the side of being more sensitive to the feelings of their co-workers rather than less.

The following are examples of harassment; behaviors not in this list may also be considered harassment:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Retaliation or threats of retaliation for refusing advances or requests for favors;
- Leering, making sexual gestures or jokes, or commenting on an employee's body;
- Displaying sexually suggestive content;
- Displaying or sharing derogatory posters, photographs, or drawings;
- Making derogatory epithets, or slurs;
- Ongoing teasing about an employee's sex;
- Physical conduct such as touching, assault, or impeding or blocking movements

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor, or harassment by persons doing business with or for SV, such as congregation members, community members, or vendors.

Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation, is strictly prohibited. A complaint made in good faith will under no circumstances be grounds for disciplinary action. Individuals

who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Enforcement

All supervisors are responsible for:

- Implementing SV's harassment policy;
- Ensuring that all employees they supervise have knowledge of and understand SV policy;
- Reporting any complaints of misconduct to the designated SV representative, the Executive Pastor, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

Addressing Issues Informally

Employees who witness offensive behavior in the workplace - whether directed at them or another employee - are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive. An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

Harassment Complaint Procedure

Employees are encouraged to use the Complaint Procedure to report behavior that they feel is harassing, whether or not that behavior is directed at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate disciplinary action will be taken against those who are determined to have engaged in harassing behavior.

ABUSIVE CONDUCT

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

SV considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a supervisor or the Executive Pastor, who are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be

subject to discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

COMPLAINT PROCEDURE

SV has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to their supervisor or if the complaint is related to their supervisor or Executive Pastor, or if the employee feels the supervisor or Executive Pastor would not provide an impartial resolution to the problem, then the employee may take the complaint to the Church Council or Lead Pastor.

CORRECTIVE ACTION

A high level of job performance and professionalism is expected from each employee. In the event that an employee's job performance does not meet the standards established for the position, they violate SV policies or procedures, or their behavior is otherwise unacceptable, corrective action may ensue. Corrective action may include, but is not limited to: coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion and SV is not required to take any disciplinary action before making an adverse employment decision, including termination.

CODE OF CONDUCT – MALE/FEMALE INTERACTION

SV employees are expected at all times to conduct themselves in a Christ-like manner in order to present good personal and spiritual testimony. Employees are expected to uphold the doctrines and standards of SV as articulated in the Bible and the SV Statement of Faith and SV Code of Conduct in all aspects of their lives, both at and away from SV employment and functions. Employees must uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and Christian living both at and away from SV.

To ensure orderly operations and provide the best possible work environment, SV expects staff members to follow rules of conduct that will protect the interests and safety of all staff members and the organization. Meetings should be conducted in appropriate settings at appropriate times respecting the vulnerabilities of the parties concerned and the perception of others. Specifically, in order to assist our staff members in remaining above reproach, it is the policy of SV that, while performing SV and ministry business:

- A male and a female will not ride alone together in a car;
- A male or female may not be alone together in an office with the door closed, unless the office has a window; and,
- Office windows shall remain uncovered at all times while a male and female are alone together in an office with the door closed.

We realize that at times this may be inconvenient; however, we feel that our testimony and our witness to the Lord and SV supersede any inconvenience.

POLICIES REGARDING THE OPPOSITE SEX

It is important to ensure there are healthy boundaries at work between members of the opposite sex. The following rules are to be used when meeting or communicating with the opposite sex.

- Please make arrangements to meet on site at the SV if a meeting requires a one-on-one scenario.
- If a one-on-one meeting occurs, employees should make sure to meet in an area visible to others (i.e., not behind closed doors).
- If a quiet environment is necessary, please meet in a space where the door can be cracked open OR the door has a window in it. An exception is allowed for those specifically involved in the counseling ministry that need to meet with congregation members behind closed, non-windowed doors to maintain confidentiality and privacy.
- If a meeting **MUST** be arranged off-site, please take the following steps:
 - Let another employee know the meeting is taking place.
 - Inform your spouse, if married, of the meeting.
 - Meet in a public space where other people are present—coffee shop, restaurant, etc.

When considering work-related travel with members of the opposite sex, the following rules are to be followed:

- When traveling short distances from one place to another, travel in groups when at all possible. In the rare circumstance where an employee needs to travel alone with the opposite sex, they should let another employee know and let their spouses know about the travel, duration, and destination.
- Never shall only two employees of the opposite sex attend any meeting, conference, or gathering overnight unless they are married to each other.

When traveling overnight for SV purposes, and employees of the opposite sex (who are not married or of close relation) are traveling together, follow these rules:

- A minimum of three employees shall travel together and attend the conference or meeting.
- Avoid scenarios where only two employees of the opposite sex spend time alone with each other during travel, meals, or other potentially problematic times.
- Employees of the opposite sex must book separate rooms for lodging.
- The employees direct supervisor and/or the Executive Pastor must be aware of and approve the travel.
- Inform your spouse.

DISPUTE RESOLUTION

SV believes in working in a culture of honor and spiritual health. This is evident in the way others are treated, care for one another and handle conflict with each other. Honor values people ahead of projects. Conversations and actions should be handled with grace. To cultivate trust between co-workers and others requires dealing directly with the person, avoiding gossiping, and not making assumptions about the other person's intentions. Following the Matthew 18 principle is key.

Matthew 18:15-20 (NIV)

15 If your brother and sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses. 17 If they still refuse to listen, tell it to the Church; and if they refuse to listen even to the Church, treat them as you would a pagan or a tax collector. 18 "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. 19 "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. 20 For where two or three gather in my name, there am I with them."

COMPENSATION

PAY PERIODS

The standard seven-day payroll work week for SV will begin at 12:00 a.m. Sunday. The designated pay period for all employees is semi-monthly. Paydays are the 5th and the 20th of each month. Except as otherwise provided, if any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

TIMEKEEPING

All non-exempt employees are required to use the timekeeping system to record their hours worked. For the purpose of this policy, all forms of timekeeping will be referred to as clocking in or out.

Employees should clock in no sooner than five minutes before their scheduled shift and clock out no later than five minutes after their scheduled shift. Additionally, employees are required to clock in and out for their designated lunch periods. The length of the lunch period will be designated by the employee's supervisor; alteration or waiver of the lunch period requires supervisor approval. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's supervisor. Under no circumstance may the waiver of the lunch period result in overtime work.

Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Employees may not ask another employee to clock in or out for them. Should an employee miss an entry into the timekeeping system, they must notify their supervisor as soon as possible for correction.

Non-exempt employees are not permitted to work unscheduled time without prior authorization from their supervisor. This includes clocking in early, clocking out late, or working through scheduled break or lunch periods.

OVERTIME

SV complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor in writing, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

PAYROLL DEDUCTIONS

SV complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. There are, however, certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a genuine sick leave plan that provides compensation for salary lost due to illness
- To offset amounts received as witness or jury fees, or for military pay
- For disciplinary suspensions of one or more full days imposed in good faith for serious workplace policy violations
- For penalties imposed in good faith for serious safety infractions
- When an employee is on unpaid leave under the Family Medical Leave Act
- During an employee's first and last week of employment, if they work less than a full week

If an employee believes that an improper deduction has been made, they should immediately report this to their supervisor or the person responsible for payroll processing. Reports will be promptly investigated and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS

All pay increases are based upon merit, market factors, and the sustainability of SV. There may not be an automatic annual cost of living or salary adjustment. Employee pay also may be adjusted downward. Salary decreases may take place when there is job restructuring, job duty changes, job transfers, or adverse economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If demotion occurs, employees will maintain their seniority with SV.

PERFORMANCE EVALUATION

Employees will receive an evaluation of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, at the discretion of the employee's supervisor.

If the employee receives an evaluation sheet or other written document, they will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but that they have been given the opportunity to examine the evaluation and discuss it with their supervisor. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.

In addition to performance evaluations, informal coaching sessions may be conducted from time to time.

WORK ASSIGNMENTS

On occasion employees may be required to perform duties that are not part of their job description or usual tasks. This may happen because a co-worker is absent, a position is temporarily vacant, the church or department is particularly busy, or for other reasons. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Should questions about process or procedure arise, employees should speak with their supervisor. Unless informed otherwise, employees will be paid at their regular rate of pay.

EXPENSE REIMBURSEMENT

SV will cover all reasonable, business-related expenses. Any cost that does not fall within the guidelines below must be approved by the appropriate supervisor in writing *before* the expense is incurred. Employees may not be reimbursed for expenses that were not approved in advance and are deemed unnecessary or extravagant.

The following types of expenses may be reimbursable under this policy:

- Lodging
- Travel expenses including airfare, reasonable airline baggage fees, train fare, bus, taxi, and related tips
- Meals, including tips up to 20%
- Car rental, parking fees, and tolls
- Mileage on a personal vehicle at the current IRS reimbursement rate. Only on approved trips.
- Conference and convention fees

The following expenses are examples of expenses not reimbursable under this policy:

- Airline club dues
- Traffic fines
- Tips in excess of 20%
- In-flight movies, mini-bar expenses, and other forms of personal entertainment
- First-class airfare

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses not listed above may be reimbursable. When prior approval is required, supervisors should use their best judgment to determine if an unlisted expense is reimbursable under this policy.

Credit Cards

SV-issued credit cards are to be used for purchases on behalf of SV and for any travel expenses incurred while traveling on SV business only. At no time may an employee use an SV credit card for purchases intended for personal use; such expenses will require that SV be reimbursed and may lead to revocation of credit card privileges and other discipline. Credit card expenses require the same reimbursement documentation as other expenses. Documentation must be within the billing cycle.

Documentation

Requests for reimbursement of business expenses must be submitted on the Expense Report Template. In order to comply with IRS regulations, all business expenses be supported with adequate records; employees are responsible for keeping these records as expenses are incurred. These records must include:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and the business relationships of individuals for whom the expenditures were made

Requests for reimbursement lacking this information will not be processed and will be returned to the employee. Requests for exceptions to this policy should explain why the exception is necessary and be approved by management.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's supervisor for review and approval. Once the expense reimbursement has been approved, it should be submitted for processing no more than 30 days after the expenses incurred. Supervisors approving expense reports are responsible for ensuring that the expense report has been filled out correctly with the required documentation and that the expenses submitted are allowable under this policy.

ADVANCES AND LOANS

SV does not give advances or loans to employees.

BENEFITS

HOLIDAYS

All employees are entitled to the following paid holidays observed by SV:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve (except for Pastors, Ministers, Associates)
- Christmas Day through New Year's Eve (The week between Christmas Day and New Year's Eve)

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

WEEK BETWEEN CHRISTMAS & NEW YEARS

SV's offices will be closed the week between Christmas and New Year's Day. Employees may take this time off only if their job allows it or if urgent work needs are completed. Some employees' ministry responsibilities may require them to work during this time or to be called in during this time. This is not considered vacation time so unused hours are not accrued and do not roll over.

SICK LEAVE

All full-time employees are eligible to earn 8 hours (1 day) of paid sick leave for every full calendar-month worked. Sick leave may be used for the employee's own injury, illness, doctor, or dental appointments, or that of an immediate family member. Unused sick leave may be carried over into a new year, with a maximum accrual of 720 hours (90 days). Unused sick time will be forfeit upon employment separation.

To be eligible for paid sick leave, employees must provide proper notification of their absence as outlined in the Attendance and Tardiness policy. Employees must give this notification for each day they are absent, unless they know in advance that they will be gone for more than one day and provide their supervisor with a return date. In the case of certain absences in excess of three consecutive work days, SV may request a note from the employee's doctor verifying the need for leave.

VACATION

Vacations provide a break beneficial to both SV and the employee. Therefore, employees are encouraged to take vacations annually. All full-time employees will accrue vacation according to the following schedule:

Employment Years	Vacation Earned
Years 1 – 9	80 hours
Years 10-19	120 hours
Years 20 +	160 hours

Note: Ministerial staff years include all years worked in full time ministry including time worked at other churches/ministries.

For Pastoral staff, up to 50% of vacation allowance may be carried over each year up to the maximum accrual bank of 240 hours. Unused vacation will be paid out upon employment separation.

Vacations need to be scheduled with the appropriate supervisor with sufficient notice so as to not disrupt the workplace. Additionally, Ministerial staff are limited to 1 Sunday off per week (equivalent) of vacation allowance.

PAID TIME OFF

In order to help employees foster a work-life balance, SV offers paid time off (PTO) to all part time employees. PTO may be used for any purpose, including but not limited to vacation, personal matters, and recovery from injury or illness. PTO should be scheduled with the appropriate supervisor with as much notice as is possible so as to not disrupt the workplace.

All part-time employees regularly working 25 hours or less will accrue PTO according to the following schedule:

Employment Years	PTO Earned
Years 1 – 9	48 hours
Years 10-19	72 hours
Years 20 +	96 hours

All part-time employees regularly working 26-29 hours will accrue PTO according to the following schedule:

Employment Years	PTO Earned
Years 1 – 9	60 hours
Years 10-19	90 hours
Years 20 +	120 hours

PTO begins to accrue immediately upon hire and may be used after completion of an employee's introductory period.

Employees will not be paid wages in lieu of unused PTO. Unused PTO does not carry over from year to year. Unused PTO will be paid out upon employment separation.

GROUP LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT, AND LONG TERM DISABILITY INSURANCE

Life, ADD, and long-term disability insurance is provided, through the Church Annuity program of the Southern Baptist Convention, for all full-time staff. Additional life and personal accident insurance is available to all full time salaried staff at an additional cost. Employee contributions to the plans are paid by payroll deduction, which must be authorized in writing. Detailed information about the plans will be made available at time of enrollment.

RETIREMENT

Full time staff will accrue retirement benefits, through the Church Annuity program of the Southern Baptist Convention, equal to 10% of their annual salary and begin on their first day of employment. Eligible staff may contribute what current law allows, though SV does not participate in any matching program. Although there is no mandatory retirement age, performance reviews may result in the need for retirement or change of employment classification.

HEALTH AND WELFARE BENEFITS

SV complies with all applicable federal and state laws with regard to benefits administration. All regular employees scheduled and generally working at least 30 hours a week are entitled to health insurance and other SV-sponsored health benefits, when in effect. SV reserves the right to change or terminate health plans or other benefits at any time.

New ministerial employees will be eligible for coverage immediately. Other new qualifying employees will be eligible for coverage the 1st of the month following 30 days. New employees may elect not to be covered, with the permission of SV, provided the percentage of employees not covered is within the benefit plan specifications.

CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), or a state mini-COBRA law, employees may be allowed to continue their health insurance benefits, at their own expense, for a set number of months after experiencing a qualifying event. Length of coverage may be dependent upon the qualifying event.

To qualify for continuation of health benefits, the covered individual must experience a qualifying event that would otherwise cause them to lose group health coverage. The following are qualifying events:

For Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

For Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

For Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

See the Executive Pastor for additional information.

TEMPORARY DISABILITY LEAVE

SV recognizes that a temporary disability may prevent employees from coming to work for a period of time. In such cases, SV may grant a temporary disability leave. This leave does not have a minimum or maximum time frame. Rather, SV will attempt to reasonably accommodate the needs of the employee as well as the needs of SV. If a leave is granted, any extensions will be subject to the same considerations.

Employees requesting a temporary disability leave must document their request in writing. That request should be accompanied by a doctor's statement identifying how the temporary disability limits the employee's ability to work, the date and the estimated date of return and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify SV as soon as possible. Prior to returning to employment with SV, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

The leave will be unpaid, except that employees must use any available paid sick leave concurrently and may choose to use other accrued paid time off concurrently once their sick leave has been exhausted.

PUBLIC HEALTH EMERGENCY LEAVE

SV provides leave to employees who are ordered to isolate or quarantine by the Secretary of the Kentucky Cabinet for Health and Family Services or a local health officer. The leave may be unpaid.

Employees should provide SV with notice of their need for leave as soon as practicable.

MILITARY LEAVE

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from the employee's commanding officer is required to establish the dates of duty.

JURY SERVICE LEAVE

Employees will be allowed time off to attend jury duty. SV may request that the employee ask to be excused from service, or request postponement, if their absence from work would create a serious hardship to SV.

Employees must submit a copy of the original summons to their supervisor as soon as it is received. For periods of service longer than two days, SV may require proof that the employee attended jury service. Employees should report for work on any day, or partial day, not actually spent attending jury duty.

Employees may keep any fees received for jury duty. Jury duty leave is unpaid, though employees will be allowed to use accrued paid time off, if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

WITNESS LEAVE

Employees who need to attend court as a witness, to appear with a minor, or because they are the victim in a criminal case, will be granted leave in order to appear in court. SV may require proof of the need for leave. This leave is unpaid, though employees will be allowed to use accrued paid time off, if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

VOTING LEAVE

If an employee does not have at least two consecutive hours before or after work to vote, then they will be given up to two consecutive hours to vote in any state or federal election. The two hours will be compensated at the employee's regular rate of pay.

Employees must apply for leave at least two days before Election Day. SV may specify the time during the day that leave can be taken.

DOMESTIC VIOLENCE & SEXUAL ASSAULT LEAVE

Victims of domestic abuse or sexual assault are allowed to take time off work for the following reasons:

- To obtain legal relief, including a restraining order or injunction
- To protect themselves or children, to obtain medical treatment
- To obtain other services from a domestic abuse program or rape recovery center
- To make court appearances in the aftermath of domestic abuse

SV may request that employees provide proof of domestic abuse or sexual assault within 48 hours. Employees are allowed to use accrued paid leave, or allowed up to eight days of unpaid leave per calendar year.

PERSONAL LEAVE OF ABSENCE

Regular full-time employees who have been with SV for more than six months may request a personal leave of absence without pay. The employee must submit their request in writing and state the date they would like the leave to begin, the date they expect to return, and the reason for the leave. SV will consider all factors, including the necessity of the leave and the impact on business operations, and provide written approval or denial of the request at its sole discretion.

If approved, employees must use their leave of absence for the approved purpose. Sick leave, vacation time, seniority and other benefits will not accrue during an unpaid leave of absence. Holidays that occur during the leave of absence will not be paid. If an employee fails to return to work on the scheduled date of return, SV will assume the employee has resigned.

BEREAVEMENT LEAVE

A regular full-time employee of SV may request a leave of absence with pay for a maximum of 3 working days upon the death of a member of their immediate family or 1 working day for a non-immediate family funeral. Members of the immediate family are defined as parents, spouse, child, sibling, grandchild, parent-in-law, and corresponding step-relatives. Proof of the need for leave may be required.

MATERNITY LEAVE

SV provides maternity leave for adoptive, long term foster parents and natural mothers. Full-time employees are entitled to a maximum of 4 consecutive weeks paid maternity leave under church policy.

Employees should give notice no later than the 20th week before the baby is expected, or within 7 days of the date the adoption agency tells the person adopting they have been matched with the child. If for any reason they wish to change the start date of the leave period, they should give 30 days' notice of the change, unless this is not reasonably practicable.

Prior to the start of your maternity leave, the employee and SV will create a return to work plan that also includes the leave time. The employee is expected to communicate with SV if the leave plan or return to work plan needs to change while on leave.

PATERNITY LEAVE

SV provides paternity leave for adoptive and natural fathers. Full-time male employees are entitled to a maximum of 2 consecutive weeks' paid paternity leave under SV policy.

Employees should give notice no later than the 20th week before the baby is expected, or within 7 days of the date the adoption agency tell the person adopting they have been matched with the child. If for any reason they wish to change the start date of the leave period, they should give 30 days' notice of the change, unless this is not reasonably practicable.

SABBATICAL LEAVE

After 5 years of continual employment at SV any Pastor is eligible to request a sabbatical leave. Approval should not be assumed, but is at the discretion of the Personnel Team and/or the Church Council. Sabbatical leaves are intended to provide opportunity for relaxation, family time, soul care, personal development and/or professional development. The structure is as follows:

- Sabbatical leave is granted in 30-day increments, not to exceed 90 days
- A sabbatical proposal must be submitted to your supervisor explaining the need, the timing and the purpose of your sabbatical
- Total sabbatical costs shall not exceed 10% of that of the pastoral Employee's base salary. Receipts and records shall be submitted to the Personnel Administrative Team at the end of the sabbatical.
- Once the sabbatical has been completed a brief summary of the experience should be given to the supervisor and/or the Church Council.

Any Pastor is eligible to take a sabbatical every 5 years after the first sabbatical has been completed.

PASTORAL SPEAKING AND TRAINING ENGAGEMENTS

Pastoral staff may take up to three weeks including Sundays (not consecutive) to serve as a guest Pastor, a leader or participant in training conferences, classes, conventions, etc. Consecutive Sundays must be approved by the Lead Pastor.

MISSION TRIPS

Severns Valley Baptist Church recognizes the value of an employee's participation in global missions and would like to facilitate this experience. For this reason, regular full-time employees who have been employed full time by SV longer than one year may request up to five (5) working days off with pay every year to participate in a SV-sanctioned mission trip. If the trip is longer than five (5) work days, vacation days or floating holidays may be used for the remainder of the trip.

This time off is at the discretion of the employee's ministry supervisor and should not interfere with the employee's ministry responsibilities. A paid leave of absence to participate in a mission trip will be dependent upon the timing of the trip with relation to the employee's ministry responsibilities as well as upon the employee's past job performance. Employees are expected to be aware of peak work periods in their ministry and shall not request time off during such periods.

Each employee must pay any and all related costs for the trip such as airfare, meals, housing, etc. This policy relates only to compensation for time off from work.

Unused mission trip time is not reimbursable as salary and is not transferable as vacation time. It is not being provided for employment services but is a benefit to encourage global outreach.

Unused Ministry Leave hours cannot be rolled over to the next year, and are not paid out at termination.

PROFESSIONAL DEVELOPMENT

Employees are encouraged to continually learn and study topics related to their positions in order to foster career growth as well as keep the company on the cutting edge. To be eligible for professional development time an employee must be full-time and employed for six months continuously.

Some examples of what an employee may use this time for include:

- Taking an online or in-person class related to the employee's job;
- Reading a book or listening to a podcast or webcast related to the employee's job;
- Researching a job-related topic and designing a guide or presentation for co-workers;

- Meeting with a mentor with experience and expertise in the field to obtain knowledge and insight; or
- Serving as a mentor for a non-employee looking to enter the field

Supervisors will determine how much evidence of time spent is required (e.g., certificate from a class, one-page report, short memo about topics discussed).

Costs associated with educational programs may be reimbursed or paid by SV on a case-by-case basis. To apply for and receive funding for such programs, employees should do the following:

1. Provide their supervisor with a proposal that includes all costs and total time commitment and demonstrates how the educational opportunity is relevant to their current position.
2. Once approval is obtained, complete the program as proposed.
3. Prepare either a presentation or report on what they learned. This may be presented to colleagues or just the employee's supervisor.
4. Submit receipts in accordance with the expense reimbursement policy.

SOUL CARE DAY

Pastoral employees are entitled to take one (1) day every quarter to spend time away from the office to pray and recuperate from the rigors of their Pastoral responsibilities. This day must be taken off-site. Soul Care days may not be accumulated nor may they be taken in conjunction with any other time off. If the day is not taken by the end of the quarter then the day will be forfeited. Soul Care days are not considered vacation days.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking, vaping, and use of chew are not permitted in any SV buildings, work sites, or vehicles. Employees wishing to engage in these activities may do so during their designated break times, outside of SV buildings, in designated areas (or off the property if no area is designated), and in accordance with local ordinances.

DRUG AND ALCOHOL

SV is dedicated to providing employees with a workplace that is free of drugs and alcohol. While on SV premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), as long as they do not create safety issues or impair an employee's ability to do their job.

Employees are strictly prohibited from possessing illegal drugs, marijuana, or excessive quantities of prescription or over-the-counter drugs while on SV premises, performing SV-related duties, or operating any SV equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their supervisor of any resulting job limitations. Once notified, SV will make reasonable efforts to accommodate the limitation.

SV reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at SV's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

Violation of this policy may result in discipline, up to and including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

REASONABLE ACCOMMODATIONS

If SV is made aware of an employee's disability and resulting need for accommodation, the Executive Pastor or the employee's supervisor will engage with them in the

interactive process. This process will determine what, if any, accommodations are necessary and reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. The Executive Pastor will provide employees with the necessary form.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

INJURY AND ACCIDENT RESPONSE AND REPORTING

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available supervisor. Employees should render any assistance requested by that supervisor. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to the Executive Pastor as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by the Executive Pastor, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, SV has an independent interest in making its facilities a safe and healthy place to work. SV recognizes that employees may be in a position to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a supervisor immediately. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting of accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

WORKERS' COMPENSATION

SV carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided. These benefits will not be limited, expanded, or modified by any statements of SV personnel or SV documents. In the case of any discrepancy, the insurance carrier's documents will control.

WORKPLACE VIOLENCE AND SECURITY

SV expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, customer, business partner, or SV property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on SV premises, will be subject to discipline, up to immediate termination.

Employees share the responsibility of identifying and alleviating threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to a supervisor. Threats will be investigated and appropriate remedial or disciplinary action will be taken.

DRIVING SAFETY

Employees who drive on SV business are expected to drive safely and responsibly and to use common sense and courtesy. Employees are also subject to the following rules and conditions:

1. A valid driver's license must be maintained as a condition of continued employment for positions that require driving. SV may request to see an employee's license at any time.
2. Employees may not use an SV vehicle without express authorization from management.
3. If SV vehicles are generally used for SV business, employees must receive authorization from management to use their personal vehicle instead.
4. Employees who drive their own vehicles for work must maintain the minimum amount of insurance required by state law as a condition of continued employment. SV may request proof of insurance at any time.
5. Employees must wear seat belts at all times, whether they are the driver or a passenger.
6. With the exception of a phone being used only for navigation purposes, employees are required to turn off cell phones or put them on silent before starting their car. Employees are permitted and encouraged to communicate to congregation members, associates, and business partners the reason why calls may not be returned immediately.
7. Employees who are using a device for navigation purposes should complete all set up before starting the vehicle.
8. Use of electronic devices for purposes other than navigation is strictly prohibited. This includes, but is not limited to, making or receiving phone calls, sending or receiving text messages or emails, browsing the internet, reading books, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.

9. Employees should not engage in other distracting activities such as eating, shaving, or putting on makeup, even in stopped or slow-moving traffic.
10. The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited. This includes, but is not limited to, over-the-counter cold or allergy medications and sleep aids that have a residual effect.
11. Employees must follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
12. Employees must not allow anyone to ride in any part of the vehicle not specifically intended for passenger use or any seat that does not have a working seat belt.
13. Employees must promptly report any accidents to local law enforcement as well as SV.
14. Employees must promptly report any moving or parking violations received while driving on SV business or in SV vehicles.

INCLEMENT WEATHER AND OUTAGES

This policy establishes guidelines for SV operations during periods of extreme weather and similar emergencies. SV will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, SV does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of designated supervisors will SV cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to continue work from home if their job duties allow. SV will pay the exempt employee's regular salary regardless, as outlined in the Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Other Work Options

Supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

WORKPLACE GUIDELINES

HOURS OF WORK

Employees are expected to be at their work area and ready to work at their scheduled time. Employees will be given their work hours upon hire and at the time of any change in position. If the normal work hours are changed or if SV changes its operating hours, employees will be given notice.

OFF-THE-CLOCK WORK

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work (doing work that is not reported in the timekeeping system) is prohibited. No member of management may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a member of management.

LACTATION ACCOMMODATION

SV provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to one year following the birth of a child. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

ATTENDANCE AND TARDINESS

Employees are expected to be at work and ready to go when their scheduled shift begins or resumes. If an employee is unable to be at work on time, or at all, they must notify their supervisor no later than 30 minutes before the start of their scheduled work day. If an employee's supervisor is not available, the employee should contact another member of management. If an employee is physically unable to contact SV, they should ask another person to make contact on their behalf. Leaving a message with a co-worker or answering service is not considered proper notification. Excessive tardiness or absences are unacceptable job performance.

When an employee calls in absent, they should provide their expected time or date of return. SV reserves the right to require proof of the need for absence, if allowed by law. If an employee is absent for three consecutive days and has not provided proper notification, SV will assume that the employee has voluntarily quit their position and will proceed with the termination process.

If an employee becomes ill during their scheduled work day and feels they may need to leave before the end of their shift, they should notify their supervisor immediately. If an employee is unable to perform their job at an acceptable level, they may be sent home until they are well enough to work.

Absences should be arranged as far in advance as possible. When an employee needs to be absent during the workday they should attempt to schedule their outside appointment or obligation so that their absence has the smallest impact possible on business operations.

WORK FROM HOME

Employees are permitted to work from home (WFH) occasionally or regularly, depending on a number of factors and the arrangements they've made with their supervisor or the Executive Pastor. Working from home is a privilege that may be revoked at any time. SV may request that an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home based on business needs, employee performance, or viability of doing the work from home. To be eligible to WFH, an employee must have access to reliable internet and a space that is free from excessive noise or distraction.

Submitting Requests

Employees must submit their remote work request to their supervisor and notify appropriate team members. Requests for recurring or extended WFH arrangements will be considered after 3 months of employment, or in the case of a public health emergency.

Employees wishing to request additional remote workdays in any given workweek are required to speak with their supervisor in advance for approval. If approved, the employee must submit their request to their supervisor and notify appropriate team members.

Security

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary SV and member information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Unless you live alone, computers should be locked when you walk away, and other household members should be not allowed access to or use of SV property.

Expectations

When working from home employees must:

- Work their full, typical schedule
- Attend all meetings in a virtual capacity
- Achieve the same level of production as in the office
- Maintain equivalent availability for colleague and congregation member communication, supervisor questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods

- Respond promptly to communication via messaging app, email, and phone
- Take all required break and rest periods, as if they were in the office
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.)
- Follow all SV procedures and policies
- Refrain from using alcohol or illegal drugs

PERSONAL APPEARANCE AND HYGIENE

Employees are expected to present a professional image, both through behavior and appearance. Accordingly, employees must wear work-appropriate attire during the workday or any time they are representing SV. Clothing does not need to be expensive, but should be clean and neat in appearance. Employees should consider the types of meetings they are scheduled to attend in determining what attire is appropriate.

The following are generally not acceptable:

- Bare feet
- Spandex, sweats, or work out attire
- Sagging pants, shorts, or skirts
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Visible tattoos that are not appropriate in content

All employees are expected to maintain appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Supervisors are responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change into something more appropriate.

CONFIDENTIALITY

Employees may not disclose any confidential information to anyone outside SV without the appropriate authorization. Confidential information may include internal reports, financials, congregation member lists, or other internal business-related communications. Confidential information may include information regarding the development of systems, processes, products, design, and technology. Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of the public or congregation members.

When any inquiry is made regarding an employee, former employee, congregation member, or customer, the inquiry should be forwarded to a supervisor or the Executive Pastor without comment from the employee.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act.

SOLICITATION AND DISTRIBUTION

Solicitation during work time and in work areas is prohibited. Solicitation is defined as the act of asking for something, selling something, urging someone to do something, petitioning, or distributing persuasive materials. This could include, but is not limited to, asking for donations for a child's school (including through sales of a product), distributing political materials, or collecting signatures. Work time includes time when either the person soliciting, or being solicited to, is scheduled to be performing their work duties. Work areas include areas where employees generally do work, such as cubicles, offices, or conference rooms, and does not include areas such as the lunch or break room.

This policy does not prevent employees from using their approved breaks and rest periods to solicit outside of working areas and is not intended to infringe an employee's Section 7 rights. Those not employed by SV are prohibited from solicitation on SV property at all times.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

SV is not a covered entity as defined by the Health Insurance Portability and Accountability Act (HIPAA). SV does, however, maintain certain health information that is subject to HIPAA requirements. Thus, SV will follow HIPAA privacy and security provisions with respect to that protected health information (PHI). HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security, and health information electronic transmission. SV will consider any breaches of privacy and confidentiality with respect to PHI to be serious, and disciplinary action will be taken in accordance with the corrective action policy.

CONFLICT OF INTEREST

A conflict of interest arises when an employee is engaged in activity that could be detrimental to SV. This includes when an employee improperly uses their position with SV for personal gain or the gain of someone with whom they have a relationship. *Improper use* includes behavior that is illegal, as well as behavior that is unethical or questionable to a reasonable person. These are some examples of a conflict of interest:

- An employee requesting management give preferential treatment to a job applicant personally known to the employee
- An employee taking a second job working for a competitor and sharing confidential SV information with the competitor
- An employee taking a second job that interferes with their ability to do their work for SV at their full potential, whether due to scheduling, exhaustion, or some other factor

Because how things appear, whether accurate or not, have a significant impact on SV's reputation, employees should also avoid the appearance of a conflict of interest. If questions arise as to whether a certain activity or behavior is a conflict of interest, employees should speak with their supervisor or Executive Pastor.

OUTSIDE ACTIVITIES

Employees may engage in outside employment during non-working hours, provided doing so does not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees should notify their supervisor in writing. The notice must include the name of SV, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job at any time, they may be required to limit or end their outside employment.

REPORTING IRREGULARITIES

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of SV funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it will be considered part of the problem and disciplined accordingly.

INSPECTIONS AND SEARCHES

Any items brought to or taken off of SV premises, whether property of the employee, SV, or a third party, are subject to inspection or search unless prohibited by state law. Desks, lockers, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by SV. Any inspection or search conducted by SV may occur at any time, with or without notice. Failure to submit to a search will be grounds for discipline.

HARDWARE AND SOFTWARE USE

The following guidelines have been established for using the Internet and email in an ethical and professional manner. For the purpose of this policy, SV Internet includes productivity software, instant messaging applications, SV cloud and networks, the intranet, and any other tool or program provided by or through SV or its internet connection.

- SV Internet and email may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing, or obscene nature.
- Disparaging, abusive, profane, and offensive language are forbidden.
- Employees must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Almost every piece of content is or could be copyrighted (a notice of copyright is not required), so employees should proceed with caution when using or reproducing materials.
- Unless necessary for work, employees should avoid sending or receiving large files, watching videos, mass-forwarding emails, or engaging in other activities that either consume large amounts of bandwidth or create electronic clutter.
- Employees may not download any programs, applications, browser extensions, or any other files without prior approval or upon request of a supervisor.
- Each employee is responsible for the content of all text, audio, or images they place on or send over SV's internet and email system. Employees may not send messages in which they are not identified as the sender.
- Email is not guaranteed to be private or confidential. SV reserves the right to examine, monitor, and regulate email messages, directories, and files, as well as internet usage.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation.
- Use of SV email is for business use only. All personal email should be conducted on a separate non-SV email account.
- Upon leaving employment at SV, all SV accounts, email, usernames and passwords will be changed or deleted 30 days after departure.

All SV-issued hardware and software, as well as the email system and Internet connection, are SV-owned. Therefore, all SV policies are in effect at all times when they are in use. Access to the internet through SV's network is a privilege of employment that may be limited or revoked at any time.

SOCIAL MEDIA

The Guiding Rule

Conduct that negatively affects an employee's job performance, the job performance of fellow employees, or SV's legitimate interests—including its reputation - may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's Section 7 rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward congregation members, employees, or other people or organizations affiliated with SV. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race, sex, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about SV or anyone associated with it, including fellow employees and congregation members. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain the confidentiality of SV confidential information. Such information includes, but is not limited to, information regarding the development of systems, products, and technology. Private and confidential information includes, but is not limited to, congregation lists, vendor lists, financial data, and private personal information about other employees or congregants that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for SV unless requested to do so by management. If SV is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the fact that they are employed with SV but that their views do not necessarily represent those of SV.

Accounts

Employees must not use SV email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of SV should ensure that at least one member of management has all the login information needed to access the account in their absence.

PERSONAL PROPERTY

SV is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should not have their personal mail sent to SV, as it may be automatically opened, and should check with their supervisor before having larger items delivered to the workplace.

PARKING

All parking is at an employee's own risk. Employees and visitors should lock their vehicles and take appropriate safeguards to protect their valuables, including removing

them from the vehicle if appropriate under the circumstances. Employees are not to park in areas reserved for the handicapped or covered drives.

CHILDREN AT WORK

SV employees are discouraged from bringing their children to work with them. Children in the office/workplace are a distraction to both employees and their co-workers. Unsupervised children in the building run the risk of injuring themselves and/or causing damage to SV property. Sick children should not be brought into the building under any circumstances. While it is understood that situations will arise, these policies should be followed in most situations unless agreed upon with the supervisor and Executive Pastor. In no case is bringing a child to work to serve as an employee's primary child care plan.

CREATIVE WORKS OWNERSHIP

Copyright and royalty policies, coupled with assistance from SV's legal counsel, provide guidance for the determination of copyright and royalty ownership. The employee who develops a creative work and the employee's immediate supervisor will discuss and agree about ownership rights and royalties in advance of its development. **A written agreement and updated employment agreement must be executed before the creative work is started to avoid misunderstandings later.**

Though copyright and royalty policies are defined, they are not considered implemented until formalized through a written agreement for a specific application. All such agreements and contracts are subject to the approval of the Lead Pastor, Executive Pastor and the Church Council at SV.

COPYRIGHT AND ROYALTIES

Copyright/Royalties retained by SV

- When a creative work is commissioned by SV, accepted as an assignment and developed by an employee, with or without compensation.
- When a SV employee develops a creative work, at the employee's initiative, that is ministry-oriented and related to the employee's field of SV service.
- When an employee develops a creative work of ministry nature, related to the employee's field of SV service, without having consummated a written agreement or contract with SV in advance.
- Unless otherwise agreed in advance by SV and the employee.

Copyright/royalties retained by the creator

- When a SV employee, at his or her initiative without a SV assignment, independently develops a creative work of ministry nature unrelated to the employee's field of SV service, on non-compensated, personal time and does not use SV funds, facilities, personnel or other resources in that development.

Copyright/royalties shared

- When an employee utilizes SV facilities, equipment, personnel, or other resources when developing a creative work of ministry nature.
- When an employee offers to develop a creative work on behalf of and donates the work to SV.
- When an employee develops a creative work, related to the employee's field of SV service, on personal, non-compensated time, for which the potential market value of the creative work is enhanced because of status, visibility, networking and contacts developed as SV's employee.
- When an employee's prospective creative work is deemed to be of such value to SV's ministry that agreement is reached to share in its development and copyright.
- As agreed in advance at the time of copyright ownership agreement. Determination of the sharing of royalties will include, but is not limited to, provisions of copyright ownership.

No intellectual property rights policy can anticipate every possible, specific application. Therefore, it is incumbent upon SV and all its employees to faithfully and diligently communicate with their supervisor or the Personnel Team while creative works are contemplated rather than after they are initiated.

EMPLOYMENT SEPARATION

RESIGNATION

SV requests that employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an employee's supervisor or the Executive Pastor. Depending upon the circumstances, an employee may be asked to not work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

TERMINATION

All employment with SV is "at-will." This means that either SV or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all. An employee's at-will status can only be changed by written contract, signed by both the employee, the Executive Pastor or Lead Pastor and the Personnel Team. SV does not participate in State Unemployment Insurance and SV employees are reminded that they are not eligible for benefits under Kentucky's Unemployment program.

PERSONAL POSSESSIONS AND RETURN OF SV PROPERTY

All SV property, such as computer equipment, keys, tools, parking passes, or SV credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees should ensure that they take all of their personal belongings with them.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

(Employee Copy)

I acknowledge receipt of the Severns Valley Baptist Church Employee Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; SV or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. With the exception of the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my supervisor or Executive Pastor.

Signature

Printed Name

Date

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT
(Employer Copy)

I acknowledge receipt of the Severns Valley Baptist Church Employee Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; SV or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. With the exception of the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my supervisor or Executive Pastor.

Signature

Printed Name

Date