

Policy 3240, Employee Benefits for part time salaried
non-called organist or pianist, Page 1 of 2

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Employee Benefits for part time salaried non-called organist or pianist

Number 3240

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Personnel Committee Handbook

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1. Part time non-called organist or pianist shall not be eligible for life, health, or disability insurance.
2. Part time non-called organist or pianist are not eligible for housing allowance.
3. Part time non-called organist or pianist are not eligible for church provided cell phones.
4. Part time non-called organist or pianist shall not be eligible for retirement.
5. Part time non-called organist or pianist shall be eligible for paid vacation leave.
 - A. Four (4) hours of vacation will be earned annually by part time non-called organist or pianist with less than 13 months of service.
 - B. Eight (8) hours of vacation will be earned annually by part time non-called organist or pianist with 13 months of service or more.
 - C. Organist or pianist becomes eligible for additional vacation benefit beginning the month following their 12 month anniversary.
 - D. Retiring employees will be paid for leave accumulated but unused.
 - E. All vacation must be used before the end of each calendar year. Any unused vacation hours will be forfeited.
6. All salaried staff members are eligible for sick leave benefits. To accommodate the employee's protection of personal health, employees will earn sick leave benefits according to the following plan.

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- A. Each part time organist or pianist will earn sick leave at the rate of one (1) hour per month to a maximum of thirty (30) hours. The sick leave can only be used on days that the part time organist or pianist would normally work.
- B. Sick leave can be used for organist or pianist's illness, medical appointments, and similar needs of immediate family members for whom the organist or pianist has care-giver responsibilities.