

Policies and Procedures: Fairfax Circle Baptist Church (FCBC)

Human Resources Management

November 2013

General Policy and Procedures

This document contains the policies and procedures of FCBC regarding support staff and professional salaried employees. Amendments to these policies and procedures may be proposed from time to time when changes are deemed necessary by the Administrative Council in consultation with the Senior Pastor. These policies do not constitute a condition or a contract of employment, nor do the policies affect the separate contract of employment entered into by FCBC and an employee.

Positions and Position Descriptions

Establishing Positions

As needed, the FCBC Alignment Team will provide guidance to the Administrative Council regarding changes to FCBC's organizational structure and/or positions that require changes to be made to current position descriptions or new position descriptions to be developed. In consultation with the Senior Pastor, the Administrative Council will develop and implement new or revised position descriptions in accordance with the Alignment Team's guidance. In establishing or revising position descriptions, consideration will be given to factors such as the level of responsibility of the position, the duties expected of the incumbent of the position, and compensation required to attract qualified candidates.

Developing Position Descriptions

There will be a position description on file for each paid employee of FCBC. As indicated above, the Administrative Council in consultation with the Senior Pastor, will amend position descriptions for current staff positions when necessary and develop position descriptions for any new staff positions that may be required in the future. If the Administrative Council determines that changes are needed to existing position descriptions, or that new positions are needed, it will request guidance from the Alignment Team regarding establishing or revising position descriptions. Position descriptions will include special professional and experience qualifications, as well as physical requirements of the position, if any.

The attached position descriptions at Appendix A have been developed for current employees.

Qualification Requirements, Hiring, and Termination

Applicability of Form I-9, Employment Eligibility Verification of New Hires

Each new hire to FCBC, regardless of position, will provide an acceptable document and complete Form I-9 to verify their identity and employment authorization. An FCBC representative will review the document and form. This form **must** be completed on the first day of employment, but not before. The form will be retained by FCBC.

Senior Pastor

The Senior Pastor is recruited by the Alignment Team through establishment of a Search Committee in accordance with the bylaws of FCBC.¹ The Search Committee will be responsible for identifying prospects, evaluating them, regularly reporting progress to the Congregation, negotiating the conditions of employment, and recommending a candidate deemed most suitable to fill the position. Only one candidate at a time will be presented to the Congregation. The Congregation will make the decision regarding the candidate, in a regular or specially called business meeting. Calling a senior pastor requires a two-thirds vote of the Congregation by secret ballot. If the decision is made not to offer employment, the Search Committee, unless otherwise directed, will continue with the search.

The service of the Senior Pastor will end upon the effective date of his resignation, or upon the date specified in a motion receiving a majority termination vote of the Congregation present and voting at a regular or a specially called business meeting. Voting on dismissal of the Senior Pastor may not take place until after a meeting between the Alignment Team and the concerned parties. As a general rule, the Senior Pastor is expected to give notice of resignation a minimum of thirty days prior to the effective date of the resignation. Likewise, the Congregation should, to the extent practical, provide at least thirty days from the date when the vote favoring termination was passed and the effective date of termination.

Associate Pastors

In accordance with the bylaws of FCBC, Associate Pastors will be called by the Alignment Team upon recommendation of the Senior Pastor. The Senior Pastor may use the Administrative Council to assist in identifying prospects, evaluating them, regularly reporting progress, negotiating conditions of employment and recommending the candidate deemed most suitable to fill the position. Only one candidate at a time will be presented to the Alignment Team.

The Alignment Team will make the decision regarding the candidate in a regular or specially called meeting of the Team. Calling an Associate Pastor requires a two-thirds vote of the Alignment Team. If the decision is not to offer employment, the Senior Pastor will, unless otherwise directed, proceed with the search.

¹ The bylaws allow for using other approaches than a search committee to call a Senior Pastor.

The service of each Associate Pastor will end upon the effective date of his/her resignation, or upon the date specified in a motion receiving a majority vote of the Alignment Team members present and voting at a regular or specially called meeting favoring termination.

As a general rule, Associate Pastors are expected to give notice of resignation a minimum of thirty days prior to the effective date of the resignation. Likewise, the Alignment Team, to the extent practicable, should provide at least thirty days from the date when the vote favoring termination was passed and the effective date of termination.

Support Staff

In hiring support staff, the Administrative Council will work with the Senior Pastor and the Alignment Team. The hiring process will typically follow the procedures indicated below.

The Senior Pastor will proceed to identify and evaluate prospects, negotiate conditions of employment, and recommend a candidate through the Administrative Council to the Alignment Team. Upon approval of the Alignment Team, the Senior Pastor may proceed with an offer of employment. Support staff employees are typically paid on an hourly basis. The Senior Pastor, in consultation with the Administrative Council, will determine if individual support staff employees are subject to the policies and procedures contained in this document.

Support staff employees are expected to give a minimum of two weeks' notice prior to the effective date of resignation, and the Alignment Team will give at least two weeks' notice prior to the effective date of termination.

Temporary Employment

The need to bring in temporary employees to fill in for staff members, and the time period for which they are needed, will be determined by the Senior Pastor, in consultation with the Administrative Council.

As needed, the Administrative Council will recommend to the Alignment Team salary schedules for substitute staff positions to carry on the normal business of FCBC during the absence of a regular FCBC staff member. The Alignment Team will approve the salary schedules for temporary employees at a regular or specially called meeting of the Team.

Pay

The Administrative Council is responsible for salary administration of all full and part time employees. The Alignment Team has final approval authority for all salary and benefits recommendations.

These guidelines are applicable to all covered employees, unless specifically exempted in individual contracts of employment.

Salaries

There are no salary schedules. Each employee is hired on the basis of a negotiated amount. The negotiated amount is recommended by the appropriate party, the Senior Pastor, the Administrative Council, or the Alignment Team and is finalized by the approving party designated in this document.

Pay adjustments, if any, are recommended annually by the Administrative Council to the Alignment Team for inclusion in the annual budget. A professional or support staff member is eligible for consideration for a pay adjustment after one full calendar year of employment. The granted pay adjustment will commence upon approval of the new annual budget. Salary is paid once or twice each month, as mutually agreed between the employee and the FCBC Accountant/Treasurer, who is responsible for issuing the payroll. All salaries will be received by electronic transfer of funds to accounts designated by the staff. Disbursement of salaries via checks is not available to individual staff members.

Moving Expenses

FCBC will pay for a one time move of household goods and personal affects of the Senior Pastor and Associate Pastors, as appropriate and approved, to the Fairfax, Virginia area.

Overtime

FCBC makes no provision for overtime pay for professional employees. When work beyond the normal work week is required, these employees may be authorized compensatory time as approved by the supervisor. Full time and part time support staff employees will be compensated for overtime work in accordance with the Fair Labor Standards Act. This means they will be paid overtime (1 and 1/2 times their hourly rate) for each hour worked beyond 40 in a given week.

Benefits

Retirement

FCBC voted to adopt the Expanded Southern Baptist Convention Annuity Plan (now called the Ministers and Chaplains 403(b) (9) Retirement Plan), effective January 1, 1988, for participation by pastors and other eligible FCBC employees, if they choose to participate. This plan is offered through Guide stone Financial Resources. While it is the responsibility of individual FCBC staff members to plan for and manage their accounts under this plan, the purpose of making it available to FCBC eligible staff members is to provide them with a readily available means to save funds for their eventual retirement.

Effective August 23, 2013, this 403(b) (9) retirement plan is now open to all ministerial and administrative employees who receive W-2 income from the church. For eligible full time employees who choose to participate in the plan and contribute to it, FCBC will match staff members' contributions to retirement accounts on a one for one basis, up to a maximum of 7.25 percent of an employee's base salary.² FCBC does not provide contributions to part time employees who choose to participate in the plan. If an employee stops contributing to the plan, FCBC will cease its contributions. FCBC employees who wish to participate in this plan must also meet all other requirements of the provider for plan participation.

Social Security

All employees, other than the Senior Pastor, are covered by Social Security and Medicare. Senior Pastors and ordained Staff Ministers are classed as self-employed individuals who pay all of their Social Security and Medicare taxes. This is considered when their salary is established.

Medical and Life Insurance

An employee's need to buy medical insurance is considered when the employee is hired as part of determining the employee's salary. FCBC does not offer health insurance coverage under a group plan, although individual health insurance plans are offered to FCBC employees through Guide stone Financial Resources.

Each FCBC employee is expected to comply with the Patient Protection and Affordable Care Act with regard to medical insurance coverage. FCBC will advise new employees of their rights under this act. FCBC will also advise new employees of their eligibility to buy an individual health insurance policy from Guide stone Financial Resources, as indicated above, to cover self or self and family. At the time of employment, a designated amount of the employee's salary may be set aside to cover medical insurance. If the employee prefers, FCBC will pay the insurance carrier directly and pay the employee his/her remaining salary. Otherwise, the employee will pay his/her medical insurance premium directly to the carrier from his/her salary.

FCBC makes no provision for life insurance coverage for its employees. Employees are responsible for obtaining such coverage individually if they wish to do so.

² This is a change from past policy. The purpose of the change is to bring FCBC's policy up to date and align it with how similar programs are administered in other public and private sector organizations. The new provision will become effective January 1, 2014.

Liability Insurance

Liability insurance coverage for employees during normal business hours, or while otherwise engaged in the normal conduct of FCBC affairs, is provided with the general liability insurance of FCBC.

Worker's Compensation

Provision for worker's compensation is included as an element of FCBC's insurance program.

Time Off/Attendance and Leave

Administrative Work Week

A week is defined as the days or hours per calendar week which an employees is required to work and includes Sunday in the case of employees having responsibilities on Sundays.

Hours of Work

Full time and part time employees are expected to work agreed to hours of work during each Administrative Work Week. The Senior Pastor and Associate Pastors are entitled to one day off per week plus Saturday away from the job unless other arrangements have been negotiated as a condition of employment. It is understood that the day taken in any given week may be considered flexible in terms of FCBC needs at the time.

If the regularly scheduled day off falls on a holiday, the Senior Pastor and Associate Pastors may reschedule their day off.

Office Hours

The FCBC office will be open during posted hours Monday through Friday, except for holidays. The FCBC office will normally be closed on weekends. The Senior Pastor will determine when the office will be open and which staff members will be in the office during open hours.

Holidays

Legal holidays of the Federal government as observed in the greater Washington, DC area will be observed by all FCBC employees. Holidays are not forfeited when vacation time is taken. FCBC staff will not be charged leave when the FCBC office is closed for holidays or inclement weather.

Leave (Paid Time Off)

Leave is time off to which employees are entitled for vacation time or personal use. The use of leave requires the prior approval of the Senior Pastor. The Senior Pastor will advise the Administrative Council and/or the Alignment Team, as appropriate, when he will be on vacation.

The Senior Pastor is entitled to be away from FCBC for a total of four weeks each year, including four Sundays. The time may be used for vacation, or in any other way the Senior Pastor desires.

Other FCBC salaried employees and support staff are entitled to leave at the following rate of continuous employment, unless additional leave is negotiated as a condition of employment:

1. During the first year of employment, two weeks of paid leave is accrued and may be taken after the first six months of employment and before December 31 of that year. A year is defined as a calendar year. No leave may be taken during the first six months of employment except by special approval of the Senior Pastor.
2. Continuing from the second calendar year through the fifth calendar year, two weeks of paid leave is accrued per year and may be used.
3. Beginning with the sixth year of employment, three weeks of leave is accrued per year and may be used.

All leave should be used in the calendar year earned. No employee may use more leave in a calendar year than he/she has earned in that calendar year. Leave may not be carried over into the next year without the permission of the Senior Pastor. Any leave accrued but not taken will be paid at the time employment ceases.

No leave is provided to a temporary employee whether full time or part time.

Application of the Family Medical Leave Act to FCBC Leave Provisions

While FCBC is not subject to the provisions of the Family Medical Leave Act, it will take these guidelines into consideration when responding to a request from an employee related to unpaid leave for family or medical reasons.

Maternity Leave

In the case of pregnancy of any employee or the adoption of a child by the employee, the employee may use leave to cover requested leave before and/or after delivery or adoption and/or unpaid leave under the provisions of the Family Medical Leave Act.

Sabbatical Leave

FCBC recognizes the need to provide for a time of rest, reflection, and study for pastors. Consequently, full time pastors are eligible to apply for sabbatical leave in accordance with the policy and procedures contained in Appendix B. Appendix B governs use of sabbatical leave at FCBC.

Training and Professional Development

FCBC encourages the continuing professional development of the Senior Pastor and staff members as a means for enhancing their growth and development on behalf of FCBC. Therefore, the FCBC budget will provide for the funding required to support staff participation at conventions, conferences, retreats, and assemblies. FCBC staff is encouraged to provide an estimate of need each year for consideration by the Administrative Council in developing the budget.

Staff Supervision

In a sense, the employees of FCBC work for the entire Congregation. However, good organizational practice requires a defined line of authority through which these employees report and through which work is given priority and assigned.

The Senior Pastor is responsible for the day-to-day administration and supervision of all other employees in the performance of the duties which have been assigned by FCBC. This responsibility for daily supervision may be delegated in selected cases.

Performance Evaluation

Sound supervisory practices suggest that the relationship between a supervisor and an employee requires regular discussion of performance. A discussion of duties required and qualities desired is expected at the time employment begins or when there has been a significant change in responsibilities and at the mid-point and year-end in the calendar year. A written appraisal is completed annually.

One of the factors considered by the Administrative Council in salary deliberations will be the most recent performance evaluation.

Support Staff

The support staff will be evaluated by the Senior Pastor and the evaluations will be reviewed by the Administrative Council. Input may be gathered from other professional staff members who work with individual support staff members.

One copy of all written evaluations for each support staff member will be given to the employee. One copy of the evaluation will be kept in an evaluation file in the FCBC

office under the custody of the Senior Pastor. Access to evaluations will be granted only to the Senior Pastor and members of the Administrative Council.

To assist in the evaluation of support staff, see Appendix C for a performance evaluation template.

As appropriate and necessary, the Senior Pastor will provide a performance improvement plan to an employee experiencing difficulty in carrying out his/her work in an acceptable manner. Such a plan may be provided to the employee at any point in the calendar year. The Senior Pastor, and/or other staff designated by the Senior Pastor, will work with the employee to meet the expectations of the performance improvement plan. The Senior Pastor will take appropriate action based on the results of implementing the employee's performance improvement plan.

Professional Staff

Each professional staff member will prepare, by August 15, a succinct preliminary summary outlining their goals, objectives, and plans for their program areas for the coming FCBC year (January 1 – December 31) and submit them to the Senior Pastor. Goals, objectives, and plans should be consistent with the mission, values, and strategic direction of FCBC, along with the current themes and program emphasis adopted by FCBC. Staff members are encouraged to attach comments on strengths and weaknesses of their programs, concerns or problem areas that might impact accomplishments, training planned or completed, or questions they would like for the Senior Pastor or the Administrative Council to consider. The performance evaluation template at Appendix C may be used to prepare the summary required of each professional staff member.

The Senior Pastor will set up an evaluation file for each professional staff member. He will also work with each staff member to develop performance indicators. Approved goals and objectives, along with the performance indicators, will be placed in the employee's evaluation file. These files will be maintained by the Senior Pastor and accessible only to the Senior Pastor and members of the Administrative Council.

The goals, objectives, and plans summary should be reviewed during the mid-point of the year and revised, if necessary, to indicate revised, new, and/or different areas of emphasis and direction.

As appropriate and necessary, the Senior Pastor will provide a performance improvement plan to an employee experiencing difficulty in carrying out his/her work in an acceptable manner. Such a plan may be provided to the employee at any point in the calendar year. The Senior Pastor, and/or other staff designated by the Senior Pastor, will work with the employee to meet the expectations of the performance improvement plan. The Senior Pastor will take appropriate action based on the results of implementing the employee's performance improvement plan.

Other Performance Management Provisions

The evaluation files will be used to accumulate materials and input during the year for the annual performance evaluation. A copy of the written annual performance evaluation will be maintained in the evaluation file.

By November 15, the Senior Pastor will prepare a written evaluation for all paid staff and review the evaluations with the Administrative Council prior to discussing the evaluations with the employees.

The Senior Pastor will prepare a written evaluation of his own annual performance and submit it to the Alignment Team also by November 15.

Personnel Files Administration and Maintenance

Performance evaluation files will be maintained by the Senior Pastor as indicated above. An employment file will also be maintained on each employee by the Ministry Assistant. The file will contain all employment information pertinent to the employee such as the employment contract, annuity plan, or other similar document.

Appendix A: Paid Staff Position Descriptions

Position: Senior Pastor (Also referred to as the Lead Pastor)

Reports to: FCBC Congregation

Position Purpose: This is a full time position. In accordance with the FCBC bylaws, the Senior Pastor is responsible for the spiritual welfare and oversight of the Church. The Senior Pastor will generally preach at worship services, administer the Church ordinances, and shepherd the Church. Consequently, the Senior Pastor is responsible to the Church for proclaiming the gospel of Jesus, teaching Biblical revelation, to having charge of and preaching at worship services, engaging in Senior Pastoral care ministries, providing administrative leadership in all areas of FCBC life, empowering the FCBC laity to serve, and acting as the chief administrator of FCBC life and of the paid staff.

Position Duties and Responsibilities:

Conducts FCBC worship services seeking to meet the spiritual needs of the Congregation through biblical preaching, and leads observances of ordinances.

Leads FCBC in effective programs of outreach, Christian education, and in witnessing and caring ministries for persons in the FCBC and community.

Conducts counseling sessions, wedding ceremonies, and funerals.

Serves on teams that lead FCBC in planning, organizing, directing, coordinating, and evaluating the total program of the Church.

Leads the Church in strategic efforts to establish God's future direction for FCBC.

Cooperates with associational, state, and denominational development, and represents the FCBC in civic, interdenominational endeavors.

Serves as chief administrator of the paid FCBC staff and supervises the work assigned to paid staff workers.

Visits FCBC members and represents FCBC with prospects.

Position: Children and Missions Pastor

Reports to: Lead Pastor

Hours: Full-time

Responsibilities:

- Provide strategic leadership for preschool and children's ministries.
- Work with the Family Ministry Team to develop and implement a comprehensive family ministry.
- Maintain Sunday morning children's ministry.
 - Ensure preschool/children's ministry leaders are trained and equipped to lead and serve.
 - Evaluate and implement curriculum.
 - Prepare leaders on a weekly basis.
 - Supervise leaders weekly.
 - Assist leaders as needed.
- Create and maintain a database of all preschool, children and student ministries background checks.
- Assess building space needs as it relates to preschool and children's ministry and make recommendations to leadership about any needed changes.
- Provide strategic leadership for local and international missions/ministry efforts.
 - Lead the Vulnerable Children's Team.
 - Lead the Missions Team.
 - Provide leadership and serve as a liaison with the following strategic partnership: FACETS, Uncharted Waters, Nairobi Gospel Center, Royal Diadem Center.
- Responsible for professional growth, seeking opportunities to grow and develop in ministry area. This may include outside training opportunities as well as other avenues for growth.
- Assist in pastoral care for families and individuals as needed.
- Assist with other FCBC strategic objectives as needed and as time allows.
- Works on other FCBC strategic objectives as needed.

Position: Worship Leader

Reports to: Lead Pastor

Hours: Part-time (10-15 hours per week)

Responsibilities:

- Leads worship services.
- Conducts weekly rehearsals with worship teams.
- Plans order of service for all services in consultation with the Lead Pastor.
- Writes music for worship as needed.
- Coordinates with AV technical team.
- Maintains a music library and selects and purchases new music as needed.
- Assists with special services (weddings, funerals, etc.) as needed and time allows.
- Attend weekly staff meeting.
- Develops and leads weekly devotional for worship team.
- Responsible for professional growth, seeking opportunities to grow and develop in the area of worship leadership. This may include outside training opportunities as well as other avenues for growth. This also includes personal practice and preparation.

Position: Ministry Assistant/Communications Coordinator

Reports To: Senior Pastor

Position Purpose: The purpose of this position is to provide administrative assistance to the Senior Pastor and other paid staff members in meeting the ongoing administrative needs of the Church, with a special focus on preparing communications to the Church about FCBC's ministries and activities. This position is part time with an expectation of 20 hours per week.

Position Duties and Responsibilities:

- Helps write and edit the Church major communications each week, including but not limited to the Sunday bulletin, This Week at Fairfax Circle, FCBC website articles, etc.
- Serves as the administrator of the church data base, including updating it weekly, assigning and advising database users, and evaluating the feasibility of the data base to meet FCBC needs, and recommends changes to the database to improve its functionality.
- Handles miscellaneous office duties as needed, including ordering supplies, checking the status of contracts with FCBC, coordinates office equipment repairs, and other similar duties.

Position: Pastor to Students and Families

Reports to: Lead Pastor

Hours: Part-time (10-15 hours per week)

Responsibilities:

- Provide strategic leadership for student ministries.
- Work with the Family Ministry Team to develop and implement a comprehensive family ministry.
- Recruit, train and assist student ministry leaders and volunteers.
- Develop an annual calendar of student ministries activities and trips.
- Ensure all logistical needs are provided for, for all activities and trips.
- Work with Kid's Ministry Pastor to ensure background checks are up to date for all student ministry volunteers.
- Responsible for professional growth, seeking opportunities to grow and develop in ministry area. This may include outside training opportunities as well as other avenues for growth.
- Assist in pastoral care for families and individuals as needed.
- Assist with other FCBC strategic objectives as needed and as time allows.
- Attend weekly staff meeting.

Position: Pastor of Fellowship and Assimilation

Reports to: Pastor

Hours: Part-time (10-15 hours per week)

Responsibilities and Duties:

- Provide strategic leadership for small groups and assimilation.
- Work with staff to develop an annual small group calendar.
- Assist small group facilitators and hosts as needed.
- Order small group material.
- Work with Lead Pastor, staff and church leaders to evaluate the effectiveness of small groups and make recommendations for changes as needed.
- Recruit and coordinate Sunday hospitality teams:
 - Ushers
 - Greeters
 - Hospitality
- Provide training for hospitality volunteers as needed.
- Assist in pastoral care for families and individuals as needed with a focus on senior adults.
- Responsible for professional growth, seeking opportunities to grow and develop in ministry area. This may include outside training opportunities as well as other avenues for growth.
- Assist with other FCBC strategic objectives as needed and as time allows.
- Attend weekly staff meeting.

Position: Accountant and FCBC Treasurer

Reports to: Lead Pastor

Hours: Hourly

Responsibilities:

- Enter and maintain appropriate financial accounting data for the church.
- In conjunction with a designated representative (to be determined), periodically review data entry and submissions for accuracy.
- Provide a monthly expenditures report by line item to a designated representative and the Admin Council.
- Submit federal and state tax data as required by law, and provide appropriate tax data/information to church employees. Advise the church/Admin Council on tax issues as necessary.
- Ensure church expenses are paid in a timely manner, signing checks as required. In cases where you do not feel comfortable signing checks, ensure appropriate authority does so.
- Prepare payroll for church staff on the 15th and last working day of the month.
- Maintain appropriate backup accounting records and logs, including electronic backups, and hard-copy backups as well.
- Responsible for professional growth, seeking opportunities to grow and develop in ministry area. This may include outside training opportunities as well as other avenues for growth.
- Attend Admin Council meetings as requested.
- Advise Admin Council of any issues you feel that are relevant to your position, including recommendations for process improvements.

Appendix B

FCBC Sabbatical Leave Policies and Procedures

In order to allow pursuit of professional development, mentoring, as well as physical and spiritual renewal, FCBC supports granting sabbatical leave for full time pastoral staff.

The term “sabbatical” means the pastor is freed of all routine duties during the time granted. Prior to the sabbatical, the pastor and church leadership will develop a plan for covering the pastor’s duties during the absence.

All full time pastoral staff is eligible for sabbatical upon completion of seven years of service at FCBC.

A sabbatical is not an entitlement – a request for sabbatical leave may be denied. Eight weeks of sabbatical leave will be allowed after each seven year period of pastoral employment. The entire sabbatical must be taken at one time. Sabbatical leave for less than eight weeks may be approved, but the unused portion may not be taken at another time. No two pastors may be on sabbatical at the same time.

The senior pastor shall submit a written sabbatical proposal to the Alignment Team outlining how the time will be used. Other pastoral staff must first submit a written request to the senior pastor following the same guidelines. The request shall then be submitted to the Alignment Team for endorsement. Requests for sabbatical leave must be approved by vote of the church at a business meeting.

The sabbatical proposal should include the following:

- Plans for ministry-related activity, professional development, physical rest, personal recreation, family responsibilities, intellectual stimulation and spiritual renewal
- Proposed timeframe / dates
- Strategy for coverage during the sabbatical

A written report will be presented to the Alignment Team at the conclusion of the sabbatical. It should cover how the time was invested and what benefits were realized. The pastor’s full wages and benefits shall continue during the sabbatical. Seminar or educational expenses contained in the approved sabbatical plan will be financially supported by FCBC. Travel expenses contained in the plan may also be financially supported, depending on nature and amount.

Exceptions to this policy may be considered by the Alignment Team on a case by case basis.

Appendix C: Performance Evaluation Format

Name:

Title:

Evaluation Period:

Performance Element (Each employee is expected to have two to seven performance elements):

Description of Element:

Standards/Expectations for Achieving Element:

Employee Mid-Year Comments:

Supervisor Mid-Year Comments:

Employee Year-End Comments:

Supervisor Year-End Comments: