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| Book | Poplar Springs Baptist Church Policy Manual |
| Section | 3000 Personnel Policies |
| Title | Personnel Committee Supervision of Staff |
| Number | 3100 |
| Authority | Article V Section 1 of the Church By-Laws Personnel Committee Handbook |
| Adopted | Personnel Committee Handbook adopted September 14, 2014 4.H through 4K adopted by the church June 4, 1995 |

1. The Personnel Committee is authorized to consider matters related to staff performance closed to all except the elected members of the Committee.
2. The Church authorizes and directs the Personnel Committee to oversee the church staff members, based on the church bylaws, job descriptions, and reasonable requirements to meet the church's needs.
3. The Personnel Committee is authorized to provide supervision and, if necessary, ensure that all staff members abide by the church bylaws.
4. The Personnel Committee shall:
 - A. Encourage staff members to adequately plan their work and provide resources necessary to fulfill their plans.
 - B. Provide a service in handling complaints directed at staff members by collecting data to judge the validity of the complaint.
 - C. The Personnel Committee is directed to maintain the confidentiality of all matters and proceedings regarding staff members, unless action is required by the church body on the matter in question.
 - D. The Personnel Committee is authorized to issue commendations or provide guidance to maintain and improve the work performance of the staff.
 - E. The Personnel Committee may recommend study and/or training of individual staff members to enable them to improve job performance or to stay current with the latest knowledge and technology.
 - F. The Personnel Committee is authorized, upon finding sufficient fact(s), to suspend a staff member for a period of up to two weeks depending on the severity of the offense.

- G. A staff member may be terminated for gross or egregious performance or misconduct only with the approval of the church membership.
- H. Recommend salaries, salary ranges, benefits, and any raises for all personnel.
- I. Recruit, interview, and recommend prospective personnel.
- J. Accept annual bids and specifications of contracted services. All quotes for contract services will be evaluated based on price, references, and recommendations from prior employment.
- K. Bring all recommendations before the church during church conference.