

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Staff Classifications

Number 3120

Authority Federal Fair Labor Standards Act
North Carolina Wage and Hour Act

Adopted May 16, 2021

1. Policy 3120 adopted by the church on June 4, 1995 and amended by the Personnel Committee Handbook on September 14, 2014 is hereby repealed.
2. Staff personnel are categorized as follows:
 - A. The pastor, the minister of music, and the minister of youth and children are full time called staff. These ministers are FLSA (Fair Labor Standards Act) exempt employees.
 - B. The office manager/bookkeeper is a full time staff member. This position is a FLSA non-exempt employee.
 - C. Part time staff members include the organist, pianist, host/hostess, and custodian. The positions are FLSA non-exempt employee.
3. FLSA exempt employees are not eligible for overtime pay after working 40 hours weekly.
4. FLSA exempt employers may be awarded compensation time at the discretion of the Personnel Committee. Comp time awarded to FLSA exempt employees must be used within 30 calendar days.
5. Non-exempt employees are not eligible for comp time. Non-exempt employees will receive overtime pay for hours worked over 40 in a workweek at a rate of time and one-half their regular wages.