

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Employee Benefits for part time salaried non-called custodians

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Personnel Committee Handbook

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1. Part time non-called custodians shall not be eligible for life, health, or disability insurance.
2. Part time non-called custodians are not eligible for housing allowance.
3. Part time non-called custodians are not eligible for church provided cell phones.
4. Part time non-called custodians shall not be eligible for retirement.
5. Part time non-called custodians shall be eligible for paid vacation leave.
 - A. Twenty (20) hours of vacation will be earned annually by part time non-called custodians with less than 13 months of service.
 - B. Forty (40) hours of vacation will be earned annually by part time non-called custodians with 13 months of service or more.
 - C. Custodians 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.
 - A. Each part time custodian will earn sick leave at the rate of two (2) hours per month to a maximum of sixty (60) hours. The sick leave can only be used on days that the part time custodian would normally work.
 - B. Sick leave can be used for custodian's illness, medical appointments, and similar needs of immediate family members for whom the custodian has care-giver responsibilities.