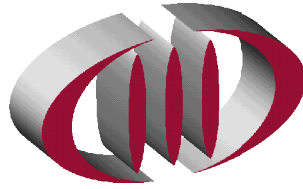




# MBS Human Resource Policy & Procedure Handbook Template

## Version 6.0 Table of Contents

<b>WELCOME .....</b>	<b>1</b>	<b>MEAL BREAKS .....</b>	<b>19</b>
<b>GENERAL PROVISIONS .....</b>	<b>2</b>	<b>EMPLOYEE EXPENSE REIMBURSEMENTS .....</b>	<b>19</b>
HANDBOOK CONVENTIONS .....	2	ACCOUNTABLE REIMBURSEMENT PLAN.....	19
HUMAN RESOURCE OFFICER .....	2	TRAVEL EXPENSE.....	20
HUMAN RESOURCE RECORDS .....	2	AUTOMOBILE USAGE .....	21
STATEMENT OF FAITH .....	3	OUR MINISTRY-RELATED ENTERTAINING.....	21
GOALS & EXPECTATIONS .....	3	MEAL REIMBURSEMENT.....	21
EMPLOYMENT-AT-WILL RELATIONSHIP.....	3	MEMBERSHIP IN CLUBS AND CIVIC ORGANIZATIONS .....	21
		PARTICIPATION IN TRADE & PROFESSIONAL ASSOCIATIONS	21
<b>EMPLOYMENT .....</b>	<b>4</b>	<b>OUR MINISTRY PREMISES &amp; WORK AREAS .....</b>	<b>22</b>
PRINCIPLES OF EMPLOYMENT OPPORTUNITY .....	4	SAFETY .....	22
SALARY SURVEYS .....	4	PRIVACY .....	22
HIRING PROCESS .....	4	SAFEGUARDING PERSONAL PROPERTY.....	22
EMPLOYEE HARASSMENT.....	4	SOLICITING & DISTRIBUTION .....	22
HIRING QUALIFICATIONS.....	6	PARKING .....	22
HIRING OF EMPLOYEES UNDER AGE 18.....	6	SECURITY.....	23
IMMIGRATION LAW COMPLIANCE .....	6	<b>EMPLOYEE CONDUCT .....</b>	<b>23</b>
JOB DESCRIPTIONS/MINISTRY FOCUS SHEETS .....	6	PERSONAL BEHAVIOR OF EMPLOYEES.....	23
EMPLOYMENT AGREEMENTS.....	6	PERSONAL SEXUAL PURITY .....	24
WORK FOR HIRE.....	7	EMPLOYEE VIOLENCE PREVENTION .....	25
MEDICAL EXAMINATIONS & HEALTH PROCEDURES .....	7	WHISTLEBLOWER POLICY .....	25
INTRODUCTION PERIOD FOR ATTAINMENT OF BENEFITS .....	7	PERSONAL APPEARANCE OF EMPLOYEES .....	25
TRANSFER .....	7	PERSONAL USE OF COMMUNICATIONS SYSTEMS.....	26
PROMOTION.....	7	CELLULAR PHONE USE.....	27
HOURS OF WORK .....	8	CONFLICTS OF INTEREST .....	27
VOLUNTEER SERVICE FOR OUR MINISTRY .....	9	CONFIDENTIAL NATURE OF OUR MINISTRY'S INTERESTS .....	27
TEMPORARY AND PART-TIME EMPLOYEES .....	9	MEDIA & PUBLIC INQUIRIES.....	27
TERMINATION .....	9	DISCIPLINARY PROCEDURE .....	28
		ARBITRATION AND MEDIATION AGREEMENT .....	28
<b>SALARY &amp; BENEFIT ADMINISTRATION .....</b>	<b>10</b>	<b>APPENDIX OF FORMS.....</b>	<b>31</b>
DISCLOSURE OF BENEFITS .....	10	EMPLOYMENT APPLICATION FORM.....	32
HIPAA.....	10	EMPLOYMENT APPLICATION REFERENCE CHECK FORM.....	36
STATE & FEDERAL UNEMPLOYMENT INS EXEMPTION .....	10	EMPLOYEE INFORMATION FORM.....	37
VACATIONS .....	10	SAMPLE JOB DESCRIPTION/MINISTRY FOCUS SHEET .....	38
PASTORAL SABBATICAL.....	11	EMPLOYEE TIME SHEET .....	39
HOUSING ASSISTANCE.....	12	EMPLOYEE MILEAGE REIMBURSEMENT FORM.....	40
HOLIDAYS .....	12	EMPLOYEE PERFORMANCE APPRAISAL .....	41
EDUCATIONAL ASSISTANCE .....	13	EMPLOYEE DISCIPLINE INTERVIEW FORM .....	44
SALARY ADMINISTRATION.....	13	EMPLOYEE STATEMENT OF HANDBOOK &	
PERFORMANCE APPRAISAL .....	14	ARBITRATION ACKNOWLEDGEMENT.....	45
SEVERANCE PAY .....	14		
PAY PROCEDURES .....	14		
<b>AUTHORIZED ABSENCE FROM WORK .....</b>	<b>14</b>		
ATTENDANCE & PUNCTUALITY.....	14		
SHORT-TERM LEAVES OF ABSENCE .....	15		
OTHER LEAVES OF ABSENCE.....	16		
FAMILY MEDICAL LEAVE ACT (FMLA).....	17		
BENEVOLENT ASSISTANCE FOR EMPLOYEES .....	19		
REST BREAKS .....	19		



## MBS Human Resource Policy & Procedure Handbook Template Changes

---

Following is a recap of the changes we've made to our Human Resource Policy & Procedure Handbooks since the release of version 5.0:

### Version 6.0 Changes from Version 5.1

- Human Resource Records
- Statement of Faith
- Principles of Employment Opportunity
- Salary Surveys
- Employee Harassment
- Hiring Qualifications
- Employment Agreements
- Work for Hire
- Introductory Period for Attainment of Benefits
- Transfer
- Promotion
- Hours of Work
- Termination
- Disclosure of Benefits
- Vacations
- Holidays
- Salary Administration
- Performance Appraisal
- Pay Procedures
- Short-Term Leaves of Absence
- Other Leaves of Absence
- Family Medical Leave Act (FMLA)
- Rest Breaks
- Meal Breaks
- Cellular Phone Use
- Grievance Procedure
- Disciplinary Procedure
- Arbitration and Mediation
- Modified Forms
  - Employee Time Sheet

### Version 5.1 Changes from Version 5.0

- Cellular Phone Use
- Benevolent Assistance for Employees
- HIPAA
- Salary Surveys
- Whistleblower Policy
- Added the following forms:
  - Employment Application Form
  - Employment Application Reference Check Form
  - Sample Job Description / Ministry Focus Sheet

### Version 5.0 Changes from Previous Version

- Hiring Process
- Termination
- Hours of Work
- COBRA Exemption
- Rest Breaks
- Meal Breaks
- Automobile Usage
- Disciplinary Procedure
- Personal Use of Communications Systems
- Arbitration of Disputes