

Benefit & Personnel Policies for Pastoral and Administrative Staff

Effective 1st of January, 2008
Revised and effective May 1, 2015

1. Full-Time Staff

1.1 Workdays

Full-time staff are defined as staff whose weekly work hours meet or exceed 40, and will receive full benefits as detailed following. Full-time staff are expected to work five (four weekdays and Sunday) eight-hour days, and will specify their choice of weekday workdays to the Secretary (or the Secretary's designee) of the Board of Deacons prior to beginning employment. Each weekday (Monday through Friday) should be covered by at least one full-time pastoral staff and one full-time administrative staff present on-site at CBCGB except when a holiday (as defined by 1.2.2) falls on a weekday.

1.2 Benefit Policy

1.2.1 Vacation

With less than three years of full-time service to CBCGB, full-time staff will accrue 10 hours of vacation time per month for a total of 15 days (120 hours) per year. With three years or more of full-time service to CBCGB, full-time staff will accrue 13.3 hours of vacation time per month for a total of 20 days (160 hours) per year. Only one-half of any calendar year's vacation time benefit (60 hours for staff with less than 3 years of full-time service, or 80 hours) may be carried over into the following calendar year.

No more than four Sundays can be taken as vacation days in a calendar year (pastoral staff only).

1.2.2 Holidays

Each calendar year, full-time staff may take a total of nine holidays as paid time off: (i) New Year's Day, (ii) Chinese New Year's Day, (iii) Washington's Birthday, (iv) Memorial Day, (v) Independence Day, (vi) Labor Day, (vii) Thanksgiving, (viii) Christmas, and (ix) one floating holiday.

Should one of the holidays above fall on a Sunday or a day that the full-time staff is not scheduled to work, an additional floating holiday may be taken.

1.2.3 Sick Days

Each calendar year, full-time staff may take up to a total of ten days of paid time off for staff illness. Unused sick days cannot be carried over into the following calendar year. Sick days are **not** personal days.

1.2.4 Maternity/Paternity Leave

Full-time staff may take up to a total of six calendar weeks of paid maternity leave or one calendar week of paid paternity leave for the birth or adoption of a child. Full-time staff may take up to an additional six calendar weeks of unpaid maternity leave or eleven calendar weeks of unpaid paternity leave.

1.2.5 Bereavement Leave

Full-time staff may take up to a total of five days of paid time off for the death of the spouse. Full-time staff may take up to a total of three days of paid time off for the death of a child, brother, sister, parent, or the spouse's parent.

1.2.6 Short-Term Disability

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Full-time staff not able to work due to illness or injury that have exhausted all sick days for the calendar year will be eligible to receive 70% of the staff's prorated annual salary for a maximum of 90 days or until he/she is eligible for long-term disability benefits, whichever is earlier. Such short-term disability benefits will be arranged with the Board of Deacons.

1.2.7 Long-Term Disability Insurance

Full-time staff are eligible for long-term disability insurance, for which CBCGB will cover 100% of the premium on behalf of the staff. The Board of Deacons will select the long-term disability insurance plan for which full-time staff will be covered under, and benefits will be provided by the plan according to the plan's policies and procedures; the selected plan will have benefits equal to 60% of the staff's annual salary. Once a full-time staff has entered into long-term disability insurance coverage, their employment will be considered terminated.

1.2.8 Group Life Insurance

Full-time staff are eligible for basic group term-life insurance, for which CBCGB will cover 100% of the premium on behalf of the staff. The Board of Deacons will select the basic group term-life insurance plan for which full-time staff will be covered under; the selected plan will have benefits equal to the staff's annual salary or \$50,000, whichever is smaller.

1.2.9 Health Insurance

Full-time staff are eligible for coverage under a health maintenance organization (HMO) insurance plan or equivalent, for which CBCGB will cover 85% of the premium on behalf of the staff and 85% of any deductibles requested by the staff for reimbursement. The Board of Deacons will select the health insurance plan for which full-time staff will be covered under, and benefits will be provided by the plan according to the plan's policies and procedures.

Should the full-time staff choose to be covered under his/her spouse's health insurance plan in lieu of the CBCGB selected health insurance plan, the full-time staff may arrange with the Board of Deacons for reimbursement of 100% of the spouse's health insurance plan premium contribution. However, the premium reimbursement benefit cannot exceed the annual amount CBCGB would have contributed toward the full-time staff's health insurance plan costs had the full-time staff been covered under CBCGB's selected plan.

Should the full-time staff be eligible for Medicare benefits and choose to be covered under Medicare in lieu of the CBCGB selected health insurance plan, the full-time staff may arrange with the Board of Deacons for reimbursement of 100% of the Medicare Part B and Medicare Part D premium contributions for both the full-time staff and his/her spouse, as well as 85% of any additional healthcare-related costs incurred by the full-time staff and his/her spouse not covered under Medicare. However, the total reimbursement benefit cannot exceed the annual amount CBCGB would have contributed toward the full-time staff's health insurance plan costs had the full-time staff been covered under CBCGB's selected plan.

1.2.10 Dental Insurance/Benefit

Dental insurance may be included with the HMO insurance plan or equivalent provided by CBCGB. If dental coverage is not included (at CBCGB's choice), dental expenses will be reimbursed after the deductible amount (\$50 for full-time staff only or \$100 including the full-time staff's family) has been reached each fiscal year up to a maximum benefit of \$1,200 per family per fiscal year. Children will be covered up to age 19, or age 25 if a full-time student.

Should the full-time staff choose to be covered under his/her spouse's dental insurance plan in lieu of the CBCGB selected dental insurance/benefit plan, the full-time staff may arrange with the Board of Deacons for reimbursement of 100% of the spouse's dental insurance plan premium contribution.

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However, the premium reimbursement benefit cannot exceed the annual maximum amount CBCGB would have contributed toward the full-time staff's dental benefit.

1.2.11 Retirement

Beginning with the third year of service to CBCGB, CBCGB will contribute an amount equal to 5% of a full-time staff's annual salary to the staff's existing retirement account (403b or IRA) or a retirement account (403b or IRA) set up by CBCGB on behalf of the staff.

1.2.12 Business Expense Reimbursement

- (a) Gasoline expenses for Pastoral visitations and Church Staff, both full time and part-time, for Church related errands, will be reimbursed, this expenditure should be reported monthly. The Board of Deacons (BoD) will set the reimbursement rate on a yearly basis.
- (b) Cellular Phone Subsidize Policy and rate is governed by BoD, please consult BoD on the "CBCGB Cell Phone Subsidize Policy" and subsidized rate.
- (c) Purchase technological devices such as computers, laptops, tablets, computer accessories as well as softwares are governed by the "CBCGB Staff Technology Purchase Policy", all items that are purchased by CBCGB are Church properties and must be returned after it is no longer needed, please consult BoD for the details.

Additional expense reimbursements for Church Staff may be arranged with prior approval by the Board of Deacons and/or Board of Elders.

Items (1.2.13)-(1.2.16) are for pastoral staff only.

1.2.13 Outside Ministries and Conferences

A total of ten paid working days per year, with a maximum of four Sundays, may be spent engaging in ministries or attending conferences not sponsored by CBCGB. Additional outside ministry and conference days consistent with CBCGB's mission may be arranged with advanced approval from the Board of Elders.

1.2.14 Pastoral Staff Professional Expense Reimbursement

- (a) Expenses from CBCGB-sponsored retreats or conference related to a pastoral staff's job responsibilities will be fully reimbursed. Approval is needed by BoE and/or Senior Pastor.
- (b) Books, magazine subscriptions, outside seminars, workshops, courses and conference expense not sponsored by CBCGB but relevant to a pastoral staff's job responsibilities will be reimbursed up to \$1,600 per fiscal year. However, for books and magazines subscriptions, the total amount will be capped at \$600 per fiscal year. Approval is needed by BoE and/or Senior Pastor for attending outside seminars, workshops, courses and conference not sponsored by CBCGB.

1.2.15 FICA

If a pastoral staff elects to participate in SECA (Self-Employment Contribution Act), CBCGB will reimburse 50% of the SETA amount upon receiving appropriate tax documents.

1.2.16 Sabbatical Leave

- (a) Pastoral staff are eligible for sabbatical leave after six years of continuous, full-time service at CBCGB. The maximum length of sabbatical leave is either six months with full pay or one year with half pay.

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- (b) Sabbatical leave activities are limited to (a) missions, (b) study or research relevant to the pastoral staff's job responsibilities, (c) teaching, and (d) writing.
- (c) Pastoral staff who wish to be considered for sabbatical leave should submit a written application (with objective(s), nature of the sabbatical activity, place(s) where the sabbatical activity is expected to take place, dates of leave, etc.) to the Board of Elders for review at least six months before the sabbatical leave's proposed start date. The Board of Elders will provide inputs to the Board of Deacons for human resource and financial considerations (e.g., regarding the status of annual vacation days). The pastoral staff is also expected to submit a written report to the Board of Elders at the completion of the leave outlining the sabbatical activities completed and accomplishments achieved.

1.3 Personnel Policy

1.3.1 Annual Review

Senior Pastor

- (a) Self-evaluation
- (b) Evaluation by the Chairman of the Board of Elders and one additional Elder
- (c) Goal setting for next year and beyond

Pastors and ministers (including Associate Pastors and Assistant Pastors if exist)

- (a) Self-evaluation
- (b) Evaluation by the Senior Pastor, and two elders. Prior to the evaluation the elders shall meet with at least 3 members familiar with the ministry, including one recommended by the pastor/minister being reviewed.
- (c) Goal setting for next year and beyond

1.3.2 Resignation

Administrative staff may voluntarily terminate their employment with CBCGB by providing two weeks written notice. Pastoral staff may voluntarily terminate their employment with CBCGB by providing X months written notice as stipulated in the CBCGB Bylaws (X=6 currently).

1.3.3 Abbreviated Appointments (Less than 12 Months in Duration)

As stipulated in the CBCGB bylaws, the minimum duration of a pastoral staff contract is one year. With the approval of the Board of Elders, the Senior Pastor may appoint one or more trained persons to support ministries each for a period of less than one year. In such appointments, a job title typically given to a contracted pastoral position should be avoided. A memorandum of understanding (MOU) instead should be used to convey the terms of the appointment. The MOU should include a statement of work, conditions of compensation and benefits, and the period of service.

1.4 Administrative Procedures Related To Benefit & Personnel Policies

1.4.1 Requests for Paid Time-Off and Leaves of Absence

All requests for paid time-off (vacation, floating holidays, sick days, bereavement) or leaves of absence (maternity/paternity) should be submitted to the Senior Pastor for approval. Once approved, all requests for paid time-off or leaves of absence should be submitted to the Secretary (or the Secretary's designee) of the Board of Deacons, who will be responsible for tracking accrued and used paid time-off and leaves of absence.

1.4.2 Requests for Outside Ministries and Conferences

All requests for outside ministry and conference days should be submitted to the Senior Pastor for approval. Once approved, all requests for outside ministry and conference days should be submitted to

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the Secretary (or the Secretary's designee) of the Board of Deacons, who will be responsible for tracking used outside ministry and conference days.

1.4.3 Housing Allowance

- (a) CBCGB specifies “actual use with documentation” as the housing allowance designation.
- (b) Pastoral staff should submit their personal housing budgets, along with any appropriate documentation to support the budget, by the end of each calendar year to the Treasurer.
- (c) The Board of Deacons will determine the individual pastoral staff's housing allowance based on the pastoral staff's submitted budget. The Board of Deacons reserves the right to amend the housing allowance designation in the future should the need arise.

2. Part-Time Staff

2.1 Workdays

Part-time staff are defined as staff whose weekly work hours fall below 40. Part-time staff are expected to work as stipulated in their employment contract, and will receive no benefits except as detailed following.

2.2 Benefit Policy

2.2.1 Vacation

Part-time staff will receive vacation days prorated from the full-time staff vacation benefit as follows: $(N) \times (\text{scheduled workdays per week}) / (5)$, where N equals the number of hours of vacation time the part-time staff would have received had the staff been full-time.

2.2.2 Requests for Vacation Time

All requests for vacation time should be submitted to the Senior Pastor for approval. Once approved, all requests for vacation time should be submitted to the Secretary (or the Secretary's designee) of the Board of Deacons, who will be responsible for tracking accrued and used vacation time.

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