

POLICY MANUAL

Texas Baptist Men

Policy Manual
Texas Baptist Men

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These policies are adopted by the Executive Board as policies of Texas Baptist Men. Once adopted, Staff and Executive Board directors, and others as noted, are obligated to follow such until amended or deleted. No exceptions are to be granted without the approval of the Executive Board, such exceptions being noted within the adopted policies or by specific action at a particular time by the Executive Board. Each policy is dated and as any changes are made the date will correspond to the time of the Executive Board action. The TBM Executive Director/Treasurer serves as the administrator of the Policy Manual. Note: This Policy Manual is not a contract but a statement of policies subject to modification at any time by the Executive Board.

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100 GENERAL POLICIES

101 BASIS OF UNDERSTANDING

For the Development of Governing Documents

Articles of Incorporation, which may be referred to as the charter, is the basic governing legal document for the nonprofit corporation and includes the following: name, statement of being organized according to state nonprofit law, purpose and authority for which organized, addresses of the corporation and its legal agent, and names and addresses of the initial directors. It is adopted by TBM in session and may be amended by TBM in session according to its amendment provisions.

Constitution includes the nature and basis of the corporation, expansion of purposes, governance, relationships, and amendment provisions. The Constitution is not the same as bylaws; they are technically distinct. It is adopted by TBM in session and may be amended by TBM in session according to its amendment provisions.

Bylaws are those mandatory provisions that define the responsibilities for the management of the business and affairs of the corporation. Bylaws are adopted by the TBM in session and may be amended by TBM in session according to its amendment provisions. Bylaws are to be consistent with and proceed from the authority of the Articles of Incorporation and the Constitution.

Policies are those mandatory provisions established by the Executive Board to guide and carry out the work of TBM. Policy exemptions or modification can only be made by the Board. The Board, of course, can assign to one of its committees or the Executive Director/Treasurer the authority to make specific exemptions at a particular time; however, modifications or new policies should be reserved for the full Board. One aspect of the above is that the Board deals with policy matters and does not get into defining in detail how the directives are carried out.

Guidelines are those administrative instructions developed by the chief executive officer to carry out the policies of the Board and the needed processes for the efficient operation of the work. The chief executive officer can revise and develop new guidelines as needed. Staff leaders, such as program and ministry directors, may establish guidelines for the efficient operation of their work; however, such guidelines must be consistent with policies of the Executive Board and guidelines established by the chief executive officer.

Procedures are chronological steps to take in accomplishing guidelines. The chief executive officer or staff leaders as it relates to their assignment can revise or develop new procedures as needed; however, procedures must be consistent

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with policies of the Executive Board and guidelines established by the chief executive officer.

102 OPEN MEETINGS

Openness is a hallmark of how Baptists do business. Almost all meetings by Baptist decision making bodies are open to the public, including the media. There are some actions, of course, that Baptists understand should be carried out in private, but great caution should be exercised in that regard. Because relationships between decision-making bodies and the public and the media are vital, it is important that TBM communicate clearly in this regard.

The following definitions should help in the understanding of terminology in regard to the openness of a meeting:

Open meeting -- the meeting is open to the public and to full media coverage; Executive Board meetings are public meetings. All business and discussion are on the record. If news media wish to attend an Executive Board meeting, they should be granted access to portions of the meeting that are open to the public.

Background -- meeting decisions are open to coverage; discussions may be characterized without attributed quotes; a quote may be attributed if the person who makes it agrees. Committee meetings may be covered under background rules.

Off the record -- no portion of the meeting may be reported in the public media. Executive Session -- usually reserved for personnel, legal or contractual issues. All persons, including media and staff, are excluded from the meeting unless attendance is granted by the chair or the group. In such cases it should be announced who is allowed to attend besides group members.

Prior to a meeting, all parties involved should understand the ground rules for openness that apply to that meeting. Generally, if nothing is stated, it is assumed that the meeting is open.

The following TBM meetings normally fit into these categories as follows:

Open Meetings

Texas Baptist Men Executive Board

Background

Annual TBM Convention

TBM Committee meetings

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200 LEGAL

201 LEGAL AFFAIRS

Because of increasing legal affairs on the part of TBM and its programs, ministries and partners there is a need for coordination and awareness of all that is occurring with legal matters for and on behalf of TBM. The current climate in society and government requires better knowledge and deliberate supervision of TBM's relationship and responsibility for legal requirements and regulations of city, county, state, and national government and their impact on TBM. Supervision is needed also for thoughtful and appropriate action in this area as well as managing costs. The Executive Director/Treasurer shall serve as coordinator of legal affairs.

The staff of the Texas Baptist men should first contact the coordinator of legal affairs before proceeding to contact an approved TBM attorney about any matter related to TBM. The coordinator of legal affairs should be consulted about process and should be kept informed of the progress or issues related to each situation.

202 NONPROFIT CORPORATIONS

Texas Baptist Men (TBM) is an affiliate of the BGCT and relates to the BGCT

Staff members of TBM are to refrain from being an "interested" party in the creation of a nonprofit corporation (may be qualified as exempt under Section 501 (c) (3) of the Internal Revenue Code). By "interested" party is meant: a director, the registered agent, an incorporator, a trustee, an officer, or a member of a nonprofit corporation or proposed nonprofit corporation that is closely aligned with the work of a staff member. If it is determined there is a need for a staff member to be involved in the creation of a nonprofit corporation as listed above, permission must first be secured from the Executive Director/Treasurer and the Executive Committee, it being understood that such membership does not obligate or propose to obligate TBM in financial support or staff support.

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203 WHISTLE-BLOWER POLICY

General

Texas Baptist Men (TBM) Code of Ethics for Business and Ministry Practices (“Code”) (See Section 605) requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of TBM must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistle-Blower Policy.

No Retaliation

No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistle-Blower Policy is intended to encourage and enable employees and others to raise serious concerns within TBM rather than seeking resolution outside TBM.

Compliance Officer

TBM’s compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director/Treasurer. TBM’s compliance officer is the President of TBM. If the complaint concerns the Compliance Officer, or if the complainant is not comfortable speaking with the Compliance Officer, or if he/she is unavailable and the matter is urgent, the person may contact the Executive Director/Treasurer.

Reporting Violations

The Code addresses TBM’s open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if a person is not comfortable speaking with a supervisor or is not satisfied with the supervisor’s response, the person is encouraged to speak with the Executive

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Director/Treasurer's office or anyone in management whom he or she is comfortable in approaching. Supervisors and supervisors are required to report suspected violations of the Code of Conduct to TBM's compliance officer who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when a person is not satisfied or uncomfortable with following TBM's open door policy, that individual should contact TBM's Compliance Officer directly.

Accounting and Auditing Matters

An Audit Committee of the Executive Board can be appointed by the Compliance Officer and shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

204 CONFLICTS OF INTEREST POLICY

Purpose

The purpose of the conflicts of interest policy is to protect TBM's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Executive Director/Treasurer of TBM. This policy

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is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or immediate family--

- A. an ownership or investment interest in any entity with which TBM has a transaction or arrangement, or
- B. a compensation arrangement with TBM or with any entity or individual with which TBM has a transaction or arrangement, or
- C. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which TBM is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

The Executive Board or a committee, after receiving full disclosure of the conflict, may decide to proceed with the proposed transaction; a vote of the majority of the members who have no conflict is required.

Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the Executive Board directors and members of committees with board-delegated powers considering the proposed transaction or arrangement.

Violations of the Conflicts of Interest Policy

1. If the Executive Board or appropriate committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

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2. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Executive Board or appropriate committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the Executive Board and all committees with board-delegated powers shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

300 EXECUTIVE BOARD

301 EXECUTIVE BOARD LIMITATIONS

The Executive Board is given by the Constitution the authority and accountability over the work of TBM. In the interim between annual meetings an Executive Committee duly elected will serve as the authority of TBM according to the TBM Bylaws, the Executive Board and the Executive Committee will have the following limitations:

1. The Executive Board or Executive Committee cannot act contrary to the Texas Nonprofit Corporation Act, or its successor, except in its permissive provisions.
2. The Executive Board or Executive Committee cannot amend, repeal, alter, or make exceptions to Articles of Incorporation, TBM Constitution, or TBM Bylaws.
3. The Executive Board or Executive Committee cannot increase TBM adopted Cooperative Program Budget for Texas Missions and Ministries that have been allocated to TBM.

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302 TRAVEL POLICY FOR EXECUTIVE BOARD

Texas Baptist Men pays for expenses that Executive Board directors incur during their service. Most such expenses will be related to travel, hotel, and meals during meetings. For business and tax purposes, receipts are required for all expenditures except for mileage. In the event evidence of expense is lost, a note of explanation on the Trustee Expense Form must be included.

Airfare: The ticket must be a coach (or discounted) fare. A physical disability that requires first class seating must be pre-approved by the Executive Director/Treasurer's office.

Spousal Travel: TBM does not pay for spouse airfare, neither is there any provision for childcare, dependent meals, or entertainment. If there is a scheduled activity that has space available and requires charge for your dependents, you will be notified in advance of the cost and registration requirements.

Taxi, shuttle, limo, and parking: TBM will reimburse directors for ground transportation and parking fees. Receipts need to be turned in and most taxi drivers and limo operators are pleased to supply receipts. A recommended gratuity for taxi or limo would be 10 percent to 15 percent.

Meals: Reasonable cost of meals for directors, including gratuities, will be reimbursed. Avoidance of luxury establishments is expected.

Gratuities: Gratuities to airport luggage handlers, hotel doormen, bellmen, and concierge are reimbursable by declaration without written evidence. A recommended gratuity is \$1 per bag, depending on amount of handling required. Gratuity for a waitperson should be 15-20 percent.

Driving to meetings: If a board member elects to drive to a board meeting, TBM will reimburse at the IRS-approved mileage rate up to the cost of a round-trip discounted or coach airfare from nearest appropriate airport to the site of the meeting. Normal travel expenses in addition to mileage (motels, meals, tolls) also will be reimbursed. It is expected that choice of motels and hotels will reflect conservative taste, but never at the expense of security or comfort.

Parking: Tolls and parking at airports will be reimbursed.

Meeting hotel: The room at the meeting hotel will be master-billed. Please examine the bill at checkout to be sure all charges are appropriate. This also will provide an opportunity to pay for any non-reimbursable charges. As a courtesy to the directors, TBM will bill directors for any of the following non-reimbursable charges that appear on the hotel bill and are not paid: in-room movies, items

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from in-room mini bar, babysitting service, fax service, long distance telephone calls, laundry charges, extra bedding for children, extra room for children, upgrade of room at greater cost, and admission tickets purchased through the concierge.

Expense Report: Directors may expect reimbursement within 10 working days of submission of the expense form. When TBM is to be reimbursed the reimbursement must be submitted with the expense form.

303 TRAVEL EXPENSE FOR COMMITTEES, GROUPS, TEAMS AND COUNCILS

Texas Baptist Men pays for expenses that members of Executive Board, groups, teams, and councils incur in their service. Most such expenses will be related to travel, hotel, and group meals during meetings. Meetings should be held in a single day but where overnight stay is necessary; reimbursement will be limited to one night. For business and tax purposes, receipts are required for all expenditures except for mileage. In the event evidence of expense is lost, a note of explanation on the expense form must be included.

Airfare: The ticket must be a coach (or discounted) fare. A physical disability that requires first class seating must be pre-approved by Executive Director/Treasurer's Office.

Spousal Travel: TBM does not pay for spouse airfare, neither is there any provision for childcare, dependent meals or entertainment. If there is a scheduled activity that has space available and requires charge for dependents, the member will be notified in advance of the cost and registration requirements.

Taxi, shuttle, limo, and parking: TBM will reimburse members for ground transportation and parking fees. Receipts need to be turned in and most taxi drivers and limo operators are pleased to supply receipts. A recommended gratuity for taxi or limo would be 10- 15 percent.

Driving to meetings: If a member elects to drive to a meeting, TBM will reimburse at the IRS-approved mileage rate up to the cost of a round-trip discounted or coach airfare from the nearest appropriate airport to the site of the meeting. Normal travel expenses in addition to mileage (motels, meals, tolls) also will be reimbursed. It is expected that choice of motels and hotels will reflect conservative taste, but never at the expense of security or comfort.

Parking: Tolls and parking at airports will be reimbursed.

Meeting hotel: The room at the meeting hotel will be master-billed. Please examine the bill at checkout to be sure all charges are appropriate. This also will provide an opportunity to pay for any non-reimbursable charges. The non-

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reimbursable charges are: in-room movies, items from in-room mini bar, babysitting service, fax service, long distance telephone calls, laundry charges, extra bedding for children, extra room for children, upgrade of room at greater cost, and admission tickets purchased through the concierge

Expense Report: Reimbursement may be made within 10 working days of submission of the expense form. When TBM is to be reimbursed the reimbursement must be submitted with the expense form.

400 COOPERATIVE AGREEMENT

Between the North American Mission Board and the Baptist General Convention of Texas

TBM relates to the Cooperative Agreement in the Areas of Disaster Relief, Baptist Builders, and Missions Education as an affiliate of the BGCT.

See Section #530 in the BGCT Policy Manual.

500 FINANCIAL

501 BUSINESS AND FINANCIAL PLAN OF TEXAS BAPTIST MEN

- I. Introduction
 - A. The purpose of this Business and Financial Plan is to provide policies for TBM financial operations.
 - B. The Plan is to be reviewed for needed updates at least every three years, or more often as necessary.
 - C. As a normal operating policy, TBM staff shall refrain from entering any business transaction with an employee or a business in which an employee has an interest, unless competitive bids are secured and the extent of the employee's interest is known in advance. However, TBM staff may proceed with a transaction approved by the Executive Board.
- II. TBM Budget
 - A. Each administrative office, ministry and program area of TBM shall submit to the Executive Director/Treasurer an itemized budget of its expected expenditures for the next fiscal year, according to the policies of the Executive Board and within estimated income for the period.
 - B. The Executive Director/Treasurer shall make such changes as deemed necessary and present a revised budget to the Finance Committee.
 - C. The Finance Committee shall submit to the TBM Executive Committee a unified budget reflecting income from the Cooperative Program through the BGCT and other expected funds from all sources for its

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approval, no later than November 1. The unified budget shall not exceed the estimated total undesignated income for the ensuing year.

- D. The TBM Executive Committee shall submit to the TBM Executive Board in session the unified budget which it approved. The Board approved budget will be retroactive to January 1 of the current year.

III. TBM Year

The financial affairs of TBM shall be operated on the fiscal year to coincide with the calendar year, January 1 - December 31.

IV. The Disbursing Agency

- A. All money collected for the causes fostered by TBM will be forwarded to the office of the Executive Director/Treasurer who will act as the disbursing officer for all funds.
- B. The Executive Director/Treasurer shall act as comptroller of funds for budgetary items as requested by the various ministries, departments, and boards.

V. Designated Gifts

- A. TBM binds itself faithfully to apply and use all such gifts as designated by the donor.
- B. TBM reserves the right to receive only those gifts directly related to TBM work.

VI. Wills and Trusts

When TBM receives gifts from wills or trusts, the funds will be used as designated by the Will or Trust.

VII. Financial Report

- A. TBM shall close its books and have them audited by a Certified Public Accountant as of the last day of its fiscal year.
- B. An auditing firm shall be elected by TBM Executive Committee.
- C. The financial report of TBM shall be printed and distributed to the Executive Board as soon as possible.
- D. The Executive Director/Treasurer shall provide frequent periodic financial reports to show receipt and uses of funds and encourage voluntary contributions from the churches and individuals.

VIII. Handling of Funds and Records

- A. All persons handling funds or securities of TBM shall be adequately bonded.
- B. There will be a statement on the TBM web site that states “designated funds exceeding expenses will be used in accordance with the donors intent.”

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- C. A file will be kept that contains the minutes of Board meetings or Committee meetings when financial policies or matters are discussed.
 - D. Mail from donors will be opened and endorsed by the Development Office. The Envelopes should be opened in the presence of two people.
 - E. The Development office will enter the donations into the Donor Data Base by each individual donation.
 - F. The Development Office will group the donations by batch and deposit the funds (one batch per deposit) as soon as possible. Copies of the batched checks with a copy of the deposit slip and an attached batch report will be given to the Director of Development, the Donor Coordinator and the Accounting Manager. The Development Office will keep all pertinent correspondence from donors.
 - G. Accounting will reconcile the bank statement by batch/deposit.
 - H. Checks for \$10,000 and over require two signatures
 - I. Those authorized to sign checks are the Executive Director/Treasure and the Director of Development. Their Administrative Assistants may sign checks that are for \$5,000 or less and they may be the second signature on check of \$10,000 or more.
 - J. The financial statement of TBM shall be available to TBM officers, members of the Executive Board, and cooperating Baptists.
 - K. Securities, deeds, notes and all valuable records shall be kept in a fireproof vault or safe.
 - L. The Executive Board staff is to use automated equipment for effectiveness and efficiency in accounting for funds.
- IX. Expansion Proposals and New Enterprises
- A. The Finance Committee shall study all requests for expansion in any area of Texas Baptist men and no requests or reports for expansion shall go to the Executive Committee, Executive Board and/or TBM convention for a vote until it has been studied by the Finance Committee.
 - B. Any expansion proposal will be in keeping with the Business and Financial Plan of the Texas Baptist Men.
 - C. No new enterprise or institution involving expenditures of TBM funds shall be authorized by TBM except by favorable action in the annual meeting; this restriction shall not apply to a recommendation of any ministry of TBM concerning its own work. Any action involving this paragraph shall require a majority vote of messengers present and voting.
- XII. Amendments

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Changes or amendments to the Business and Financial Plan are to be approved by the Executive Board.

502 CASH MANAGEMENT/INVESTMENT POLICY

The TBM checking account will be an interest bearing account. This will assure good stewardship of the money TBM receives for ministry.

Investments

- A. The Resource Development Department is to invest available funds pending appropriate distribution.
- B. Such investments are to be encouraged as good stewardship while protecting the related assets and providing a reasonable return until authorized use.

503 CONTRACTS/AGREEMENTS OF CONTRACTUAL NATURE

Budgeted contracts for services, engagement of independent contractors, facility and equipment leases, or other agreements which financially obligate the Texas Baptist Men for less than \$10,000, may be approved and signed by the Executive Director/Treasurer.

All other contracts/agreements shall be approved by the Finance Committee. Non-budgeted contracts over \$50,000 and budgeted contracts over \$100,000 will require signature from both the Executive Director/Treasurer and the chairman of the Finance Committee

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504 DOCUMENT RETENTION POLICY

The full record retentions policy is maintained in the Executive Director/Treasurer's office.

600 EMPLOYMENT

Texas Baptist Men staff is employed by the TBM Board of Directors and serves under the policies and guidelines of the TBM Policy Manual. Where noted TBM will adhere to the BGCT Policy Manual especially relating to GuideStone Financial Services for retirement insurance and related benefits.

The TBM Policy Manual is located at www.texasbaptistmen.org. The BGCT Policy Manual is located on the BGCT intranet home page.

GENERAL EMPLOYMENT POLICIES

601 BONAFIDE OCCUPATIONAL QUALIFICATION

TBM is a nonprofit, church-related organization whose policy is to employ persons who are members of SBC (Southern Baptist Convention) -affiliated churches for those employment positions for which a religious preference is authorized by law. Baptist faith and church affiliation would be considered a bona fide occupational qualification for positions at TBM.

For employment purposes TBM can discriminate based on the religion and sexual preference of an individual.

602 EMPLOYMENT AT WILL

The length of employment with TBM is for no specific period of time and employment may be terminated by TBM or by the employee at any time for any reason.

TBM reserves the right, subject to limitations and provisions of applicable laws and regulations, to change, interpret, withdraw, or add to any of its published plans, policies, benefits, procedures, or terms and conditions of employment at its sole discretion, and without prior notice to any employee.

603 EMPLOYEE RESPONSIBILITY

Employees are responsible for and expected to comply with TBM, policies, guidelines and procedures, regulatory guidelines, and all state and federal laws during employment. Employees are expected to always meet job performance expectations.

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604 EQUAL EMPLOYMENT OPPORTUNITY

TBM provides Equal Employment Opportunity (EEO) to all employees and applicants. Employment decisions are based on an individual's skills, abilities, and experiences which meet the responsibilities of the position for which he or she has applied.

An individual will be free from discrimination based on characteristics protected by law such as race, color, national origin, citizenship, marital status, sex, age, Vietnam Era status, disabled veteran status, or the presence of a non-job related physical, mental, or sensory disability. Discrimination and harassment based on any of these factors is not consistent with TBM's philosophy of ministry or conducting business and will not be tolerated at any time.

TBM is committed to offering equal employment opportunities to all qualified individuals in every aspect of employment such as hiring, promotions, transfers, and training. Through implementation of the EEO policy statement, TBM is continuing efforts to create a diverse workforce and an environment in which individuals are treated fairly.

TBM may make employment decisions based upon religious preference.

Texas Baptist Men will take action to ensure all employment practices such as advertising, recruitment, hiring, promoting, training, educational assistance, transfer, layoff, return from layoff, termination, compensation, benefits, and social and recreational programs are determined on the basis of individual merit, free of discrimination or harassment with regard to class categories protected by Equal Employment Opportunity laws, directives, and regulations of federal, state, and local governing bodies.

605 CODE OF ETHICS FOR BUSINESS AND MINISTRY PRACTICES

Texas Baptist Men expects staff to uphold and conduct themselves in accordance with high ethical and moral standards as understood by Texas Baptists. Personal and professional conduct of employees reflects upon the institution itself and influences how others perceive Texas Baptists. TBM expects all employees to exhibit professional behavior in the workplace and any time when conducting business on its behalf.

Employees must not discriminate against or refuse professional service to anyone on the basis of race, gender, or national origin. Employees must seek to understand culture and demonstrate cultural competence in the provision of services and with co-workers. TBM can discriminate based on the religion and sexual preference of an individual for employment purposes.

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Employee Representation of TBM

Employees are expected to manifest conduct and actions which project an image consistent with the express purpose and mission of TBM at all times. Any unprofessional conduct which brings embarrassment to TBM or impedes its credibility is unacceptable. Any conduct or actions inconsistent with normally accepted and expected Baptist denominational standards or other Christian standards is unacceptable. Conduct and actions perceived as inconsistent with the image and purpose of TBM are unacceptable.

Business Practices

Employees are prohibited from having any direct or indirect financial interest in the assets, leases, business transactions, or professional services of TBM. Employees must not seek to provide preferential treatment of members of the TBM Executive Board, staff, donors, or independent contractors in application for and receipt of any TBM services.

Financial Benefits and Interests

Employees must not engage in any activity or maintain any financial interest which might interfere or appear to interfere with the independent exercise of judgment and the performance of job responsibilities in the best interest of TBM. Any acceptance of economic benefits which may interfere with an employee's judgment on behalf of TBM is prohibited.

Examples of prohibited conduct are: acceptance of gifts over \$100 from vendors, financial institutions, or others with whom TBM does business or ministry; membership in or holding office with associations whose charter or mission conflicts with the interest or mission of TBM; employment or investment that could be construed as interfering with exercise of independent judgment on behalf of TBM.

Confidentiality

Many employees at TBM have access to TBM data, plans, decisions, and/or other confidential information, such as financial statistics, employee data, or other plans. No employee may use or release this kind of information to others for their own use, personal profit, or benefit. This applies to the use of confidential information about associations or organizations with which TBM has, or is considering, a partnership or association. Employees should regard personal information about other employees as confidential in order to preserve the privacy of staff. Employees who handle confidential information or who have access to such information, whether physical, electronic, or otherwise, are responsible for the careful use, distribution, and disposal of such information.

Employment Verification

No employee is authorized to provide a TBM employment reference or other employment related information to a third party without written authorization from the Executive Director/Treasurer. The Executive Director/Treasurer is

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responsible for providing employment verification or other related information to any third party. Any release of employment information requires prior written consent by the employee unless release is required by law.

Protected Health Information

Employees are prohibited from releasing any health information about an employee or former employee to any other person without prior written authorization. Health information may include, but is not limited to health condition, medical care, health claims, health payments, benefit records, financial information, medication data, injury reports, billing records, or any other type of health related information.

Any employee or business associate may only obtain access to information specifically required in the delivery of services. Any disclosure of personal health information for purposes other than the care of the employee must be authorized in writing by the employee.

No employee is authorized to release health related information, verbally or in writing, about another employee without prior written permission.

Employee Records

All employee records must be retained in a controlled retention area. Only authorized individuals may access such records. Any person observed accessing such records without prior authorization must be instructed accordingly and the incident must be reported immediately to any supervisor or the Executive Director/Treasurer.

Compliance with Laws

All employees must comply with domestic and foreign laws and regulations affecting the business and ministry functions of TBM, as well as specific TBM policies, guidelines, and procedures. These laws include, but are not limited to, Anti-Trust laws, Equal Employment Opportunity, Department of Labor, and other laws and regulations as applicable.

Improper Payments

Improper payments and gifts to any governmental official are prohibited. Improper payments to any person or entity with which TBM affiliates or conducts business or provides services with are prohibited. Gifts of nominal value in appropriate situations are acceptable, if approved by management.

Integrity of Information

All records and documents generated by any employee must be truthful and complete. Employees must not create or distribute information which is misleading in any fashion. Employees may only disclose records as authorized by TBM policy or in response to legal process. All TBM property shall be used solely for the benefit of TBM in the conduct of its business and ministry services.

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Reporting and Enforcement

The Code of Ethics for Business and Ministry Practices policy applies to all employees as well as consultants with whom TBM does business. All employees have an obligation to report concerns or suspected violations to a supervisor, or directly to the Executive Director/Treasurer or his designee. These concerns may include but are not limited to, job applications, and injury claim under Workers Compensation Insurance, OSHA complaint, or charge of discrimination filed with the Equal Employment Opportunity Commission. All such reports will be fully investigated and no retaliation against the employee making the report will be tolerated. Supervisors are required to strictly enforce this policy and report to the Executive Director/Treasurer or his designee any instances of non-compliance.

606 FORMAL GRIEVANCE PROCESS

TBM recognizes that prompt attention to and resolution of complaints and grievances is the most important factor in maintaining satisfactory relations between employees and co-workers or management.

TBM desires to achieve 100 percent employee satisfaction in the workplace to ensure all ministries and services are carried out with the best intentions and on task with mission statement and goals. While disagreements with co-workers are inevitable, these issues are most often resolved by the individuals directly involved working together to come to a resolution.

In situations where resolution is not achieved, the employee may begin the formal grievance process. This process is an objective step-by-step problem resolution evaluation that emphasizes ease of use, timely response, confidentiality, effective problem-solving and shared decision making. The Executive Director/Treasurer's office is available to assist employees and supervisors through the process.

TBM is firmly committed to assuring all decisions affecting employees are based on relevant considerations, free from improper or illegal influences. Dedication of all employees to this commitment is critical for success as TBM and as individuals.

607 HARASSMENT POLICY

Texas Baptist Men is committed to ensure a work environment for all employees which is fair, humane, and respectful, and an environment which upholds Christian morals and ethics described and mandated by Jesus Christ.

Verbal or physical conduct that shows hostility toward an individual and includes derogatory comments, slurs, jokes, innuendos, cartoons, pranks, or physical harassment which are based on the employee's protected class membership is

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prohibited. Harassment also includes negative actions based on an employee's participation in activities identified with or promoting the activities of the protected group.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct is used as the basis for employment decisions, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance or creating an intimidating, hostile, or offensive work environment.

Every supervisor is responsible to ensure that the spirit and intent of TBM goals and harassment policies are achieved. Employees have the right to be free from harassment on the job from coworkers, management, or others.

If an employee believes he or she is being harassed, the employee is requested and encouraged to make a complaint to TBM. Employees are not required to first complain to the person harassing them. The employee may complain directly to their supervisor, the supervisor of the harasser, or any management employee including the Executive Director/Treasurer. Similarly, if any employee observes harassment of another employee, the employee is requested and encouraged to report the incident to one of the persons described above. Any of the individuals above will take the appropriate steps to ensure that prompt and effective remedial action is taken as necessary.

All information will be handled in as confidential manner as is possible. Employees will not be retaliated against in any way for making a good faith complaint or report of harassment or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons described above. Harassment is a violation of federal and state law as well as TBM policies. Confirmed harassment will result in immediate disciplinary action up to and including termination of employment for any employee found to have committed harassment of another person.

TBM will promptly and thoroughly investigate any complaint or report of harassment or violation of this policy. A thorough investigation can take several days to several weeks depending upon circumstances and the report. Employees may ask the person to whom they reported the harassment or the Executive Director/Treasurer's office for the status of the investigation.

TBM will take prompt remedial action if its investigation shows a violation of this policy. Depending on the circumstances, the disciplinary action may range from a warning to termination of employment.

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A complaint or report that this policy has been violated is a serious matter. Complaints or reports that are unfounded are also against our policy, and TBM will take appropriate disciplinary action if its investigation shows that deliberately dishonest or bad faith accusations have been made.

608 HIV/AIDS

The purpose of this policy is to establish employee workplace and confidentiality guidelines and to make available educational materials for employees concerning the human immunodeficiency virus (HIV) and its related conditions, including acquired immunodeficiency syndrome (AIDS). Texas Baptist Men recognizes HIV/AIDS as a medical disability or handicap and prohibits discrimination based on HIV/AIDS.

Employees with HIV/AIDS will be treated no differently than employees with other life threatening illnesses. Such employees will be provided with reasonable accommodations as long as they are medically able to perform their assigned duties and do not pose a danger to their own health and safety or the health and safety of others. Policies regarding employees with HIV and their specific work assignments will be consistent with guidelines from the U.S. Centers for Disease Control and state law.

It is also the policy and intent of the Texas Baptist Men that there is no discrimination in any employment practices, or other items, privileges and conditions of employment with TBM regarding employees with HIV/AIDS conditions. Employees with HIV/AIDS conditions will be treated the same as any other employees with medical disabilities or handicaps with respect to the Texas Baptist Men Attendance Policy. Such employees are entitled to the same benefits and are subject to the same regulations and restrictions as described for all TBM employees.

Employees who refuse to work with clients or with other employees who have HIV infection or AIDS, and employees who exhibit discriminatory behavior toward these individuals may be considered insubordinate. Their actions shall be evaluated and handled in accordance with the established TBM performance management policies.

All employees, including those with HIV infection or AIDS, will be hired and/or retained in their jobs based on their ability to perform the job adequately and safely and consistent with Texas Health and Safety Code and the Americans with Disabilities Act. Strict confidentiality of employee medical information shall be maintained.

Confidentiality and Privacy

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Employees are not required to reveal their HIV status to their employer. All medical information that an HIV-infected employee provides to medical or management staff is confidential and private. Texas Baptist Men will protect the confidentiality of employee medical records and information. However, as with other illnesses, once HIV-related symptoms occur, it is the employee's responsibility to provide medically verified information relating to their ability to perform the essential functions of their job and meet performance expectations.

Written consent from the employee must be obtained to disclose any confidential information. The laws state that an adult individual who is HIV positive or has AIDS (or his/her legal guardian) is the only person with the right to disclose this information with few exceptions.

These exceptions are:

- a) the spouse may be informed;
- b) the Texas Department of Health must be informed; and
- c) medical personnel including emergency personnel providing medical services must be informed.

The legal guardian or managing conservator of a child found to be HIV positive or infected with AIDS may by law inform anyone.

609 INFORMATION TECHNOLOGY AND SERVICES USAGE

TBM will adhere to the policies in the Baptist General Convention of Texas (BGCT) Policy Manual contained in Section 809 pertaining to Information Technology.

610 SAFETY IN THE WORKPLACE

Texas Baptist Men is responsible for providing employees with a safe workplace, proper supervision, training and ensuring compliance with all applicable workplace safety and health laws which relate to the physical condition of the workplace and all equipment used therein. In accepting this responsibility, a Safety Program has been established to provide a healthy and safe working environment.

A Safety Meeting will be held each Monday for training and certification for forklifts and to inform volunteers of warehouse policies.

611 HANDGUNS OR WEAPONS

Holders of a Concealed Handgun License are allowed to bring weapons onto any TBM property or to any TBM function.

Authorization will be given for RA /Challenger /Youth events and Outdoor Fellowship events when supervised by trained personnel.

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612 SMOKE FREE ENVIRONMENT

It is TBM's desire to provide employees and clients with a safe and healthy environment.

Offices occupied by TBM staff and all TBM leased or owned vehicles are deemed smoke free environments.

Smoking is prohibited in buildings owned or operated by TBM, offices leased by TBM, offices or facilities where TBM services are provided or TBM owned and/or operated vehicles.

EMPLOYMENT PROCESS

613 AUTHORITY TO EMPLOY

Executive Director/Treasurer

The Executive Director/Treasurer is the chief executive officer of Texas Baptist Men and is elected by the Executive Board and ratified by the TBM Convention according to the provisions of the Constitution and the process outlined by TBM Bylaws. The Executive Director/Treasurer is employed for an indefinite term. The TBM President and Vice President of Personnel are to evaluate annually the performance of the Executive Director/Treasurer and to recommend compensation to the TBM Executive Board.

Other TBM Employees

The Executive Director/Treasurer is authorized by the TBM Constitution and Bylaws to employ other staff members as provided by the plan of work and the financial plan of TBM. The Executive Director/Treasurer shall determine the guidelines and processes to employ other staff members, within the policies of the Executive Board. The Executive Board shall provide a compensation plan for all employees.

614 EMPLOYMENT CATEGORIES

TBM offers a range of employment categories depending on the work environment and requirements of the particular jobs. Each employee's job category will be defined based on one of the following classifications based on total number of hours scheduled to work each week:

- Regular Full-Time An employee working at least 40 hours in a work week
- Regular Part-Time An employee working 20 to 39.5 hours in a work week
- Temporary Full-Time An employee on TBM payroll working at least 40 hours in a work week on a short term

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- Temporary Part-Time project basis with beginning and end dates of employment
An employee on TBM payroll working 1 to 39.5 hours in a work week on a project basis with beginning and end dates of employment
- Occasional An employee scheduled to work fewer than 20 hours per week on an as needed basis and no more than 1,000 hours per calendar year

615 BACKGROUND INVESTIGATIONS

Texas Baptist Men desires to provide a safe environment for all employees and clients at each of our locations. To help us achieve this goal and comply with state and federal laws, the policy requires that TBM conduct a background investigation on all candidates eligible for an offer of employment and as deemed necessary for current employees during their employment with the Texas Baptist Men.

All candidates for employment and new hires (prior to conducting the investigation and beginning employment) must complete and sign the Criminal Conviction and Motor Vehicle Background Investigation Acknowledgment.

It is TBM policy to hire or continue to offer employment to persons who have never pled guilty to, been convicted of, or received probation, deferred adjudication or pretrial diversion for any criminal offense (other than minor traffic citations) including, but not limited to criminal homicide; kidnapping and false imprisonment; indecency with a child; prostitution; sexual assault; aggravated assault; abandoning and endangering a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; injury to a person; possession of illegal substance; fraud; theft; or other action which violates state guidelines for employment with TBM or any participating employer with TBM. Employees or applicants guilty of other convictions which TBM believes to be a risk to our employees, clients, consumer safety or their welfare will be considered unemployable.

Persons convicted of driving while under the influence of alcohol within the past five (5) years will be considered unemployable based on Baptist principles. Persons with motor vehicle records that indicate three (3) or more moving violations within the past three (3) years are not considered employable if their job requires them to transport clients or others on behalf of TBM or drive a TBM owned or operated vehicle. Jobholders required to drive on behalf of TBM must be at least age 21.

Criminal and motor vehicle records may be investigated on employees every twelve months as required by automobile insurance regulations and at other

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times as necessary. Any time TBM learns that an employee is no longer in compliance with this policy, an investigation may occur immediately.

In the event the investigation confirms that the employee is not in compliance with policy or state and federal regulatory guidelines and laws, that employee's employment may be terminated immediately.

All employees are required to notify their supervisor immediately, should any of the above stated events occur regarding themselves or another employee of TBM. TBM reserves the right to conduct an investigation at any time for reasonable cause.

Employees are prohibited from requesting a criminal history check on anyone who is not an employee or an applicant for employment. Only employees authorized by TBM management may conduct a criminal history check.

Confidentiality

Information obtained as a result of a background investigation will remain confidential and will be kept in a secured file drawer. The Executive Director/Treasurer is responsible for obtaining information, communication, and record management necessary to comply with this policy.

616 SUBSTANCE ABUSE AND DRUG TESTING

TBM is committed to maintaining a safe, healthy, productive and lawful working environment. Employees have the right to work in an alcohol-free and drug free environment and to work with others who are free from the effects of alcohol and illegal drugs. The use of illegal drugs and/or controlled substances increase the potential for, among other things, on-the-job injuries, absenteeism, unsatisfactory work performance, poor morale, and damage to the TBM's reputation. The use, possession or distribution of illegal drugs and/or controlled substances is strictly prohibited on any TBM premise, in any TBM facility and in any work situation involving TBM, its' employees, clients and/or vendors.

Applicants and employees are required to complete the drug testing process within 24-hours of receipt of notification by TBM's representative. If any Applicant fails to complete the drug testing process within 24-hours of receipt of notification by TBM's representative that Applicant may no longer be eligible for employment with TBM. Employees required to complete the drug testing process due to "reasonable cause" must complete the drug testing process as directed by his/her supervisor or the Executive Director/Treasurer.

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Definitions

A “legal” drug/controlled substance is defined, for purposes of this policy, as a prescribed or over-the-counter drug which has been legally obtained and is being used for the purpose for which it was prescribed by manufacturer.

An “illegal” drug/controlled substance is defined, for purposes of this policy, as any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable, but was not legally obtained.

Being “under the influence” of alcohol is defined, for purposes of this policy, as having a minimum 0.02 blood alcohol content.

Being “under the influence” of an unauthorized controlled substance or illegal drug is defined, for purposes of this policy, as testing at any level of mg/ml.

Job Candidate Testing

All final candidates for jobs must submit to a drug test for the presence of illegal or illegally obtained drugs prior to beginning employment or immediately after being hired and receiving a contingent offer letter of employment.

All candidates whose employment is contingent upon the negative test results must go for testing within 24 hours of receiving the paperwork from the Texas Baptist Men representative.

Hiring supervisors should notify candidates during the interview process of the Substance Abuse and Drug Testing Policy and its requirements. At the time of interview or completion of application candidates should read and sign the policy acknowledgment.

No candidate will begin employment until drug test results are received unless that candidate received a contingent offer letter of employment on this basis. If any illegal or illegally obtained drug is present, the individual will be considered as having failed the employment health screening process.

Any such test results or follow-up, as well as other employee health records and information, are confidential and shared only with those persons within TBM who have a legitimate need to know.

A job applicant or candidate who refuses to consent to a drug and/or alcohol test will be denied employment with TBM.

Current Employee Testing

TBM prohibits all individuals, including employees, contractors, visitors, and all others, from possession, sale, purchase, distribution, consumption, or having illegal drugs while on property which is owned, leased, or under the control of

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TBM including, but not limited to premises, parking lot, offices, and desks (hereinafter TBM “premises”), or while performing TBM business or on duty, even if the employee is not on TBM premises. Further, TBM prohibits all individuals, including employees, contractors, visitors, and all others, from consumption of alcoholic beverages or being under the influence of alcoholic beverages (blood or urine alcohol greater than 0.02%) on TBM “premises”. All employees must comply with the policy when on TBM premises, whether on duty or not, to ensure their own safety that of other employees, and to protect TBM interests.

TBM may request drug and alcohol screening of current employees for cause. The following will apply:

Condition of Employment

Compliance with TBM’s Substance Abuse and Drug Testing policy is a condition of employment. Failure or refusal by an employee to cooperate fully, sign any required document, submit to any inspection or test, follow any prescribed course of substance abuse treatment (if applicable) or other such failure to comply with any provision of this policy may be grounds for immediate termination of employment.

Confidentiality

No employee or applicant will be labeled a “drug user”, and there will be no disclosure of such information to a third party who does not have a need to know about test results or subsequent actions. All investigations and test results of individuals will be kept confidential except that there may be instances when TBM will be required to notify legal or regulatory authorities.

617 EMPLOYMENT RECORDS

TBM will not hire or continue to employ any person who is not authorized to work in the United States or who is unable to present required documentation necessary to begin or continue employment. In order to begin employment an individual must sign the offer letter of employment and job description. All new hires must present appropriate documentation evidencing eligibility to work in the United States and complete the I-9 form.

If an individual is in the United States and working under a government-issued right-to-work card, he or she must maintain a valid card or other suitable documentation during employment. Any invalid right-to-work card will lead to immediate termination of employment. An individual must present the original Social Security card issued by the Social Security Administration Office on the first day of employment. A new hire must also present government issued photo identification. All employees are required to complete and sign all acknowledgments contained in the employee handbook or otherwise presented to employee during employment. All of the stated information will be retained in the employment records during employment. The employment records are

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maintained by The Executive Director/Treasurer to accurately reflect the work progress. Records contain information about employment such as the employment application, job performance and disciplinary action documents, information on position changes, and any legal or required forms such as W-4. All of the information in the employment file is kept confidential and will be disclosed only to those individuals with a legitimate business need to know.

Upon receipt of employee request, at reasonable times and intervals, and in the presence of the Executive Director/Treasurer or his Administrative Assistant TBM may allow the opportunity for an employee to inspect certain documents in the employment file as provided by law. Employees may take notes as to what he or she inspects in the file and upon written request, the employee may obtain a copy of any document previously signed by the employee. If an employee disagrees with any information or document in the file, the employee may add a statement to the file reflecting the position on the issues. All employment records are the exclusive property of TBM.

618 WORK SCHEDULE AND ATTENDANCE

Work hours are defined by TBM to meet the business and ministry needs. The days and hours worked depend on the nature of the position held, business operation needs, ministry needs, and the needs of churches. The days and hours may change periodically. Management is responsible for defining the work schedule. TBM requires that all employees report to work and work as scheduled. There must always be at least two (2) ministry assistants on the Job during regular hours.

Any work away from the office, by an employee, must be approved in advance by the Executive Director and must have a valid reason or the regular working hours should be observed.

Time Sheets

Ministry Assistants are responsible to their supervisors, and time sheets should be signed by the supervisor, Executive Director/Treasurer or his Assistant. However all overtime must be approved by the Executive Director/Treasurer in advance.

619 COMPENSATION POLICY

TBM's policy and practice is to compensate employees fairly and without regard to age, sex, race, color, creed, national origin, Vietnam Era or disabled veteran status, or the presence of a non-job related physical, mental, or sensory disability. TBM will comply with all applicable local, state, and federal laws and regulations effecting employee compensation.

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Employee pay is determined by several factors such as an employee's job responsibilities, performance, tenure, and market rate for jobs requiring similar experience, training, and skills. Other factors that may be considered include cost of labor in the area and conditions of the economy.

All employees will participate in and receive an annual performance evaluation. Employees may be eligible for a compensation review which could result in a change in pay rate based on job performance and the performance evaluation. Compensation increases are not guaranteed. Employees on performance improvement plans or otherwise failing to meet performance standards and expectations are not eligible for any pay adjustment until he or she attains and sustains expected performance.

Compensation Pay Grade and Salary Range

The pay grade and salary range table will be maintained in the Executive Director/Treasurer's office.

620 ELIGIBILITY FOR BENEFITS

All Regular Full-Time employees working at least 40 hours in a work week are eligible for benefits based upon eligibility requirements of each plan.

All Regular Part-Time employees working 20 to 39.9 hours in a work week are eligible for pro-rated Paid Time Off (PTO) after six (6) months of employment.

Temporary employees are not eligible for benefits other than those offered under TBM's Workers Compensation Insurance.

Occasional employees are not eligible for benefits other than those benefits offered under TBM Workers Compensation Insurance.

All employees working more than 1,000 hours per year are eligible to participate in TBM retirement benefit plan.

621 LICENSED, COMMISSIONED, OR ORDAINED MINISTER

Licensed, commissioned, or ordained ministers may exclude from their gross income for income tax purposes an amount designated as housing allowance to the extent the housing allowance is used to provide for their home. The Internal Revenue Service (IRS) has guidelines limiting the housing allowance on an individual tax return. The employee is responsible for full and accurate reporting to the IRS for the housing allowance.

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According to the Internal Revenue Service, the gross income of a licensed, commissioned, or ordained minister does not include the fair rental value of a home (a parsonage provided) or a housing allowance paid, as part of the minister's compensation for services performed that are ordinarily the duties of the minister. If the minister owns his or her own home, he or she may still claim deductions for mortgage interest and property taxes. If the minister's housing allowance exceeds his or her actual expenses, he or she must include this amount as other income.

TBM staff who are ministers must provide Payroll an amount to be designated annually for housing allowance for payroll processing purposes and IRS reporting. This must be completed and submitted to Payroll in advance of receiving any housing allowance monies.

The housing allowance must be equal to or the lesser of:

- Actual expenses paid to provide for a home, or
- The fair rental value of the furnished home plus the cost of utilities.

If at the end of the tax year, an employee has overestimated the housing allowance the employee is required to put into taxable income on the tax return any excess allowance over actual expenses. If an employee underestimates, the rules and guidelines state the employee cannot recover the underestimated expenses per IRS regulation.

Licensed, commissioned, or ordained ministers may be employees of TBM and paid through TBM payroll, but for purposes of Social Security these employees are considered self employed. Licensed, commissioned, or ordained ministers are exempt from federal withholding, but may request voluntary withholding by completing a W-4 form and returning to the Executive Director/Treasurers office. IRS Revenue Code requires the treatment above. TBM does not provide a self employment tax allowance.

622 NON-EXEMPT EMPLOYEE PAY

Determining Pay and Pay Periods

All non-exempt employees are paid an hourly rate for hours worked and approved and other paid time away from work benefits.

Used, approved, and accrued paid time away from work benefits are paid to non-exempt employees at the employee's regular hourly rate of pay. Non-exempt employee paychecks will reflect pay for the number of hours worked in the pay period and any paid time away from work taken and submitted to payroll prior to the end of the pay period in which the time was taken.

Overtime Pay

Non-exempt employees are paid overtime pay for all hours worked over forty (40) in a workweek. Overtime pay will be equal to one and a half times the

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employee's regular hourly rate. Overtime pay will be calculated and paid in accordance with the Fair Labor Standards Act. PTO hours are not included in computing hours worked for overtime purposes.

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Travel Time Pay

When a non-exempt employee is required to travel to a work location other than the regular work location, the time spent traveling to that irregular work location is considered time worked. Travel time begins when the employee's commute to the new work site (or common carrier such as an airport) exceeds the employee's normal commute to work or when the employee leaves the regular work site during the course of the day to begin travel. Travel time ends when the employee reaches the destination.

If the employee is offered TBM provided public transportation (i.e. airline transportation), but elects to drive instead, only the travel time which would have been required if the employee had used TBM provided public transportation is considered time worked.

Travel time will be counted as time worked for the purpose of calculating overtime for non-exempt employees.

623 EXEMPT EMPLOYEE PAY

All full-time exempt employees are paid a weekly base salary for each week worked regardless of the number of days or hours worked. Exempt employees are not eligible for overtime pay.

Exempt employees will be paid a weekly base salary for each week worked unless the employee has taken time away from work under the paid or unpaid time away from work programs. Accrued Paid Time Off will be used to offset days absent. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

624 JURY DUTY AND COURT APPEARANCE

All regular, full time employees will be paid for the time away from scheduled work for jury duty if he or she submits the completed timesheet or exempt work report with "Proof of Attendance" from court. The employee will be paid at the regular rate of pay for each day that jury duty is served. If a person attends a court or governmental agency proceeding at TBM's request, they will receive regular pay.

625 PERFORMANCE MANAGEMENT

Achieving and maintaining expected job performance is the key to an employee's success at TBM. TBM approaches, evaluates, and makes decisions about job performance in a non-discriminatory manner.

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Performance management begins the first day of employment and continues throughout the employment period. Performance management is focused on regular feedback combined with a flexible approach toward achieving goals. Key elements include setting goals, ongoing monitoring of results, and an annual review. Employees can expect development and growth potential to increase as well as improved productivity.

Performance Improvement

TBM approaches performance improvement re-direction as a form of education and training, not as punishment. At any time an employee is not performing his or her work consistent with TBM standards or according to the position job description and expectations, the employee will be counseled and re-directed to improve his or her performance.

TBM bases the performance improvement redirection approach on factors such as the employee's conduct, past performance and disciplinary record, length of service, and the surrounding circumstances. TBM desires for the employee to generally have the opportunity to learn about and modify behaviors to meet job performance expectations.

These are general rules. Any time an employee is unwilling or unable to change behaviors necessary to meet job performance expectations that employee will be subject to termination of employment.

TBM believes that policies, guidelines, and regulations must apply to every employee as equally and fairly as possible. TBM guidelines are based on generally accepted business practices and designed to assist in maintaining a favorable work environment.

Performance Evaluation

Performance evaluations should occur regularly to enable employees to receive constructive feedback about work they are performing well or areas that need improvement. All employees of TBM must participate in the annual performance evaluation process as an opportunity to meet with his or her supervisor and review job performance over the past measurement period.

EMPLOYEE BENEFITS

626 BENEFIT PROGRAM

Texas Baptist Men offers a benefit program that emphasizes the employee's overall well-being. It is the goal for each employee to grow professionally, personally, and spiritually while working at TBM.

The following benefits program is provided:

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- Employee Service Recognition
- Time Away From Work
- Supplemental Medical Bank
- Retirement Benefits
- Survivor Benefit
- Workers Compensation Insurance
- Professional Development and Continuing Education

TBM Benefits Program enables the employee to elect benefits to meet his/her own needs. Eligible full-time employee working at least 40 hours per week may elect or choose from the following benefits:

TBM is a participating employer in the benefit plans offered by the BGCT through GuideStone Financial Resources and must follow the eligibility requirements of those plans: Health Plan, Life Insurance, Dental Plan, Retirement Savings Plan, Dependent Life Insurance, Voluntary Life Insurance, and Long Term Disability. Part-time employees may choose to join the Retirement Savings Plan.

In addition to the flexibility to choose benefits, the Benefits Program also offers tax advantages. TBM, in partnership with BGCT offers the Section 125 Flexible Spending Account Plan that enables full-time employees to make contributions towards Health Plan and Flexible Spending Plan on a before-tax basis. This means that the salary is reduced by the amount of these contributions. The plan document, in conjunction with the terms of the Health Plan, will govern the election coverage and when coverage can be changed.

627 EMPLOYEE SERVICE RECOGNITION

TBM is committed to recognizing the importance of service longevity through the Employee Service Recognition Program. Regular full-time employees will receive a service award upon the completion of each period of five years of service at TBM.

628 TIME AWAY FROM WORK

Holidays

TBM recognizes designated days of religious and historical importance as holidays and pays regular full time employees for time off on such days. Holiday pay is not paid out upon termination of employment. If a particular holiday falls on Saturday or Sunday, the Executive Director/Treasurer is authorized to designate another day as the holiday, as might be the government or business custom.

TBM offices will be closed in observance of the following days:

1. New Year's Day

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2. Martin Luther King Day
3. Good Friday (Easter)
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. The day after Thanksgiving Day
9. Christmas Eve
10. Christmas Day

TBM employees may take their birthday as a day off.

Paid Time Off (PTO)

Paid Time Off must be requested in advance and the request must be submitted to and approved by the employee's supervisor, and be reviewed by the Executive Director/Treasurer for optimal office work flow and final approval.

PTO may provide the employee a break from work to spend time with family or friends, to take care of personal and family matters, to care for self or family members during illnesses or injuries, to become revitalized and refreshed, and to provide time one may need away from the office.

Annual PTO Accrual Chart for Full-Time Employees

* **Accrual rates increase upon the employee's anniversary date of hire, not the calendar year**

Years of Service Earned	PTO Available	Hours
	Per Year	Per Month
Hire Date – 4 Years	176 hours (22 days) per year	14.67
5 years	216 hours (27 days) per year	18.00
6 years	224 hours (28 days) per year	18.67
7 years	232 hours (29 days) per year	19.34
8 years	240 hours (30 days) per year	20.00
9 years	248 hours (31 days) per year	20.67
10+ years	256 hours (32 days) per year	21.34

Annual PTO Accrual Chart for Part-Time Employees

Years of Service Earned	PTO Available	Hours
	Per Year	Per Month
6 Months - 2 Years	40 hours (5 days) per year	3.33
3 years	48 hours (6 days) per year	4.00
4 years	56 hours (7 days) per year	4.67
5 years	64 hours (8 days) per year	5.33

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6 years	72 hours (9 days) per year	6.00
7+ years	80 hours (10 days) per year	6.67

Guidelines

- PTO is available for vacation leave, sick leave, personal leave, or other time needed away from work.
- Prior to taking PTO employees must receive approval from their supervisor and the request sent for review to the Executive Director/Treasurer or his Administrative Assistant for optimal office work flow. It is not necessary to specifically identify the reason for time away from work. Please be aware, however, that employees must notify their supervisor and the Executive Director/Treasurer or his Administrative Assistant if their time away from work could be a Medical Supplemental Bank qualifying event.
- All employees must submit PTO requests to their supervisor using an Employee Time Away From Work Transaction Record. It must be reviewed by the Executive Director/Treasurer or his Assistant for optimal office work flow. The Employee Time Away From Work Transaction Record must be signed by the employee and the supervisor, and then forwarded to the Executive Director/Treasurer or his Administrative Assistant for review and submission to Payroll. Non-exempt employees must submit their Transaction Records to Payroll each week along with their timesheets for any PTO taken in the prior week. Exempt employees must submit Transaction Records to Payroll on a monthly basis after it has been reviewed by the Executive Director/Treasurer.
- PTO accruals are credited each pay period. If an employee borrows against his un-accrued PTO and the employee terminates before the PTO is actually accrued the employee must pay back the un-accrued PTO taken.
- PTO will not accrue during an unpaid leave of absence. An employee must receive a paycheck for the pay period in order to accrue PTO during that pay period.
- PTO will be paid at the employee's regular rate of pay for exempt and non-exempt employees. PTO does not count for the purposes of calculating overtime.
- PTO begins to accrue on the first day of employment
- Full-time and part-time employees begin accruing PTO on the date of hire. Employees are not eligible to use PTO unless it is approved in advance by their supervisor, unless otherwise provided by state or federal laws.
- If an employee's employment classification changes from full-time or part-time to occasional or temporary, the employee will stop accruing PTO hours. The employee will continue to be eligible to use accrued PTO hours upon approval from the supervisor, but the employee will not accrue any additional hours based upon the new employment status.

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- If a TBM-observed holiday falls within an approved PTO period, the holiday will not be counted as PTO. Employees will be paid for holidays observed by TBM as holiday pay at their regular rate of pay.
- Employee PTO requests may be denied or revoked to meet business operation and ministry needs or due to disciplinary issues including failure to work scheduled hours.

Pay Out Upon Ending Employment

- Regular full-time employees are eligible for pay-out of accrued and unpaid PTO upon resignation or retirement of employment. A full-time employee's unused accrued PTO as of his or her ending date of employment will be paid to the employee based on the employee's current pay rate and TBM policy.
- A regular full-time employee voluntarily terminating employment by resignation or retirement must provide TBM a written, two-week notice of termination, submitted to his/her supervisor, and the Executive Director/Treasurer to be eligible to receive pay for any accrued unused PTO benefits. Employees must successfully work the complete two-week notice period to be eligible to receive accrued unused PTO benefits. Employees who do not submit a written notice of their intent to terminate employment two or more weeks prior to the termination date will not be eligible to receive pay from any accrued unused PTO benefits program unless approved by the Executive Director/Treasurer.
- Employees ending employment involuntarily are not eligible to receive pay for accrued unused PTO.
- Part-time employees are not eligible for pay out of PTO hours upon termination, resignation, or retirement from TBM.

Rollover

- Any employee classified as Full-time on December 31 of each calendar year may carry over up to 40 hours of accrued but unused PTO into the next calendar year. Any balance over 40 hours will be forfeited for PTO purposes.
- Part-time employees are not eligible for carrying over unused accrued PTO to the next calendar year.
-

Accrual Calculation and Eligibility for Regular Full-Time Employees

Prior full-time work experience with TBM or another employer of any kind is equivalent to TBM work experience for the purpose of calculating PTO accrual for full time employees up to a maximum of ten (10) years of applicable service. Prior part-time work experience with TBM will count as half of full-time working experience for the purposes of calculating PTO. (For example, if an employee has worked part time for TBM for 4 years, for purposes of calculating PTO accrual the part time experience would count as 2 years of work experience.)

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PTO eligibility and accrual is based on the employee's anniversary date of employment not the calendar year. PTO accrual information and eligibility is maintained in the Executive Director's Office. This means the PTO rate will accrue at a higher rate based upon years of service on the date the employee began work for TBM, not January 1 of each year. For example, an employee began work for TBM as a full-time employee on April 15, 2003, with four (4) years of full-time work experience. In the first year of employment from April 15, 2003, to April 15, 2004, the employee is eligible for one hundred thirty six (136) hours or seventeen (17) days per year of PTO. On April 15, 2004, which is the employee's anniversary date of employment, the employee will have 5 years of full-time work experience and will begin to accrue one hundred seventy six (176) hours or twenty-two (22) days per year of PTO.

Accrual Calculation and Eligibility for Regular Part-Time Employees

Regular part-time employees are eligible for prorated PTO up to a maximum of eighty (80) hours per year based on years of service with TBM, and will be paid for accrued PTO hours at the employee's regular rate of pay after they have successfully completed six (6) months of employment.

Regular part-time employees become eligible for PTO accruals and use of PTO on their six (6) month anniversary date of employment. Temporary and occasional employees are not eligible for PTO.

Years of service for regular part-time employee PTO accrual is based on actual years of service with TBM, not on years of full-time work or part-time work experience outside of TBM. For example, a regular part-time employee will not be eligible for PTO until his or her six (6) month anniversary of employment with TBM. At that time the employee will have six (6) months of work experience at TBM and will be eligible for forty (40) hours or five (5) days of PTO.

Supplemental Medical Bank

The Supplemental Medical Bank hours may only be used for an employee's own illness or injury and only after all other accrued but unused PTO has been exhausted.

Supplemental hours may only be used after an employee has exhausted his or her PTO hours. Supplemental hours will be paid for approved, accrued, signed, and submitted requests only. Requests must be submitted on the Employee Time Away From Work Transaction Record. The employee must submit the completed, signed request to his or her supervisor. It is then to be reviewed by the Executive Director/Treasurer or his assistant for optimal office work flow. The supervisor must sign and forward the request to Payroll if approved. The Transaction Record must be submitted to Payroll in the pay period the time was taken in order to be eligible for payment.

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If an employee is no longer eligible to accrue Supplemental hours, such as when his or her employment status changes to part-time, occasional, or temporary, he or she will remain eligible to use the accrued time upon attaining approval from the Executive Director/Treasurer. Employees changing employment status from full-time to part-time, temporary, or occasional will not be eligible to accrue Supplemental hours.

If an employee ends employment with TBM for any reason, the Supplemental Medical Bank time is forfeited and is not payable upon termination of employment.

Supplemental Medical Bank Leave for Full-Time Employees

Years of Service	Full Pay Available Per Year	Half Pay Available Per Year
0	5 days (40 hours)	125 days
1	10 days (80 hours)	120 days
2	20 days (160 hours)	110 days
3	40 days (320 hours)	90 days
4	50 days (400 hours)	80 days
5	55 days (440 hours)	75 days
6	60 days (480 hours)	70 days
7	65 days (520 hours)	65 days
8	70 days (560 hours)	60 days
9+	75 days (600 hours)	55 days

Bereavement

Immediate Family Member

All regular full-time employees are eligible for Bereavement Leave. In the event an immediate family member dies, regular full-time employees may take time off with pay not to exceed five (5) business days to accommodate bereavement needs. Employees may use PTO for any additional time needed. Immediate family members include spouse, parent, child, brother, sister, grandparent, grandchild and in-laws falling in one of the above categories. TBM reserves the right to request proof of relationship. In addition, Human Resources will send a suitable floral tribute of donation to convey condolences on behalf of TBM.

Other Funerals

Up to three (3) business days of time off with pay may be granted for the funeral of other relatives, as approved by department management. The amount of time depends on specific needs such as travel time. Employees may also request time off with pay to attend funerals of current employees, relative of current employees or retired employees. Each request should be for a reasonable amount of time out of the office on the day of the service, and is subject to management approval. Employees may use PTO to attend a funeral for someone who is not mentioned in this policy.

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629 PROTECTED HEALTH INFORMATION PRIVACY RIGHTS POLICY

In compliance with HIPAA – Health Insurance Portability & Accountability Act of 1996 TBM strives to protect the rights of its employees by maintaining privacy of their protected health information. Protected health information may include, but is not limited to the following:

Employee Health Information (clinical or financial)	Employee Medical Claims
Consultant Documents	Incident Reports

Only information specifically required in the delivery of care may be accessed by any employee or business associate. Any disclosure of protected health information for purposes other than the care of the employee must be authorized in writing by the employee or responsible party prior to disclosure.

What is confidential?

All information about employees is considered private or “confidential,” whether written on paper, faxed, saved on computer, or spoken aloud. This includes the name, address, age, Social Security number, and any other personal information. The reason they are ill or injured, the treatment and medications the employee is receiving, and information about past health conditions is also considered confidential and protected information.

630 MILITARY LEAVE

TBM will comply with the laws in effect at the time an employee is required to report to uniformed services. A member of the uniformed services is entitled to reemployment and other employment benefits, as long as the person has given advance written or verbal warning of the service to TBM, the cumulative length of all previous absences from employment with TBM due to such service does not exceed 5 years, and the employee submits for reemployment in writing according to the provision of the laws governing such events. Generally, an employee is entitled to return to his/her former position with seniority, status, pay, and benefits as if no absence had occurred.

TBM may deny reemployment to a person otherwise entitled to reemployment if (1) business circumstances have so changed as to make reemployment impossible or unreasonable, (2) reemployment would impose an undue hardship on TBM, or (3) the position the person left was for a brief, nonrecurring period that carried no reasonable expectation that it would continue indefinitely. Additionally, the person must be able to perform the essential functions of the job.

631 TBM SPONSORED INSURANCE PROGRAMS

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BGCT/TBM offers employer-sponsored benefits plans to enable employees to care for themselves as well as their family health, future planning, and in case of an accident or other serious health condition. Benefits sponsored include the following:

- Medical
- Dental
- Long-Term Disability (LTD)
- Term Life
- Spouse Life
- Dependent Life
- Personal Accident
- Spouse Accident

TBM through the BGCT also offers optional life, cancer, and long-term care policies, but the costs of these premiums are not shared by TBM. The employee is responsible for the full amount of the premium if these policies are elected. The premium payments may be paid through payroll deduction by TBM if the employee elects that option of payment.

Continuation of Coverage

In some cases, special provisions allow an employee or eligible dependent to continue coverage in elected benefit plans for a specified amount of time when his or her coverage would normally terminate due to one of the following events:

- Employee's termination
- Employee's loss of coverage due to reduced number of hours worked rendering the employee ineligible for participation in the plan
- Employee's death
- Elimination of an eligible class of employees
- Loss of dependent child status
- Divorce or legal separation from the Employee

TBM's benefit plans offer the following continuation options:

- Medical Continuation Provision (MCP)
- Continuation of Insurance Eligibility (CIE) – *See following explanation
- Portability of Term Life Coverage
- Conversion of Term Life Coverage
- Continuation of coverage for Surviving Spouse and dependents

Medical Continuation Provision (MCP)

TBM offers this provision to employees and their dependents whose medical coverage would otherwise terminate. The MCP allows continuation of medical coverage only. All other coverage will terminate on the date the employee and/or dependent becomes ineligible under the Group Plans.

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An individual whose medical coverage would normally terminate may elect to continue his or her current medical coverage after the date he or she would normally become ineligible for coverage under the group health plans. Medical coverage may continue for up to eighteen (18) or thirty-six (36) months, dependent upon the reason for termination. Medical coverage may continue for up to eighteen (18) months for employees or dependents that become ineligible for coverage due to: termination of employee's employment, loss of coverage due to a reduction in the number of hours the employee works, or elimination of the eligible class of employees to which the employee belongs.

Coverage may continue for up to thirty-six (36) months for employees and dependents that become ineligible due to: divorce or legal separation from the employee, or loss of dependent child status. Coverage will terminate under the MCP at the end of the 18 or 36-month period, if the participant becomes covered as an employee or dependent under another group medical plan, the participant ceases to make the premium payments to the employer, the participant becomes eligible for Medicare, or the group plans terminated for all employees of the employer. Only dependents who are participating in the program prior to becoming ineligible for coverage are eligible for participation in the MCP.

Evidence of good health is not required for the continuation of medical coverage through the MCP, however, application must be made within 31 days of the date the employee or dependent becomes ineligible for coverage through the group plans.

***Continuation of Insurance Eligibility (CIE)**

TBM offers terminating employees who are actively seeking full-time denominational employment with a church or agency affiliated with the Southern Baptist Convention to continue medical, Term Life, and dental coverage at the employee's current coverage volume for a period of up to 12 months after the date he/she becomes ineligible for coverage under the group plans. Disability and accident coverage and any other coverage that the terminating employee does not elect to continue will terminate on the date the employee becomes ineligible under the group plans.

Employee participation under the CIE is a prerequisite for dependent coverage. Only dependents who are participating in the program prior to the employee's termination are eligible for participation in CIE.

Evidence of good health is not required for the continuation of coverage through CIE, however, application must be made within 31 days of the date the employee becomes ineligible for coverage through group plans.

Coverage under the CIE will terminate at the end of the 12-month period, if the participant accepts another denominational position in the Southern Baptist Convention, if the participant ceases to make the premium payments to the

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employer, if the participant becomes eligible for Medicare, or the group plan terminates for all employees of the Employer.

Portability of Term Life Coverage

Portability is a feature of Term Life coverage that allows employees to continue their Term Life and, if applicable, Optional Term Life coverage, to direct payment policies with the Life Claim Administrator at group rates when coverage under group plans terminates. In addition, Spouse Term Life, Spouse Optional Life, and Child Term Life, under certain conditions, may be continued. Portability coverage is available to dependents only if the employee elects Portability coverage.

To continue Term Life coverage through the Portability option, an employee and his/her covered dependents must provide Evidence of Good Health to the Term Life carrier. An individual is not eligible for the Portability option if he or she has a medical condition which has a material affect on life expectancy.

Coverage under the Portability option may be continued up to the lesser of five times the Participant's salary or the coverage amount lost. The employee and the eligible dependents, if applicable, must make application within 31 days following the date he or she becomes ineligible for coverage through group plans.

If an employee wants to continue Term Life coverage under the Portability option, the employee must send a completed Life Insurance Election of Portability Coverage form to the Life Claim Administrator.

Portability of Term Life coverage is permitted when Term Life coverage is lost due to termination of employment; coverage is reduced due to the plan's retirement reduction provision, or is lost due to elimination of eligible class of employees.

The employee must pay the full premium directly to the Life Claim Administrator for the Term Life policy (is) under the Portability option. TBM makes no payment toward the premiums of these policies.

Conversion of Term Life Coverage

If a participant is ineligible for Portability of Term Life coverage, or if his/her Portability coverage terminates, he/she may be eligible for Conversion of Term Life coverage. Employees may convert their Term Life and, if applicable, Optional Term Life coverage, to individual direct payment policies when coverage under the plans terminates. In addition, Spouse Term Life, Spouse Optional Life, and Child Term Life, under certain conditions, may be converted to direct payment policies.

Term Life coverage may be converted in any amount up to and including the amount lost, to any of the standard conversion contracts offered by the Life Claim Administrator, without evidence of good health. The employee or eligible

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dependent must make application within 31 days following the date he or she becomes ineligible for coverage through group plans. (Or within 31 days of the date the employee or dependent is declined for Portability of his or her Term Life coverage, if applicable.) If an employee wants to convert Term Life coverage, the employee must send a completed Life Insurance Conversion Notification of Conversion Privilege Form to the Life Claim Administrator.

Term Life conversion is permitted when term life coverage is lost due to termination of employment, reduced due to age or the plan's retirement reduction provision, lost due to elimination of eligible class of employees, or dependent term life is lost due to loss of dependent eligibility.

632 FLEXIBLE SPENDING ACCOUNTS PLAN

All regular full time TBM employees are eligible for participation in the Flexible Spending Account plan which is based on the current Internal Revenue Service guidelines for Section 125 plans. Part-time, occasional, and temporary employees are not eligible for participation in the Plan.

This plan allows eligible employees to set aside a portion of their salary before taxes and place the money into an account designated for qualifying medical expenses and dependent daycare expenses. An employee's portion of his or her salary as designated will be set aside in a Section 125 account to receive the pre-tax benefit.

Each year eligible employees must complete an application to participate in the Plan and authorize how much of their earnings they want to set aside for the benefit. The designated amount of pay will be deducted from the pay over the course of the year per pay period.

The maximum contributions for the Health Care Reimbursement are \$5,000 per plan year and the Dependent Care Reimbursement is \$5,000 per plan year.

633 HEALTH REIMBURSEMENT ARRANGEMENT PLAN

See Section 852 in the BGCT policy manual

634 WORKERS COMPENSATION INSURANCE

Occupational injury claims are to be filed in the Executive Director/Treasurer's office.

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635 DEATH OF EMPLOYEE

In the event of the death of a regular full-time TBM employee, TBM will pay an amount equal to the remainder of the salary of the pay period in which the death occurs to the designated beneficiary as designated on the employee's life insurance application. TBM will also pay an amount equal to three months' salary based on the employee's regular rate of pay to the designated beneficiary as designated on a Beneficiary Designation form signed and dated by the employee.

RETIREMENT BENEFITS

636 RETIREMENT ELIGIBILITY

See BGCT Policy Manual section 870

637 RETIREMENT GIFT

When an employee decides to retire from employment with TBM, the employee must notify his or her supervisor and the Executive Director/Treasurer with a written notice of retirement to include retirement effective date. A cash retirement gift based on years of service with TBM and the employee's monthly salary will be paid to the employee by TBM as consideration and recognition of the employee's service to Texas Baptists. Employees must be age fifty-five (55) or older to be eligible for the retirement gift.

Year of Service	Gift
3 Years	1 month pay
6 Years	2 months pay
9+ Years	3 months pay

638 RETIREMENT INSURANCE

See BGCT Policy Manual section 872

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL SUPPORT

639 EXTENDED LEAVE FOR ADVANCED STUDY OR PROFESSIONAL PROJECTS

After seven (7) years of employment, regular full-time professional staff is eligible to apply for an extended leave for advanced study or professional project when

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approved by the Executive Director/Treasurer. This leave is meant to allow staff members to take advantage of advanced educational opportunities and to participate in special projects of interest or benefit.

The scope of advanced study or projects may include but is not limited to:

- Course work for an advanced degree or post graduate study
- A professional writing project
- A self determined professional improvement project
- Teaching a course or seminar
- Participation in an extended mission or ministry project that is not TBM work related

The maximum leave time available is four (4) months. Vacation leave will run concurrent with the approved extended leave time and vacation leave may be exhausted during the leave event.

The eligible employee will continue to receive full pay and benefits during the extended leave event. The employee is responsible for all expenses incurred during the leave unless the leave is for course work qualifying for tuition reimbursement. If the leave is for qualified course work the employee would be reimbursed based upon the Tuition Reimbursement policy. If the reason for the leave is specifically tied to and directed by the ministry of TBM, the expenses must be approved by the Executive Director/Treasurer or his designee in order to be eligible for reimbursement.

Extended leave may be taken over an extended period of time and does not have to be taken all at once. Eligible employees have 4 months of extended leave time available after seven (7) years of employment which must be used within two (2) years of beginning to use extended leave time. Once that leave time is exhausted, the employee will not be eligible for another extended leave of four months until the employee has completed another seven years of employment with TBM.

Extended leave is meant to enable the employee to more effectively serve Texas Baptists and perpetuate the work of TBM and Texas Baptists. If an employee takes an extended leave and terminates employment for any reason within two years of taking the leave, the employee must reimburse TBM for any tuition reimbursement as stated in the Tuition Reimbursement policy and will forfeit any vacation leave benefit payment the employee would have otherwise received.

Tuition Reimbursement

Based upon available funds, the Tuition Reimbursement Program may reimburse eligible employees up to \$500 per semester with a maximum reimbursement of \$1,000 annually for course work and \$5,000 total for any one employee during employment with TBM. Course work must be related to TBM ministry work and it must be approved by the Executive Director/Treasurer.

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Dependent upon fund availability, however, and the needs of other qualified applicants, the amount of the reimbursement may be less than the amounts listed above and will be designated each year and approved by the Executive Director/Treasurer. Reimbursement is available for tuition only, not for books, travel, or other fees and expenses.

Regular full-time employees who have completed at least one year of employment with TBM are eligible for tuition reimbursement. Eligible employees must be enrolled in a degree program at an accredited college, university, or technical school which leads to an associate, bachelor, or graduate level degree. Course work should be scheduled during the employee's non-work time, although flexible working hours may be approved by the supervisor based on business needs.

Reimbursement occurs after successful course completion. All up-front costs for tuition are the responsibility of the employee. If the employee leaves TBM within two years of course work or degree completion, the employee will be required to reimburse TBM for a prorated amount of the tuition assistance he/she received, to be calculated by the Executive Director/Treasurer. Benefits are available subject to budget constraints.

The provision of educational support to an employee in no way impacts the fact that employment with TBM is governed by the traditional legal principles of "employment at will" which means that TBM or the employee have the right to terminate the employment relationship at any time.

640 EXTENDED MINISTRY LEAVE

TBM offers employees the opportunity to serve in interim and part-time church staff positions during employment with TBM. Many churches express a desire to use TBM staff on an interim or part-time basis for pastor or other positions. These services benefit the church and are encouraged by TBM. TBM employees who have an opportunity to serve in a church role on an interim or part-time basis have an important responsibility since the church is the primary focus of TBM ministries.

Interim and Part-Time Church Staff Positions

All employees who have completed at least one year of employment with TBM are eligible to serve in an interim/part-time church staff position during employment with TBM. The employee must make the request to serve in an interim/part-time role with a church in writing to his/her supervisor and approved by the Executive Director/Treasurer. The request must be approved prior to the employee accepting the position.

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The interim/part-time period of employment is limited to twelve (12) months of service. The employee must make a written request for an extension if necessary to his/her supervisor to be reviewed by the Executive Director/Treasurer prior to continuing in the role over twelve months. If the request is approved, the employee must complete an Interim/Part-Time Covenant which must be signed by a church representative, the employee, the supervisor, and the Executive Director/Treasurer.

Interim/part-time service must not interfere with the employee's regular work and schedule for TBM employment. Any time away from scheduled work must be approved in advance by the employee's supervisor and approved by Executive Director/Treasurer.

If an employee is not able to sustain performance in his/her TBM position and comply with all TBM policies, guidelines, and requirements, the employee may be required to end the interim/part time covenant with two weeks notice.

Any employee who serves in an interim/part-time position forfeits eligibility in the extended leave for professional study or professional projects program. If an employee serves in an interim/part-time role for twelve months, the employee forfeits the extended professional study or project leave for that year. If an employee serves in an interim/part-time role for a portion of the year, the extended leave for professional study or project is reduced by an equal amount. For example, six months of interim service would equal one half of the extended professional study benefit.

641 LEADERSHIP OF EVENTS

Regular full-time professional staff are eligible to take an equivalent of two (2) full weeks of leave time to lead revivals, conferences, seminars, enlargement campaigns, fund raising campaigns, and other related events. TBM will not pay for or reimburse any expenses for this type of leave. TBM only offers payment and reimbursement for those activities which are directly related to and directed by TBM work. These events must be church or Baptist related events in order for the employee to be eligible to take leave to lead an event.

The eligible employee must assume a leadership role such as leading a conference, teaching, presenting information, acting as a director or associate director for an event, or other related position and the activity must be church or Baptist denominational related.

The request must be made to their supervisor and approved by the Executive Director/Treasurer.

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642 NON-EXEMPT EMPLOYEE LEAVE

Regular full-time non-exempt employees who have been employed at least one year with TBM are eligible to take a maximum of five (5) days or forty (40) hours of leave per year to provide a service to Texas Baptists, churches, TBM institutions or associations or other organizations outside their TBM role.

The eligible employee must assume a leadership role such as leading a conference, teaching, presenting information, acting as a director or associate director for an event, or other related position and the activity must be church or Baptist denominational related.

The request must be made to their supervisor and approved by the Executive Director/Treasurer.

TRAVEL POLICY

643 BUSINESS EXPENSES AND REIMBURSEMENTS
For Staff and Volunteers

I. PURPOSE

Intent: – to provide a statement of policies and guidance for those who travel in carrying out their responsibilities as employees and volunteers of TBM. These policies are intended to comply with IRS Sec. 62(c) and income tax regulations 1.162-17 and 1.274-5(c) making this an “Accountable Reimbursement Plan”.

II. RESPONSIBILITY

All expenses should receive prior approval by the Executive Director. All cash receipts as well as credit card receipts must have documentation attached giving the date of the expense, the purpose of the expense, where the expense occurred, how it is to be charged (what ministry) and any people that were included on the expense.

TBM will not reimburse expenses from staff or volunteers without appropriate documentation of those expenses. TBM will deduct expenses from the payroll of TBM staff for expenses incurred by TBM staff members who use their TBM credit card to make purchases then fail to submit appropriate documentation and receipts. If a receipt is not available the staff person must provide a signed written explanation of the expenditure.

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Each TBM staff person is required to sign acknowledgment of receipt of this policy with a payroll deduction authorization as an employment requirement.

Each credit card statement must be signed by the person whose name appears on the card and approved by the Executive Director/Treasurer.

III. PROCEDURES

A. General

TBM will reimburse employees and volunteers for expected and reasonable travel, meals, lodging and certain entertainment expenses incurred in the conduct of TBM business. Therefore, employees and volunteers are expected to exercise prudent business judgment in relation to all expenses covered by these policies.

B. Classifications

1. Transportation - Ordinary and necessary expenses from one workplace to another in the course of TBM work when not traveling away from home. Primarily auto expenses (excluding commuting).
2. Travel - Ordinary and necessary expenses while traveling away from home for work or business. This does not include transportation expenses above.
3. Entertainment - Expenses of an entertainment nature directly related to, associated with and conducive to active conduct of TBM business.

C. Cash Advances

With respect to an authorized business trip, an employee or volunteer may request funds in advance (at least 5 days before leaving) not to exceed the anticipated expenses for the trip.

Any cash advance that exceeds the substantiated expenses must be accounted for and any remaining cash is returned to TBM office within 30 days after the expenses are paid or incurred by the employee or volunteer.

D. Corporate Travel Cards

All program staff employees who incur business-related travel and entertainment expenses are requested to carry a corporate travel card provided by TBM. This card should be used as the primary method to pay for business related transportation, travel and entertainment expenses. The employee is not authorized to use the corporate card for personal expenses.

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The employee will be reimbursed only for those business cash expenditures—such as tips and taxi fares--not charged on the corporate card and substantiated by a reimbursement form.

Receipts must be attached to the corporate card billing before submitting to the Finance and Accounting office for payment. Employees who incur business related travel and entertainment expenses on an infrequent basis and do not possess a corporate card may pay for the expenses personally and submit a request for reimbursement or may ask for a travel advance to be accounted for on a per trip basis.

E. Expenses Not Paid by TBM:

TBM will not pay for personal or family items which are not related to travel responsibilities or for any items incompatible with TBM's purpose.

F. Transportation

This category involves those expenses associated with the conduct of business when not traveling away from home. This will be primarily travel by private auto.

Private Auto

- a. Mileage reimbursement - TBM will reimburse the employee (excluding commuting miles) at IRS rate plus parking and toll fees.
- b. Travel should be by the means that would expedite most effectively and economically the purpose for the trip for TBM. As a general rule, mileage by private auto should not exceed the cost of tourist airfare to and from the destination plus local travel.

G. Travel Expenses

1. Transportation services may be arranged through a TBM-approved travel agency or by the employee himself if a lower rate can be negotiated. The services should be charged on the corporate travel card. Choice of transportation should be based on the most efficient use of an employee's time. The categories and explanations of various types of transportation are the following:

- a. Air – All business travel will be by coach/tourist economy class on a commercial airline.

Exceptions:

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- Economy service is unavailable, and the traveler's business is too urgent to justify waiting for a later flight with available economy service.
 - Traveling on night flights (as defined by commercial airlines) when the first-class airfare is equivalent to economy day flight fare. Frequent flier program permitted only where costs of air travel are not greater than on other airlines.
- b. Taxi and Other Local Transportation – The cost of taxis to and from places of business, hotel, or airports in connection with business activities is reimbursable. If available and practical, public limousine transportation to and from airports should be used.
- c. Car Rental – The use of a rental car must be justified as an economical need and not as a matter of personal convenience. Economy of rates and safety of employee or volunteer should be factors in determining the type of car rented, therefore, intermediate or compact sized cars should be used. When traveling in-groups, sharing of cars should be practiced to minimize costs. Use of full-size cars is acceptable when three or more persons are traveling in one auto together and sharing rental. Rental cars are to be returned immediately. Rental cars are not to be held over for another trip.

TBM will reimburse the actual rental car rate plus out of pocket expenses such as tolls, parking, and gas when the rental company requires the car be returned with a full tank of gas. When renting a car, the standard mileage rate is not used. In the event "special rates" are available, they should be used when they are more economical than the standard rental rate with applicable discount.

When possible, if the rental company requires the car to be returned with a full tank of gas the gas tank should be filled prior to returning the car instead of allowing the rental company to fill the gas tank.

Liability insurance when renting a car is automatic coverage under TBM automobile insurance policy. TBM will distribute an insurance verification card to every staff member. This card will provide the employee and car rental company with insurance coverage information and instructions on procedures to use in case of an accident while driving a rental car.

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2. Lodging – TBM will pay only actual room rental costs supported by the hotel bill for each day that lodging away from home is required for business reasons. When traveling, employees and volunteers are expected to use good quality, safe, but reasonably priced hotels or motels whenever practical.
3. Meals – TBM will reimburse employees and volunteers for meal expenses (breakfast, lunch, and dinner) actually incurred, provided such expenses are reasonable and appropriate. It is not intended that TBM will reimburse employees beyond reasonable limits. Any unusual expenses will be subject to approval by the Executive Director/Treasurer.
4. Entertainment – Entertainment expenses, to be reimbursed, must be expenditures essential to the transaction of TBM business. Regulation 1.274.5 of the Internal Revenue Code sets forth the rules for substantiation. To make an “adequate accounting” to an employer, the employee must keep adequate records or sufficient evidence corroborating his/her own statements as to (1) amount, (2) time and place, (3) business purpose, and (4) name and business relationship of the entertained person(s).
5. Telephone, Telegraph, or Cable
 - Business – TBM will pay charges for long distance business calls made outside TBM office, provided the calls are substantiated by a listing, hotel bills, or telephone bill (if long distance carrier credit card is not used). A telephone credit card is provided to all eligible staff and should be used when traveling.
 - Personal - To a reasonable extent, TBM will pay charges (substantiated as in “Business” above) for personal long distance calls to home of normal duration when the employee is away from home overnight for business reasons.
6. Other Expenses
 - Other items necessary for the conduct of business must be reasonable and justified to establish their business connection in order to be considered reimbursable.

H. Spouse Travel

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A spouse may accompany their TBM spouse when driving to a TBM or TBM participating meeting when traveling by automobile and staying in the same room as their spouse.

I. In Town Expenses

1. Transportation

When traveling within the D/FW Metroplex, an employee must submit a reimbursement request for local transportation if required for business purposes and when authorized. Expenses for taxis, private limousines, and personal car mileage should be separately claimed and explained, showing the purpose of the trip and the itinerary on the employee's expense report. Commuting costs and regular parking fees are not included as transportation expense. The use of rental cars for traveling within the Metroplex is not considered necessary and will not be reimbursed.

2. Meals

Meals purchased by an employee or volunteer on TBM business are reimbursable expenses. The cost of meals includes the total cost, including taxes and tips or service charges as applicable. Meals purchased in conjunction with a business entertainment activity should be included as entertainment on the employee's expense report--not as meals.

3. Entertainment

Entertainment expense, to be reimbursed, must be expenditures essential to TBM business and ministry.

4. Purchase of Supplies or Other Incidental Items

Occasions arise where miscellaneous supplies are needed to complete a project on hand. Such purchases are allowable if the normal purchasing routine would delay or complicate the business project involved.

644 VEHICLE USE

TBM Employees provided with a TBM vehicle for business and personal use shall report total mileage and personal mileage on a monthly basis. Using the IRS vehicle lease rate, the mileage shall be reported as a fringe benefit on the annual W-2 form as income. This is calculated annually from November through October 31. Additionally, if TBM furnishes gasoline, and additional 5.5 cents per personal mile shall be added as income.

TBM requires any employee driving on behalf of TBM to comply with all TBM guidelines, policies and state and federal laws. Employees must be at least age 21 to drive on behalf of TBM.

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TBM's auto liability insurance covers employees while driving TBM-owned vehicles while conducting business; however, if the employee is driving his/her privately owned vehicle to conduct TBM business, the employee's personal auto liability insurance is primary. TBM's auto liability insurance is secondary and pays only if the employee's insurance limits have been exhausted.

TBM's auto physical damage insurance applies only to TBM-leased or owned vehicles. TBM does not carry any auto physical damage insurance for employee's personal vehicles.

When an employee routinely drives his/her privately owned car on TBM business, that employee must maintain current auto insurance as required by state law at his/her expense. Employee must provide proof of his or her current insurance coverage to TBM prior to transporting clients or driving on behalf of TBM. The Logistics coordinator will retain all insurance documentation.

When an employee drives his/her privately owned vehicle on behalf of TBM, TBM will reimburse the employee for mileage expenses after submitting an expense reimbursement form. Mileage reimbursement per mile driven is determined each calendar year by the Executive Director/Treasurer in conjunction with published IRS guidelines. When the mileage reimbursement per mile changes the Executive Director/Treasurer will immediately notify employees.

Any employee involved in a vehicle accident while driving on behalf of TBM or driving a TBM-owned vehicle must report that accident to TBM within 24 hours or if the accident occurs during a weekend then report it no later than the next business day.

Driver responsibility

The driver assigned a vehicle is responsible for security, safe operation and routine maintenance of that vehicle. The driver is expected to operate the vehicle in a safe and lawful manner at all times.

The driver must have and maintain a current valid driver's license and the driver must maintain a satisfactory driving record in order for TBM to acquire insurance coverage at reasonable rates.

All CDL drivers must comply with all D.O.T. rules and regulations.
All CDL drivers must maintain a current health card and liability Insurance.

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The driver assigned a vehicle is responsible for all damages to the vehicle. Allowing non-approved person to drive TBM vehicles will make the member responsible for all damage to the vehicle.

All vehicles must be returned to the building clean and fueled.

645 CELL PHONE USE

TBM will provide a cell phone with enough basic features to allow the employee to carry out all responsibilities in their position description. Cost for any additional features and enhancements will be the responsibility of the employee and paid by the employee. This may be done as a monthly reimbursement to TBM by the employee.

700 ACCESS TO DIXON BUILDING

Volunteers who need access to the Dixon Building after normal business hours must contact a program staff member before entering the building. Keys and access codes will be given on a needs basis and will be individual specific to monitor each entry. All volunteers are required to sign in and out of facility.