

Pleasant Grove Baptist Church  
Fuquay-Varina, North Carolina

# Personnel Handbook

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**Disclaimer:**

This document supersedes all previous personnel handbooks, personnel policies, and any addendums thereto.

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**I. ORGANIZATION****A. *Staff***

1. All paid employees of the church shall constitute the church staff and shall be governed by this manual and any other policy or guidelines related to the duties of the specific position.
2. Immediate family of current employees may not be hired by the church unless they are outside of each other's chain of command. Immediate family is defined as mother/father, brother/sister, spouse, and/or children, and includes natural and step relations.
3. All staff shall be subject to this manual except where noted or where specifically provided for in another policy or a contract. In such cases the other policy and/or contract shall apply.

**B. *Categories of Employment***

1. Full-time positions shall work forty (40) hours per week.
2. Part-time positions shall work less than forty (40) hours per week, with the exact number of hours being approved by the Personnel Committee or Mother's Morning Out (MMO) Committee (whichever applies).
3. Ministerial employees, as described in the Constitution and By-Laws, are considered exempt employees for wage and hour purposes.
4. All other employees are considered non-exempt employees for wage and hour purposes.
5. Permanent employees are those that are hired to perform one or more specific functions of the church and shall not be hired or separated without a recommendation by the Personnel Committee and approval by the church in conference.
6. Permanent employees may be full-time or part-time.
7. Temporary and/or contract employees are those that are hired to perform a specific task and/or for a specific time period.
8. Temporary and/or contract employees may be full-time or part-time.
9. Temporary employees shall not be employed for longer than one (1) year unless there is a minimum thirty-two (32) consecutive day break in service within each twelve (12) month period.
10. Contract employees shall be employed as indicated within their respective contracts.
11. All new non-contract employees shall serve a four (4) month probationary period that includes regular periods of observation and documented feedback. Probationary periods may be extended for up to two (2) additional months but must be in writing and signed by their direct supervisor.
12. Employees in probationary status may be released without cause at any time within the probationary period.

**C. Supervision**

1. All staff members, except for MMO teachers, shall be considered assistants to the Senior Pastor, under his/her supervision and responsible to him/her for carrying out their parts of the work of the church.
2. MMO teachers shall report to the Preschool and Children's Minister, and/or the MMO Assistant Director, as appropriate.
3. During any interim period, staff (excluding MMO teachers) shall be under the supervision of the interim pastor or someone designated by the Personnel Committee, and any mention of "Senior Pastor" in this document shall be construed to mean the interim pastor.

**II. WORK SCHEDULES****A. Work Hours**

1. Church office hours are 8:30 a.m. to 4:00 p.m., Monday through Thursday.
2. MMO program hours and teacher work hours are defined in the MMO Policies/Procedures/Operations Manual.
3. Non-ministerial staff shall maintain and post a regular schedule of working hours.
4. Ministerial staff shall maintain a regular schedule of office hours (although flexibility is given to ministerial staff to address visitation and other ministries which may arise during normal office hours).
5. Ministerial staff shall inform non-ministerial staff of any change in office hours.
6. Work schedules for non-MMO part-time employees shall be recommended by the Senior Pastor with the approval of the Personnel Committee.
7. Work schedules for MMO teachers shall be determined by the Preschool and Children's Minister, and/or the MMO Assistant Director, as appropriate.
8. Requests for temporary schedule changes (one week or less) by non-MMO staff shall be made to, and approved by, the Senior Pastor.
9. Full-time employees are expected to work a total of forty (40) hours per week.
10. In the event an exempt staff member must work beyond his or her normal work hours, that member shall receive compensatory time off in lieu of additional pay, on an hour per hour basis, which shall be taken at the soonest possible time. Compensatory time shall not exceed eight (8) hours, and is lost after two (2) weeks if not used.
11. Exempt employees are professional (i.e. ordained) staff and are not subject to portions of the Fair Labor Standards Act (FLSA).
12. Non-exempt employees are those that are subject to the Fair Labor Standards Act (FLSA) and shall not work more than forty (40) hours per week.

**B. Lunch**

1. The lunch period is a maximum of one hour.
2. Lunch times by the various non-MMO staff members shall be staggered as designated by the Senior Pastor in order to assure constant access to the church office.
3. Staff may not accumulate time off by skipping lunch break.

**C. *Time Sheets***

1. All non-MMO staff shall submit a weekly time sheet by close of business each Thursday.
2. All MMO teachers shall verify their time by the end of the month.
3. Each time sheet for non-MMO staff shall be signed by the employee and the Senior Pastor or, in the absence of the Senior Pastor, an Associate Pastor. The Senior Pastor's time sheet shall be signed by an Associate Pastor.

**III. PERFORMANCE****A. *Expectations***

1. Ministerial staff should be capable of leadership in areas of designated responsibility.
2. Ministerial staff should continue training in their areas of ministry.
3. Performance expectations for each non-MMO employee shall be written and signed by both the employee and the Chairperson of the Personnel Committee.
4. Performance expectations for MMO teachers are outlined in their contracts and the MMO Policies/Procedures/Operations Manual.
5. No employee should be expected to open the church building on scheduled holidays or days off.
6. All staff shall maintain the highest standard of personal integrity and complete loyalty to the church (including, but not limited to, their spiritual attitude, personal behavior and job performance).
7. All staff shall be assets of the church.
8. All staff should demonstrate a willingness to learn, develop and grow as Christians.
9. All staff should consider working for this church as a privilege and trust to be protected.
10. All staff shall cooperate with the Senior Pastor and each other in coordinating and achieving church programs and goals, and shall regard the Senior Pastor as the leader of the staff.
11. Should disagreements develop between staff, it is encouraged that they seek counsel with the Senior Pastor.
12. Criticism of other staff or church members by staff shall be unacceptable.
13. The utmost discretion and confidence shall be used in dealing with the lives of church members and non-member attendees.
14. No staff member shall be held accountable for failing to respond to a crisis if the need was not communicated to the staff member.
15. Job descriptions shall be provided to each employee upon initial hire, following any church approved changes, and when requested.

**B. *Background and Security Checks***

1. A financial and criminal record check on all new employees shall be completed by the Personnel Committee or the MMO Committee, as appropriate, prior to extending an offer for employment.
2. A financial and criminal record check on existing employees shall be completed by the Personnel Committee or the MMO Committee, as appropriate, when and if deemed necessary by the Personnel Committee or the MMO Committee, as appropriate.

**C. Performance Review**

1. Performance review cycles shall start on August 1<sup>st</sup> of each year and conclude in July 31<sup>st</sup> of each year.
2. The Senior Pastor and Chairperson of the Personnel Committee (or designee) shall meet with each staff member (excluding MMO teachers and the Senior Pastor) in August of each year to complete an annual performance review, to discuss salary expectations for the upcoming church fiscal year, and to sign performance expectations and goals for the upcoming performance review cycle.
3. The Senior Pastor and Chairperson of the Personnel Committee (or designee) shall provide a documented interim review with each staff members (excluding MMO teachers and the Senior Pastor) each February.
4. The Personnel Committee shall meet with Senior Pastor in August of each year to complete an annual performance review, to discuss salary expectations for the upcoming church fiscal year, and to sign performance expectations and goals for the upcoming performance review cycle.
5. The Personnel Committee shall provide a documented interim review with the Senior Pastor each staff members each February.
6. MMO teachers shall be evaluated on a school year basis by the Preschool and Children's Minister (with input from the MMO Assistant Director) with an interim performance review being completed around the middle of the school year and an annual performance review being completed no later than two calendar weeks following MMO graduation.
7. All new MMO teachers in probationary status shall be evaluated by the Preschool and Children's Minister (with input from the MMO Assistant Director) by the end of their probationary period.
8. All performance reviews (annual and interim) shall be written, and based on the Constitution and By-Laws, position descriptions, performance expectations, and annual goals and shall be signed by the employee and the Chairperson of the Personnel Committee, or the Preschool and Children's Minister, as appropriate.

**IV. COMPENSATION AND BENEFITS****A. Salary**

- All salaries at the time of employments shall be determined by the Personnel Committee by a yearly amount or an hourly wage, except for MMO teachers.
- The Mother's Morning Out (MMO) Committee shall be responsible for the determination and administration of salary of MMO teachers.
- Salaries shall be reviewed annually (see performance review) with any adjustments being recommended by August 31<sup>st</sup> of each year.
- Each salary review should consider the salaries of employees at similar size churches in the state and should consider major accomplishments by employees.
- Staff shall be paid semi-monthly on a prorated basis of their annual salary, or based on their actual work hours if paid an hourly rate, as appropriate. The salary pay dates shall be the 15<sup>th</sup> and the last day of each month or the preceding workday prior to pay dates, weekends, holidays, or vacations.
- Federal and State income taxes shall be withheld from wages.

**B. Health Insurance**

1. The Personnel Committee shall work towards providing unified health insurance for all employees who elect to participate in the insurance plan.
2. In the past, the Basic and Major Medical Plan provided by the Annuity Board of the Southern Baptist Convention has been used.

**C. Health Savings Accounts (HSAs)**

1. Any health savings accounts offered by the church shall be administered by a qualified third party that can adhere to the Health Insurance Portability and Accountability Act (HIPAA) regulations.
2. Because the Personnel Committee cannot verify that the church currently complies with HIPAA regulations it shall no longer offer HSAs after December 31, 2014.
3. The church may reinstitute offering HSAs once a qualified third party is retained to administer the program.

**D. Social Security and Worker's Compensation**

1. The church shall maintain worker's compensation insurance for its employees.
2. The church shall match the employee's contribution under the Federal Insurance Contributions Act (FICA) for old age and survivors' insurance by employee agreement.
3. Withholding percentages are subject to change in accordance with government requirements.
4. <http://www.ssa.gov/>

**E. Retirement**

1. Employees are eligible to participate in the retirement plan administered by the Southern Baptist Convention.
2. The employee may choose the options in the plan which best suit the needs of the employee.
3. The church should consider contributing to the retirement plan on a percentage basis in relation to employees' salaries at some point in the future.
4. The retirement plan includes a death benefit.
5. <http://www.guidestone.org/~media/retirement/churchesemployers/403b9retplan%20pdf.ashx>

**F. Life Insurance**

1. The church does not currently offer a life insurance plan to employees.
2. The church should explore the possibility of offering a life insurance plan to employees at some point in the future.



**G. Expenses**

1. Mileage incurred while conducting church business shall be reimbursed at the statutory rate. Mileage shall be listed for each calendar month on a form provided by the financial secretary, and turned in to the financial secretary by close of business on the last working day of each calendar month.
2. All other expenses incurred while conducting church business shall be reimbursed in accordance with the church's Fiscal Policy.
3. The Preschool and Children's Minister or MMO Assistant Director shall be responsible for the administration of expenses by MMO teachers.
4. The Wednesday Night Supper (WNS) Committee shall be responsible for the administration of expenses of WNS employee.

**H. Holidays**

1. The following are observed as paid holidays:
  - New Year's Day
  - Easter Monday
  - Independence Day
  - Memorial Day
  - Labor Day
  - Thanksgiving Day
  - The day after Thanksgiving Day
  - Christmas Eve
  - Christmas Day
  - Floating Holiday
2. All employees are eligible for paid holidays.
3. The floating holiday may only be used on a recognized holiday (such as Veteran's Day) not listed above and shall be pre-approved by their supervisor.
4. For non-contract part-time staff, if the holiday falls on a normal work day, then each staff member receives time off with pay for the amount of hours they would normally work that day.
5. For full-time staff, if the holiday falls on a normal day off then they shall receive time off with pay on another work day within thirty (30) calendar days following the holiday.
6. For full-time staff, if the holiday falls on a normal work day other than Sunday, then each staff member receives time off with pay for the amount of hours they would normally work that day.
7. For full-time staff, if the holiday falls on a Sunday, then staff members have the option of receiving time off with pay for the amount of hours they would normally work that day OR working that day and receive time off with pay on another work day within thirty (30) calendar days following the holiday. However, at least one full-time ministerial staff member shall be present to conduct the service(s).

**I. Sick Leave**

1. New full-time employees shall start with 5 days of sick leave, and new part-time employees shall start with 5 days of sick leave prorated by the number of hours per week they work compared to 40 hours.
2. Sick leave shall accrue at the rate of 10 days per service year for full-time employees.
3. Part-time employees shall accrue sick leave on a pro-rated basis.
4. Sick leave not taken shall accumulate to a maximum of 90 days.
5. Accrued but unused sick leave shall not be paid for in the event of retirement or separation.
6. Employees who are admitted to a hospital due to sickness or injury, or who need to care for a sick or injured family member, for three (3) or more days shall file Family and Medical Leave Act (FMLA) paperwork. The church reserves the right to require a physical examination or the submission of a statement from the employee's doctor before allowing him/her to return to work after being sick or injured.

**J. Personal (Vacation) Leave**

1. During the initial year of employment, full-time employees shall be entitled to earn seven (7) hours of personal leave per calendar month, with accrual beginning after the last day of the calendar month of employment.
2. After the first year of employment, personal leave shall be computed on years of service according to the following schedule:

<u>Service</u>	<u>Leave</u>
1-7 years	10 days (80 hours)
8-15 years	15 days (120 hours)
16+ years	20 days (160 hours)

3. Part-time employees that are not MMO teachers shall accrue personal leave on a prorated basis based on both the hours per week they work and the number of months per year they are employed.
4. For MMO teachers, three days of personal leave with full pay is granted to any employee that works 5 days per week, two days of personal leave with full pay is granted to an employee that works 3 days a week, and one personal day is granted to any employee that works 2 days a week. If an employee does not work the entire school year, the leave will be pro-rated based on the number of months employed
5. Pay shall not be provided to employee in lieu of personal leave.
6. Vacation dates should be approved by the Senior Pastor.
7. A maximum of five (5) accumulated personal leave days may be carried forward from one service year to the next.
8. Personal leave shall only be taken in increments of one-half hour (30 minutes).
9. Accrued but unused personal leave shall not be paid for in the event of retirement or separation.
10. Employees shall notify their supervisor in writing of the need or desire to use leave time as far in advance as possible.

**K. Administrative Leave for Jury Duty**

1. Administrative leave for jury duty shall be with pay and shall be in addition to all other types of leave.
2. Administrative leave for jury duty shall be granted on verification of the call to serve, and shall be time off with pay (if a normal work day) for the amount of hours they would normally work that day.
3. Employees are allowed to keep any juror's stipend without effect on their salary.

**L. Leave of Absence**

1. When necessary, a leave of absence without pay from job responsibilities may be arranged through the Senior Pastor and the Personnel Committee, or the Preschool and Children's Minister and MMO Committee, as appropriate.

**M. Bereavement Leave**

1. Up to three (3) consecutive days of paid leave will be given in the event of a death in the immediate family.
2. Immediate family is defined as mother/father, brother/sister, spouse, and/or children, and includes natural and step relations.

**N. MMO Registration Waiver/Reduced Tuition**

1. MMO teachers and other church staff members receive a waiver of registration fees and a 50% reduction in monthly tuition for children they have enrolled in the MMO program.

**V. MISCELLANEOUS****A. Exceptions**

1. Any and all exceptions to this manual for a specific employee shall be written, approved by the Personnel Committee, signed by both the employee and the Chairman of the Personnel Committee, and placed in the employee's personnel file with a copy being given to the employee.
2. Special agreements between the church and ministers at the time of employment shall be written, have prior approval of the Personnel Committee and the church in conference, signed by the minister, the Chairman of the Personnel Committee, and the Chairman of Deacons, and placed in the minister's personnel file with a copy being given to the minister.

**B. Staff Meetings**

1. The Senior Pastor shall have regular staff meetings to plan and coordinate the work of the church.

**C. Health and Safety**

1. Employees shall strive to maintain a work environment free of hazardous conditions.
2. Hazardous conditions not correctable by employees shall be reported to the Building and Maintenance Committee.

**D. Secondary Employment**

1. Employees are allowed to accept work outside of the church, provided such work does not interfere with his/her church responsibilities or work schedule.
2. All work outside of the church shall be approved by the Personnel Committee.

**E. Job Descriptions**

1. Job Descriptions shall be signed by both the employee and the Chairperson of the Personnel Committee.
2. Job descriptions shall be signed at the time of initial hiring and when changes are approved by the church.
3. Job descriptions shall be located in the employee's personnel file.

**F. Drug Free Workplace**

1. The church shall maintain a drug free workplace for its staff.
2. Any staff who is using or in possession of any illegal drug, or is under the influence of or in the possession of alcohol while in the workplace, is subject to disciplinary action up to and including dismissal and referral for criminal prosecution.

**G. Sexual Harassment**

1. All staff, volunteers, and attendees are entitled to an environment free of sexual harassment.
2. If evidence of sexual harassment is established, staff will be subject to disciplinary action up to and including dismissal.

**VI. Disciplinary Actions****A. General**

1. Grounds for disciplinary actions include, but are not limited to, the following:
  - Inefficiency, negligence, incompetence, or unsatisfactory work performance
  - Absence without approved leave or habitual abuse of leave
  - Consistent tardiness or absenteeism
  - Conduct unbecoming of a Christian and/or church employee (i.e. immoral or criminal conduct, financial irresponsibility, etc.)
  - Misappropriation of church funds
  - Insubordination
  - Use or possession of illegal drugs
  - Under the influence of, or possession of, alcohol while in the workplace
  - Sexual Harassment
  - Neglect or abuse of a child physically, mentally, emotionally, verbally, or by any other means
  - Patterns of behavior that endanger the physical, emotional, or social well-being of children
  - Inability to perform the essential functions of the job
  - Falsifying or intentionally misrepresenting documents or other information
2. The Personnel Committee, or MMO Committee as appropriate, may proceed with disciplinary action with documented justification.

3. Any person who has reason for a staff member to be disciplined shall present the information in writing to the Personnel Committee, or MMO Committee, as appropriate.
4. All disciplinary actions shall be handled on a “need-to-know” basis while protecting everyone’s right to privacy.
5. A documented counselling session may be used for first offenses in lieu of a formal disciplinary action at the discretion of the Personnel Committee, or MMO Committee, as appropriate.
6. Disciplinary actions are not grievable.

**B. *Written Warning***

1. An employee may be given a written warning by the Personnel Committee, or the MMO Committee, as appropriate.
2. If the employee being considered for a written warning is an employee other than the Senior Pastor and other than a MMO teacher, the decision for a written warning shall be made by the Personnel Committee following consultation with the Senior Pastor.
3. If the employee being considered for a written warning is an MMO teacher, the decision for a written warning shall be made by the Preschool and Children’s Minister following consultation with the MMO Committee.
4. If the employee being considered for a written warning is the Senior Pastor, the decision for a written warning shall be made by the Personnel Committee following consultation with the Deacons.
5. Copies of written warning shall be given to the employee and placed in their personnel file.
6. Written warnings shall expire in twelve (12) months and shall be expunged from personnel files at the time of their expiration.

**C. *Suspension***

1. An employee may be suspended, with or without pay, for up to two weeks.
2. A decision to suspend shall be made by the Personnel Committee and the Deacons, or the Preschool and Children’s Minister and the MMO Committee, as appropriate.
3. Suspensions shall be documented (reason, start date, end date, etc.) and copies shall be given to the employee and placed in their personnel file.

**D. *Dismissal***

1. An employee who is not an MMO teacher may be dismissed by the church in conference.
2. A recommendation for dismissal of non-MMO teachers shall be made by both the Personnel Committee and the Deacons.
3. An employee who is an MMO teacher may be dismissed by the Preschool and Children’s Minister.
4. A recommendation for dismissal of MMO teachers shall be made by both the Preschool and Children’s Minister and the MMO Committee.
5. Dismissals shall be documented (reason, effective date, etc.) and copies shall be given to the employee and placed in their personnel file.

**VII. Complaints/Grievances****A. General**

1. The purpose of this procedure is to secure equitable solutions to issues which arise between employees, church members, and/or parents of children in the MMO program.
2. All parties involved in any complaint/grievance discussions shall conduct themselves in a respectful and humble manner at all times during the hearing of the complaint/grievance and any subsequent investigation, discussions, etc.
3. All information, minutes, records, discussions, etc. shall be held in confidence by all involved parties.

**B. Time Frames**

1. A formal complaint/grievance shall be submitted as soon as possible, but in no event longer than thirty (30) days after disclosure of the facts giving rise to the complaint/grievance, or it will not be considered.
2. The Personnel Committee, MMO Committee, {and/or Deacons (as appropriate) shall initiate their investigation no later than ten (10) days after the complaint/grievance has been submitted.
3. The Personnel Committee, MMO Committee, {and/or Deacons (as appropriate) shall complete their investigation, findings, and resolution no later than sixty (60) days after the complaint/grievance has been submitted.

**C. Procedure**

1. All complaints/grievances shall be provided in writing to the Chairperson of the Personnel Committee or the Chairperson of the MMO Committee (as appropriate) or, if the complaint/grievance is against the Personnel Committee, to the Chairperson of Deacons.
2. The Chairperson of the Personnel Committee or the Chairperson of the MMO Committee (as appropriate) shall inform the Chairperson of the Deacons if a member of the ministry is involved in the complaint/grievance.
3. The Personnel Committee or MMO Committee as appropriate (or the Deacons if the complaint/grievance is against the Personnel Committee) shall meet with the involved parties (complainant/grievant and the employee(s) against which the complaint/grievance has been filed) individually to verify the facts of the complaint/grievance and to see if the involved parties have attempted to resolve the issue with each other and, if so, determine why the complaint/grievance was not resolved. The Senior Pastor shall be invited to these meetings or, if the complaint/grievance is against the Senior Pastor, the Chairperson of Deacons shall be invited to these meetings. The Secretary of the Personnel Committee or the Secretary of the MMO Committee as appropriate (or the Secretary of the Deacons if the complaint/grievance is against the Personnel Committee) shall take minutes of these meetings.
4. If the involved parties have not attempted to resolve the issue with each other then they will be asked to try and resolve the issue within ten (10) days. The Senior Pastor (or the Chairperson of Deacons, or their designee, if the Senior Pastor is involved in the complaint/grievance) shall be asked to mediate a resolution and report back to the Personnel Committee or MMO Committee as appropriate (or the Deacons if the complaint/grievance is against the Personnel Committee).

5. The Personnel Committee, MMO Committee, or Deacons as appropriate, shall issue a written decision and provide a copy to all involved parties no later than sixty (60) days after the complaint/grievance has been submitted. This decision shall be final.

## **VIII. Separation**

### **A. *Resignation***

1. Non-MMO Staff (except for the Senior Pastor) shall provide their resignations in writing to the Senior Pastor and Chairperson of the Personnel Committee.
2. The Senior Pastor shall provide a written resignation to the Chairperson of the Personnel Committee and Chairperson of Deacons, who shall present the resignation at the next Church Conference (or at a special church conference for that reason).
3. MMO teachers shall provide their resignations in writing to the Preschool and Children's Minister and Chairperson of the MMO Committee.
4. A minimum notice of thirty (30) days is expected from all resigning personnel.
5. If an employee resigns his/her employment, the Personnel Committee, or MMO Committee as appropriate, shall arrange an exit interview.

### **B. *Disability***

1. An employee may be separated for disability when the employee cannot perform the essential functions of their job because of a physical or mental impairment/incapacity.

### **C. *Staff Reduction***

1. When it becomes necessary to reduce staff, the recommendation shall come from the Personnel Committee, the Stewardship Committee, the MMO Committee (as appropriate), and the Deacons, and the decision shall be made by the church in conference.
2. The church shall give a thirty (30) day notice to all affected employees before the effective date of the staff reduction.

### **D. *Retirement***

1. Employees (except for the Senior Pastor and MMO teachers) shall provide their retirements in writing to the Senior Pastor and Chairperson of the Personnel Committee.
2. The Senior Pastor shall provide a notice of retirement in writing to the Chairperson of the Personnel Committee and Chairperson of Deacons, who shall present the retirement at the next Church Conference (or at a special church conference for that reason).
3. MMO teachers shall provide their retirements in writing to the Preschool and Children's Minister and Chairperson of the MMO Committee.
4. A minimum notice of thirty (30) days is expected from all retiring personnel.

### **E. *Dismissal***

1. Employees may be dismissed for cause (see "Disciplinary Actions").
2. Employees may be dismissed through an identified need to reduce staff (finances, attendance, etc.).

**F.     *Exit Interviews***

1. An exit interview for separating employees (except for the Senior Pastor and MMO teachers) shall be scheduled with the Senior Pastor and Chairperson of the Personnel Committee.
2. An exit interview for a separating Senior Pastor shall be scheduled with the Chairperson of Deacons, the Chairperson of the Personnel Committee, and a ministerial staff member.
3. An exit interview for a separating MMO teacher shall be scheduled with the Preschool and Children's Minister and the Chairperson of the MMO Committee.
4. Exit interviews should be scheduled prior to the effective date of the separation.