

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Employee Benefits for part time salaried non-called secretary

Number 3260

Authority Article V Section 1 of the Church By-Laws
Article XI of the Church By-Laws
Personnel Committee Handbook

Adopted June 4, 1995
Personnel Committee Handbook adopted September 14, 2014
Amended March 8, 2020

1. Part time non-called secretaries shall not be eligible for life, health, or disability insurance.
2. Part time non-called secretaries are not eligible for housing allowance.
3. Part time non-called secretaries are not eligible for church provided cell phones.
4. Part time non-called secretaries shall not be eligible for retirement.
5. Part time non-called secretaries shall be eligible for paid vacation leave.
 - A. One work weeks of vacation will be earned annually by part time non-called secretaries with less than 13 months of service.
 - B. Two work weeks of vacation will be earned annually by part time non-called secretaries with 13 months of service or more.
 - C. Secretaries becomes eligible for additional vacation benefit beginning the month following their 12 month anniversary.
 - D. Vacation may be used in ½ workday increments.
 - E. Retiring employees will be paid for leave accumulated but unused.
 - F. All vacation must be used before the end of each calendar year. Any unused vacation days 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 secretary will earn sick leave at the rate of 1/2 day per month to a maximum of 15. (Church vote 7-27-03) The sick leave can only be used on days that the part time secretary would normally work.
 - B. Sick leave can be used for secretary's illness, medical appointments, and similar needs of immediate family members for whom the secretary has care-giver responsibilities.