



**BAPTIST GENERAL CONVENTION  
OF THE STATE OF  
OKLAHOMA**

**PERSONNEL POLICY MANUAL**

**2018**

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
PERSONNEL POLICY  
ACKNOWLEDGMENT**

I understand that these personnel policies are provided as general guidelines for employees of the Baptist General Convention of Oklahoma (BGCO or Convention)

I understand that these policies do not constitute a contract of any kind and that they may be changed or rescinded at any time by the Executive Office of the BGCO. Further, that I am an employee-at-will free to terminate my employment with the Convention at any time for any reason, and that the Convention may do the same.

I have received and read the Personnel Policy Manual with current revisions. I hereby agree to abide by these policies, including any further updates in the year 2018.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**OF THE STATE OF OKLAHOMA**

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**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
INTRODUCTION**

These Personnel Policies are provided as general guidelines for employees of the Baptist General Convention of Oklahoma.

These policies are established as guidelines to provide an understanding of what employees can expect from the Convention and in turn what the Convention expects of employees. However, these policies—as well as other statements that may be issued from time to time—are not to be considered a contract of any kind. Policies may be changed or rescinded at any time at the sole discretion of the Convention.

Nothing in the policies should be interpreted as changing any employee’s relationship with the Convention. All employees are employees-at-will; as such, each employee is free to terminate his/her employment with the Convention at any time for any reason, and the Convention may do the same.

The policies may be revised, updated and/or deleted as necessary for the purpose of improving the effectiveness of the Convention in fulfilling its mission.

The Executive Office of the BGCO will approve all additions, changes and/or deletions to these policies.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
MISSION STATEMENT**

The Baptist General Convention of Oklahoma is a partnership of churches serving together under the Lordship of Jesus Christ to impact lostness with the Gospel by making disciples of all peoples.

“Doing more together than we can do alone.”

**Our purpose as employees of the Convention is to fulfill with God’s help the above  
Mission Statement**

**TO GOD BE THE GLORY**



**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
EQUAL EMPLOYMENT OPPORTUNITY**

The Convention is an equal opportunity employer. The Convention makes all employment decisions, including, by way of example, hiring, termination, promotion, job assignments, discipline and compensation based on the applicant's or employee's qualifications (i.e. education, experience and abilities), regardless of race, national origin, age, gender, genetic information or disability. As a Christian organization dedicated to serving the churches of the Baptist General Convention of the State of Oklahoma, adherence to the Southern Baptist faith and affiliation with a Southern Baptist church is considered in the selection of applicants for employment.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
PERSONAL CONDUCT**

Each employee of the Baptist General Convention of the State of Oklahoma should keep in mind the Mission Statement of the BGCO and the spiritual nature of denominational work. Personal morality and loyalty to the Convention, as the employer, make exemplary Christian conduct a vital part of our effectiveness in promoting spiritual growth throughout our community and state.

Maintaining a daily devotional and prayer life with regular Bible study are proven means to accomplish the above. Regular, active attendance and involvement in one's local church are also keys to attaining personal spiritual growth.

The attitudes and actions of each employee should reflect the Christian objectives and philosophy of the Convention. Opinions expressed about associate workers, programs, churches, fellow Baptists and the Convention should be affirmatively supportive.

The way Convention employees handle personal financial affairs and obligations is a reflection of their Christian character. Convention employees should manage these and all areas of their lives according to biblical standards.

While on Convention premises or when conducting Convention business, employees or workers may not use, possess, sell, transfer, purchase, or be under the influence of alcohol, illegal drugs, or inhalants.

Convention employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also requires you to refrain from any behavior that might be harmful to you, your coworkers, and/or the organization or that might be viewed unfavorable by the public at large.

Examples of such harmful behavior are involvement with gambling, alcohol, illegal drugs, pre-marital sex or extramarital sex, cohabitation apart from the marriage relationship, homosexuality, and outside interests and pursuits which would normally be considered incompatible with the mission of the BGCO.

Visitors may be expected at any time in the Baptist Building and other locations where Convention employees perform their job duties. Friendliness and cordiality in a businesslike manner will help maintain good feelings toward Baptists and Convention personnel. Visitors should see an orderly work area and attention being given to work at hand.

During the course of employment, Convention employees may have access to or may come to know confidential information. It is the duty of all Convention employees to maintain confidences that come to their knowledge during the course of their employment.

Every employee has the responsibility of cooperating to provide safe working conditions for fellow employees. Hazards such as wet or slippery floors, defective or broken equipment, accumulated trash, etc., are to be reported and corrected immediately. If the employee cannot correct the problem, it should be reported to the employee's supervisor.

While on business travel, BGCO employees may not occupy a vehicle with a member of the opposite sex unless there are at least three adults in the vehicle or the member of the opposite sex is a family member.

Smoking and other tobacco use is not allowed on properties owned or leased by the BGCO.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
WORKING HOURS**

BGCO Baptist Building staff working hours for a four-day schedule include the following work hours: Monday, Tuesday and Thursday from 7:30 am – 5:30 pm and Wednesday from 7:30 am – 5:00 pm. Certain offices may work a five-day schedule, which includes work hours of 8:15 am – 4:45 pm, Monday through Friday, as directed by the Leadership Team.

The workweek is Friday through Thursday. The normal workweek for full-time employees is 37.5 hours. Hours worked up to 40 hours per workweek are compensated as part of a salaried employee's regular salary.

Nonexempt staff must receive prior authorization before working outside of Baptist Building work hours. Nonexempt staff who have been required to work outside of normal Baptist Building working hours will, with Team Leader approval, redeem comp time during the same workweek. Vacation, sick leave or comp time does not qualify as hours worked in the calculation of the 40 hours worked. The employee is required to list the actual time worked on the timesheet.

Nonexempt employees will be paid overtime at the rate of one and one-half the employee's hourly rate for hours worked in excess of 40 hours in a workweek. Exempt employees will not be paid overtime for hours worked in excess of 40 hours in a workweek.

According to the Fair Labor Standards Act (FLSA), the following employees are exempt from payment of overtime: Executive Director-Treasurer, Team Leaders, Specialists, Strategists, Catalysts, and Executive Assistants.

Thirty minutes will be allowed for lunch on the four-day work schedule and one hour on the five-day work schedule and will be timed so that, where possible, each office is staffed at all times. Each employee is authorized two daily breaks, one in the morning and one in the afternoon, each not to exceed 15 minutes. Working hours will remain the same for those who do not or cannot take advantage of one or both breaks.

Employees of BGCO Conference Centers are exempt from PP-3 as provided by the FLSA.

Board Revision 3-3-15  
Board Revision 5-21-13  
Board Revision 2-7-12  
Board Approval 2-2-10

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
PROFESSIONAL IMAGE**

The following guidelines are intended to promote a conservative appearance. When in doubt, dress conservatively. Clothing and personal appearance should be classic and understated, clean, pressed, and should fit well. Think upscale, strategic business first and casual second. Avoid tight or revealing clothing. All clothing should provide a Christian influence.

**Acceptable**

- Suits
- Slacks
- Sports Coats
- Khaki/twill/corduroy pants
- Collared shirts, polo, golf, chambray or oxford
- Skirts and dresses ankle length to just above the knee
- Dress shoes, loafers, boat shoes, dress boots
- BGCO or other appropriate logo clothing
- Ties optional

**Unacceptable**

- Shorts, active wear, sweatshirts
- Low-rise pants, cropped pants, or Capri pants
- Clothing made of Spandex or form-fitting clothing
- Overalls
- Sleeveless attire, unless covered with jacket/sweater
- Miniskirts
- Athletic shoes, flip-flops, house slippers
- Facial piercings, including but not limited to nose, mouth, eyebrow and chin

Blue jeans or pants of denim material are not appropriate business casual dress and may be worn only while traveling to and from camps or like responsibilities.

**Special Note: Business dress is required on Board meeting days.**

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
CELL PHONE AND TELEPHONE USAGE**

**Purpose**

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. This policy is meant to ensure the safe operation of both BGCO vehicles and private vehicles while an employee is on BGCO time and conducting BGCO business.

**Cell Phone Usage**

Employees must adhere to all federal, state or local rules and regulations regarding the use of cell phones while driving. Accordingly, employees must not use cell phones if law, regulation or other ordinance prohibits such conduct.

If laws permit, employees may use cell phones while driving BGCO vehicles or while conducting BGCO business only when using a hands-free cell phone accessory (ear bud or hands-free docking station) that will be provided by the BGCO. In the event of bad weather, heavy traffic or any other circumstances that would affect the safe operation of the vehicle, the employee shall locate a lawfully designated area to park the vehicle before taking or continuing the cell phone call.

**Cell Phone Texting**

Employees are prohibited from texting while driving a BGCO vehicle or while driving any other vehicle as part of BGCO job responsibilities.

**Discipline**

Violation of this policy will subject an employee to disciplinary action.

**Telephone Usage**

Telephones are necessary for Convention business. Personal calls should be restricted to a minimum. Lengthy telephone calls, even on Convention business, are discouraged.

Personal long distance calls are authorized only when charged to a personal credit card or home number.

The Convention reserves the right to monitor calls for the quality of interaction with outside contacts and consistent application of performance standards.

Board Revision 5-21-13  
Board Revision 2-7-12  
Board Approval 9-23-03

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
EMAIL USAGE**

The Convention's electronic mail ("email") system allows employees to write, send and receive email communications. The email system is owned by the Convention and maintained at significant expense exclusively to facilitate business communications.

Although employees may use passwords to limit general access to system messages, the Convention maintains its ability to monitor any and all transmissions, stored messages and routine backup copies made thereof on its email system to ensure proper system usage. Consequently, employees should assume that such communications are non-confidential and that Convention access for legitimate business purposes will take place.

In addition, employees are reminded that email communications sent from the Convention travels on Convention "electronic stationery" and should be treated in the same manner as if the communication were sent on Convention letterhead. Professionalism should be maintained in all email communications.

The use of any other email service for business purposes is explicitly prohibited. Any exception must be approved in writing by the team leader and a copy of the approval forwarded to the Information Technology manager.

BGCO has provided access through the corporate firewall to Google's Gmail as a courtesy to BGCO employees for access to their personal Gmail account. This access in no way permits the BGCO employee to use their Gmail account for business purposes.

Abuse of the email system will lead to disciplinary action of individual employees in accordance with section PP-25 of this manual and could lead to termination of employment. Such abuse could include, but is not limited to, excessive use for non-business related communications or the sending of inappropriate information or materials to any other person or entity.

The Convention's Email Usage policy is also governed by the Convention's Internet Usage policy PP-7.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
INTERNET USAGE**

The Convention's Internet system allows employees to communicate with church members, staff, Convention suppliers and the general public to research relevant topics and obtain useful work-related information. The Internet system is owned by the Convention and maintained at significant expense specifically to facilitate business operations.

Although employees may use the Internet system for some personal use, unnecessary and unauthorized Internet usage causes network and server congestion. This slows other users, takes away from work time and ties up shared resources. Unlawful Internet usage may also result in negative publicity for the Convention and expose it to significant legal liabilities. This connection to the Internet also provides significant risks to our data and systems if we do not follow appropriate security discipline. The overriding principle is that security is to be everyone's first concern. Internet users may be held accountable for any breaches of security or confidentiality. The Convention reserves the right to monitor any and all transmissions, stored messages and routine backup copies made thereof on its Internet system to ensure proper system usage. Consequently, employees should assume that such communications are non-confidential and that Convention access for legitimate business purposes will take place.

Employees must conduct themselves appropriately on the Internet, respecting the copyrights, software licensing rules, property rights, privacy and prerogatives of others. All existing Convention policies apply to staff conduct on the Internet, especially but not exclusively, those that deal with privacy, misuse of Convention resources, sexual harassment, information/data security and confidentiality. The display of any kind of sexually explicit image or document on any Convention system is a violation of the policy on sexual harassment (PP-12) and is prohibited by this policy on Internet usage. The Convention uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites. The Convention will block access from within our networks to all such sites possible. If employees find themselves connected to a site that contains sexually explicit or offensive material, they must disconnect from that site immediately. To disconnect quickly from a site, use the "Home" button on the web browser.

Only those employees or officials who are authorized to speak to the media or in public gatherings on behalf of the Convention may speak/write in the name of the Convention to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties. But they do so as individuals

speaking only for themselves. Where an individual participant is identified as an employee or agent of this Convention, the employee must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the Convention of any commercial product or service not provided or serviced by the Convention, its subsidiaries or its affiliates. The Convention retains the copyright to any original material posted to any forum, newsgroup, chat or World Wide Web page by any employee in the course of his or her duties.

Abuse by individual employees of the Internet system will lead to disciplinary action in accordance with section PP-25 of this manual and could lead to the termination of employment with the Convention. Such abuse could include, but is not limited to, excessive use for non-business related communications, the viewing of inappropriate information or materials or the revealing of confidential internal information to unauthorized entities.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
HOLIDAYS**

Holidays will be allowed as follows:

New Year's Day  
Friday before Easter (Good Friday)  
Memorial Day  
July 4  
Labor Day  
Thanksgiving Day  
Friday following Thanksgiving  
Christmas Holidays (December 24 through December 31)

The Leadership Team will schedule the above holidays and prior to January 1 will publish the Baptist Building holiday closing times for the following year.

No time off for any holidays may be carried over to another year.

If a holiday falls during scheduled vacation time, the holiday(s) will not be charged as vacation.

When a holiday falls on Saturday, the preceding Friday will be recognized as the holiday. If a holiday falls on Sunday, the following Monday will be recognized as the holiday.

The listed Friday holidays are not included in the holiday schedule for those employees who work the 4-day workweek.

Employees of BGCO Conference Centers and BCMs may take a different date to compensate for holiday(s) worked.

Board Revision 2-2-16  
Board Revision 3-3-15  
Board Revision 5-21-13  
Board Approval 9-22-09

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
VACATIONS**

Beginning January 1, 2010, full-time employees of BGCO may take accrued vacation hours as they are earned. A maximum of 225 hours may be accrued by any employee at the end of the year, no matter how long the tenure of employment.

No matter what month of the year the full-time employee is hired, December 31 shall be the end of the first year for vacation calculation. Thereafter, January 1 will be considered the beginning employment date for the purpose of computing vacation allowance only.

Vacation shall be earned as follows from start to completion of the following years:

Beginning 1 thru 4 years	7.5 hrs/month
Beginning 5 thru 9 years	10.5 hrs/month
Beginning 10 thru total tenure	14 hrs/month*

\* If employee completes 10 years of service and reaches age 60 by 12/31/2017, please refer to the 2015 Policy Manual for other vacation benefit guidelines.

Credit for prior service will be given Team Leaders and Specialists, Executive Assistants and Team Leader Administrative Assistants for prior full-time employment that provides experience relating to the employee's Convention position. One year's vacation credit will be granted for each four years served in related employment. For previous Convention employment, full credit will be allowed. (Note: This allowance is for computing vacation only and does not affect retirement or any other benefit related to years of service.)

Employees seeking credit for prior service must provide a written report of prior related experience to their immediate supervisor. The supervisor will calculate the allowable years of credit for prior service. It must then be approved by the Team Leader and the Executive Director and submitted to the Payroll Office for the employee's permanent personnel file.

Complete understanding of prior credit is to be reached and approved prior to employment.

All employees are expected to take vacation to which they are entitled. Vacation time not to exceed 225 hours may be carried forward at the end of December each year. Hours accrued above the maximum, not taken by December 31, will be forfeited. However, during the year the employee's total hours may exceed this amount. When an employee leaves the BGCO the full accrued vacation hours will be paid.

Vacations may be scheduled any time during the year provided they do not interfere with Team's work or the employee's specific job responsibilities. All vacation plans should be submitted for approval to the immediate supervisor by March 31. Adjustments in vacation schedules may be made during the year with approval from the immediate supervisor.

Employees leaving the Convention by termination, resignation or retirement will be paid for vacation hours accrued but not taken prior to termination.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
EMPLOYMENT OF RELATIVES**

Immediate family members (spouse, children, parent or sibling) shall not be employed as full-time employees of the Convention on the same Team.

Exception to this policy may be made by written approval of the Executive Director-Treasurer.

**BAPTIST GENERAL CONVENTION OF  
THE STATE OF OKLAHOMA  
CONFLICT OF INTEREST**

The Baptist General Convention of Oklahoma encourages employees to interact with their community, including business, industry, public and private foundations, government agencies, church, and educational institutions in a manner consistent with the Mission Statement of the BGCO. Employees should conduct their affairs with integrity so as to avoid or minimize conflict of commitments and conflicts of interest with their employment at the BGCO.

A. Conflicts of Interest

A real conflict of interest arises in a situation where financial or other personal or professional considerations compromise an employee's objectivity, professional judgment, professional integrity, and/or ability to perform his or her professional responsibilities to the mission of the BGCO. Perceived or apparent conflicts of interest exist in situations where an employee of the BGCO or a member of the employee's family has financial interests, personal relationships, or professional associations with an individual, individuals, or outside organization, such that his or her work at the BGCO could appear to be influenced by that interest or relationship. A real or apparent conflict of interest depends on the situation, and not necessarily on the character or actions of the individual.

B. Conflicts of Commitment

Whenever an employee's external activities exceed reasonable time limits, or whenever an employee's primary professional relationship is not to the BGCO, a conflict of time commitment exists. The specific responsibilities, position requirements, employment obligations and professional activities that constitute an appropriate and primary commitment of time will differ from position to position. However, these responsibilities, requirements, obligations and activities should be based on a general understanding of full-time commitment for the employee's specific position at the BGCO. An employee's involvement in a secondary vocation, a private business, joining a non-profit organization, teaching at an educational institution, or serving on a board of directors, among others, can result in real or apparent conflicts regarding commitment of time and effort.

Full-time employees are strictly prohibited from full-time employment in a ministry position with a church or other organization. Full-time employees may serve on an interim basis in accordance with BGCO Personnel Policy PP-22.

C. Disclosure of Conflicts

On no less than an annual basis, all full-time and regular part-time employees, whether they are engaged in activities that might create the perception of or potential for a Conflict of Interest, Conflict of Commitment, or have no such conflicts, are required to submit a Conflict of Interest Disclosure to the Executive Office.

Full-time and regular part-time employees are responsible to make an accurate and prompt disclosure to the Executive Office within 15 calendar days of: (1) a change in status of an existing real or apparent Conflict of Interest or Conflict in Commitment; and (2) the identification of a new real or apparent Conflict of Interest or Conflict in Time Commitment.

There are two exception to the disclosure requirements: (1) part-time employees are not required to disclose any Conflict in Time Commitment and (2) employees are not required to disclose volunteer activity in his or her “home” Southern Baptist church.

#### D. Resolution of Conflicts of Interest and Conflicts of Time Commitment

If a situation raises questions of real or apparent conflict of time commitment or conflict of interest, affected employees must meet with their Team Leader to report the conflict and eliminate the conflict or develop a written strategy describing how it will be managed in accordance with this policy. The results of this meeting should be reported to the Executive Director-Treasurer, including a copy of the written strategy, if any. Employees not serving under a Team Leader, shall meet with the Executive Director-Treasurer or his designee to develop a written strategy to manage the conflict. The Executive Director-Treasurer shall develop a written strategy in consultation with the President of the Board of Directors.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
SEXUAL HARASSMENT**

Sexual harassment in any form will not be tolerated by the Convention. Any violation of this policy will result in immediate discipline, including possible termination of employment.

Sexual harassment is defined as “unwelcome behavior of a sexual nature or other verbal or physical conduct with sexual overtones.” Sexual harassment may occur when decisions affecting a person’s employment are based on whether that person submits to or rejects sexual demands. Likewise, sexual harassment occurs when unwelcome sexual conduct unreasonably interferes with a person’s job performance or causes an intimidating or offensive work environment.

The behavior is considered harassment even if it leads to no tangible or economic job consequences.

Both men and women may be the object of sexual harassment. Such behavior should be reported to the Team Leader immediately. The Team Leader shall report it to the Executive Director-Treasurer of the Convention. If the Team Leader is involved in the incident, the report should be made to the Executive Director-Treasurer.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
HARASSMENT – FREE WORKPLACE**

The Convention is committed to providing a work environment that encourages all employees and volunteers to conduct themselves with exemplary Christian conduct. The Convention does not tolerate and expressly prohibits harassment or any act (physical, verbal or otherwise) that creates a hostile or intolerable working environment for any employee, volunteer, applicant, agent, contractor, customer, client, vendor or other guest because of race, color, sex, age, pregnancy, national origin or veteran status.

Any harassing behavior, real or suspected, directed toward any employee or workplace participant, must be reported immediately to the Team Leader. The Team Leader shall report it to the Executive Director-Treasurer of the Convention. If a Team Leader is involved in the incident, the report should be made to the Executive Director-Treasurer.

Actual or perceived retaliation for reporting a violation of this policy or participating in an investigation of this policy should be reported immediately in the manner provided above.

The Baptist General Convention of the State of Oklahoma, as a Christian organization dedicated to serving its churches, considers adherence to the Southern Baptist faith, affiliation with a Southern Baptist church and guidance by Christian principles in all its relationships.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
PAY PERIODS**

Employees will be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

When paydays fall on Saturday, Sunday or a legal holiday, checks will be distributed on the preceding business day.

Employees will be paid as follows:

<u>Payday</u>	<u>Pay Period Covered</u>
15 <sup>th</sup>	1 <sup>st</sup> through 15 <sup>th</sup>
30 <sup>th</sup>	16 <sup>th</sup> through 31 <sup>st</sup>

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
EMPLOYEE CLASSIFICATION**

Employees of the Baptist General Convention of Oklahoma will be classified as follows for determination of benefits as provided in the BGCO Personnel Policy Manual.

**FULL TIME:**

An employee classified Full Time is one who works a full-time regular schedule of 1560 hours or more per year. Full-time employees are eligible for all BGCO benefits including vacation, sick leave, group insurance and employer contributions to the Convention Retirement Plan under the rules set forth in Personnel Policies 8, 9, 17, 18, 20 and 21.

**PART-TIME REGULAR:**

An employee classified as Part-Time Regular is one who works a prescribed number of hours per week or month on a regular basis but less than 1560 hours per year. This employee is not eligible for benefits. Part-Time Regular employees may make tax sheltered contributions to the Convention Annuity Plan pursuant to a written salary reduction agreement (when average hours worked are consistent for this reduction) but shall not be entitled to receive employer contributions from the BGCO.

**TEMPORARY:**

An employee classified as Temporary is one who works an irregular schedule. This employee is not covered by the 1560-hour rule and is not eligible for benefits. Such Temporary employee may make tax sheltered contributions to the Convention Annuity Plan pursuant to a written salary reduction agreement (when average hours worked are consistent for this reduction) but shall not be entitled to receive employer contributions from the BGCO.

**CONTRACT LABOR:**

An individual classified as Contract Labor is one who works an estimated number of hours per week to perform assigned tasks for BGCO. This individual is not eligible for benefits.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
JOB RATINGS AND COMPENSATION**

The Convention has a formal Salary Administration Plan, the purpose of which is to provide internal salary equity through objective evaluation of the relative worth of jobs to the organization. Further, the plan seeks to maintain a competitive posture with comparable jobs in the labor market. This is necessary in order to attract and retain high caliber employees.

Each position (classification) is rated and assigned to a Salary Group with a minimum and maximum salary range. Salary Group ranges are reviewed periodically and adjusted when needed. Individual salaries within Salary Group classifications depend upon a number of factors, primarily the experience and job performance of the employee.

Each employee will participate in a written performance review to be conducted at least annually by his/her supervisor who in turn will review it with the employee's Team Leader. Evaluation materials and procedures for performance review, which may vary from year to year, will be explained to each individual at the time of the review. Employees will have opportunity to provide a written response, and such response will become a permanent part of his/her review. The written evaluation and any comments submitted by the employee will be placed in the employee's personnel file. Performance reviews will be considered in determining salary adjustments.

Salaries are a very personal matter. Discussion of salary without full knowledge of the many variables that affect compensation can adversely impact morale. Therefore, confidentiality of salaries is expected.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
SPOUSAL TRAVEL EXPENSES**

Team Leaders and Specialists will be reimbursed for the expenses incurred by the employee's spouse while accompanying the employee on a business trip only if the employee demonstrates the spouse's travel is a bona fide business purpose directly benefitting the BGCO. The BGCO considers the following reasons, among others, as bona fide business purposes directly benefitting the BGCO:

- 1) The spouse's accompaniment of the employee will help ensure the reputation of the BGCO and its ministry leaders, and reflect the high esteem for which God has designed for marriage;
- 2) The spouse's accompaniment of the employee is otherwise necessary to, and contributes to, the employee's work on the trip.

The employee must also properly substantiate the business expenses of the spouse in accordance with the BGCO accountable reimbursement plan. Reimbursement to Specialists for spouse travel expenses must be approved by the Team Leader and CFO. Reimbursement for spouse travel expenses for a Team Leader, including the CFO, must be approved by another Team Leader.

Reimbursements for spousal travel are limited to \$1,000 per budget year.

Board Revision 5-17-16  
Board Revision 5-20-14  
Board Revision 5-21-13  
Board Approval 1-19-99

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
GROUP INSURANCE  
SUPPORT STAFF**

**Active employees:** The Convention pays 100% of the medical, dental, accident, disability and life insurance premiums for the employee.

\* If employed before 1-1-97, please refer to the 2004 Policy Manual for other benefit guidelines.

**PRIVACY POLICY**

The Convention has a select group of employees who have direct access to medical billings to be reimbursed. This adheres to the privacy policy for health plans as required by the Federal Government.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
GROUP INSURANCE  
EXECUTIVE TEAM, TEAM LEADERS, SPECIALISTS,  
STRATEGISTS AND CATALYSTS**

**Active employees:** The Convention pays 100% of the medical, dental, accident, disability and life insurance premiums for employees and 80% of the medical and 100% dental, and life insurance premiums for eligible dependents. The employee shall pay 20% of the dependent medical insurance premium.

\* If employed before 5-1-98, please refer to the 2004 Policy Manual for other benefit guidelines.

**PRIVACY POLICY**

The Convention has a select group of employees who have direct access to medical billings to be reimbursed. This adheres to the privacy policy for health plans as required by the Federal Government.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
GROUP INSURANCE  
CONTINUATION OF COVERAGE**

**COBRA**

Employees, their spouses and dependents covered by BGCO group insurance may be eligible to elect Infinisource continuation coverage. Initial notification of Infinisource rights and responsibilities (information concerning COBRA qualifying events, reporting requirements, qualified beneficiaries, elections, premium payments, extensions, disability and additional information) is provided directly to covered employees and their dependents by the BGCO through Infinisource Compliance Systems, Inc. Such notification is delivered to the employee's home address and should be retained for future reference.

**EARLY RETIREES**

Continuation of BGCO group medical, dental and life insurance coverage may be purchased by early retirees age 62 and beyond. Those who elect to continue coverage are eligible to purchase medical and dental insurance for their spouse. Coverage for the retiree and spouse is available only until the retiree or spouse is eligible to receive Medicare benefits. Premium payments must be paid in advance to BGCO by the 10<sup>th</sup> of each month. Requirements: 15 years full-time BGCO service.

Eligibility for retiree insurance benefits under PP-17 or PP-18 is not contingent upon maintaining continuous medical and dental coverage with BGCO prior to reaching Medicare age.

\* If hired before 1997, see 2004 Policy Manual for other benefit guidelines.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
ABSENCES**

**PERSONAL TIME**

Personal time off may be granted at the discretion of the immediate supervisor. Time may be made up by reduced lunch hours as appropriate during the same workweek as long as overtime is not incurred. In no case will personal time off become regular or excessive.

**JURY/MILITARY DUTY**

Jury duty is a civic responsibility. Employees will be allowed time off for jury duty and may retain any reimbursement.

Employees who are in the National Guard or on inactive military status who are called to active duty will be allowed time off without pay to fulfill their duty.

**FAMILY AND MEDICAL LEAVE ACT (FMLA)**

See Appendix A for the BGCO policy on absences available to employees pursuant to the Family and Medical Leave Act.

**SICK LEAVE (This section approved by Board 9-22-09)**

Paid sick leave accumulates at the rate of 9.5 hours per month of full-time employment up to a maximum of 855 hours.

Sick leave may only be used for personal illness of the employee and/or the personal illness of an immediate family member for whom the employee has the primary responsibility for care. Sick leave may also be used for approved FMLA leave. Immediate family members include spouse, children, parents, parents-in-law or other persons who may live as members of the household.

In hardship cases where an employee has exhausted his/her sick leave, other employees may each contribute up to but not to exceed 75 hours from their accumulated sick leave provided the donor employee has 500 hours remaining after the donation. Donations of sick leave require approval of the Leadership Team.

**TERMINATION OF EMPLOYMENT**

Upon termination of full-time employment with the Convention all accumulated sick leave is canceled and no payment will be made for any unused portion thereof.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
LONG TERM LEAVE OF ABSENCE**

Eligible employees may request an unpaid Long Term Leave of Absence, given at the discretion of the supervisor, for up to three months. This type of leave can extend beyond three months only with the approval of the Executive Director of the BGCO.

To be eligible for a Long Term Leave of Absence, an employee must meet the following qualifications:

- Be a regular full-time employee;
- Complete twelve months of service with the BGCO;
- Has not taken a Long Term Leave of Absence over the previous rolling backward 12-month period and
- Is ineligible for FMLA leave because the BGCO employs fewer than 50 eligible employees within a 75 mile radius of the employee's worksite.

The following provisions of the BGCO's FMLA leave policy are incorporated into the Long Term Leave of Absence policy with any references to "Family Medical Leave Act" or FMLA being changed to "Long Term Leave of Absence".

- Reasons for Leave
- Notice of Leave
- Medical Notification
- Reporting While on Leave
- Leave is Unpaid
- Medical and Other Benefits
- Intermittent and Reduced Schedule Leave

Eligible employees and their supervisors are encouraged to use the Long Term Leave of Absence assuming approval of the leave does not result in a business hardship.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
FUNERAL LEAVE**

Paid funeral leave of up to three days may be granted due to the death of an immediate family member of an employee or an employee's spouse. For the purpose of this policy "immediate family" includes spouse, mother, father, children, brother, sister, mother-in-law, father-in-law or "step" relatives of the above, grandparents and grandchildren.

If additional time off is needed in unusual circumstances or situations, approval may be given at the discretion of the Team Leader.

Time off to attend funeral services of extended family, which includes aunts, uncles, cousins, nieces, and nephews, may also be granted without pay at the discretion of the Team Leader.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
PERSONAL ENGAGEMENTS AND HONORARIUMS**

**HONORARIUM/EXPENSE REIMBURSEMENTS**

Fridays, Saturdays and Sundays are personal time for BGCO Leadership Team, Team Leaders and Specialists. When churches invite them on personal time to assist with conferences/training in their line of ministry it is appropriate for the church to provide an honorarium. In addition to keeping such honorariums, the employee may also be reimbursed from the BGCO for travel expense so that out-of-pocket expense is not incurred.

Churches that invite an employee to supply for the pastor, music minister, etc., in the absence of the pastor or staff generally provide an honorarium. BGCO employees are permitted to retain such honorariums. Travel expenses may be charged to the employee's travel account for up to 8 weeks, making it possible to assist a church of any size without personal cost.

In cases of extended periods beyond 8 weeks serving as interim or supply, the church will be asked to pay a monthly gas reimbursement to the BGCO based on the mileage driven by the BGCO employee each month at the rate of 20 cents per mile.

Payment of honorariums by one Team Leader or Specialist to another Team Leader or Specialist for leading conferences, music, etc. is prohibited.

**REVIVALS/SEMINARS/INTERIMS**

The BGCO Leadership Team, Team Leaders and Specialists are allowed to lead two revivals and two out-of-state seminars each year. The Team Leader must approve these engagements. Any exceptions to this policy must be approved by the Team Leader. In the case of the Team Leaders, the Executive Director must authorize exceptions.

Employees are invited to many out-of-state seminars by SBC entities. Meetings should be carefully chosen and the number of seminars, etc, attended limited. Attendance at these meetings must be approved.

Interims extending beyond six months are strongly discouraged and must be approved by the Team Leader and/or the Executive Director.

**CHURCH, DENOMINATION AND EMPLOYEE RELATIONSHIP**

It is not appropriate, nor in keeping with the constitution of the BGCO, for the convention to instruct churches as to whom they may or may not invite to serve their congregations.

It is not appropriate for the BGCO to instruct an employee what he/she can or cannot do with his/her personal time. Employees are hired to perform a given function or task as outlined in their job descriptions. Employees are discouraged from taking additional jobs that lead to mental and physical exhaustion that may handicap their ability to perform according to acceptable standards.

Board Revision 3-3-15  
Board Revision 5-21-13  
Board Approval 2-2-10

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
SABBATICAL OR STUDY LEAVE**

Team Leaders and Specialists with five years of continuous service with the Convention may be considered for a leave of absence not to exceed four weeks of study.

The Convention will continue to pay the employee's salary and benefits during such leave of absence. Some funds may be available to assist with conference fees or tuition. Process to apply for Sabbatical or Study Leave:

1. At least six months in advance the specific request must be made in writing outlining intent to pursue a plan of study to maintain and improve skills directly related to the area of employee's responsibility.
2. The request will be submitted to the Team Leader, and upon approval of the Team Leader the application will be forwarded to the Executive Director for final authorization by the Leadership Team.
3. The request must state place of study, area of study and actual dates of study.
4. Preference in granting study leave will be given those with the longest tenure with the Convention.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
TERMINATION OF EMPLOYMENT**

**RETIREMENT**

Six months' notice of a pending retirement is recommended.

Upon retirement, an employee may be considered for a cash gift to be presented following separation from service. However, if such gift is made it is not additional compensation for past, present or future service and will be considered solely as an expression of affection, respect and admiration for the retiring employee at the discretion of the Leadership Team.

**RESIGNATION**

Notice of resignation by the Leadership Team, Team Leaders and Specialists should be given one month in advance.

Notice of resignation by all other staff members should be given at least two weeks in advance.

**TERMINATION**

It is understood that either the employer or employee may terminate the employment relationship whenever either party so decides. If the employment is terminated by decision of the employer, the employee may be given severance pay at the discretion of the Executive Director-Treasurer.

**DISCIPLINARY ACTION**

The Convention will make every reasonable effort to maintain an atmosphere of self-discipline and mutual trust. In some cases, the Convention may, in its sole discretion, apply counseling and disciplinary action prior to termination of employment. All discipline and discharge matters are determined on a case-by-case basis and are dependent upon the circumstances at hand. Certain actions may, however, result in termination without prior notice and without the prior application of counseling or disciplinary action.

**REDUCTION IN WORK FORCE**

If it should become necessary to reduce the work force, such reductions will be made based upon the needs of the Convention.

## **DISABILITY—PAYMENT OF SALARY & BENEFITS**

An employee may qualify for or continue to receive the benefit provided under this provision as written on or before May 20, 2014, if all the qualifications were met on or before said revision date.

## **DISABILITY—CONSIDERATION OF AN APPRECIATION GIFT**

At the time an employee is approved for medical disability the Convention may consider such employee for an appreciation gift either in cash or merchandise. The BGCO Leadership Team shall determine the amount of such gift. The appreciation gift must be dated one day after the employee begins receiving disability payments.

Each recipient of the disability appreciation gift should consult his or her own personal tax representative for proper tax treatment.

## **DEATH OF AN ACTIVE EMPLOYEE—CONTINUATION OF FAMILY MEDICAL INSURANCE BENEFITS**

Upon the death of a BGCO administrative staff member (Salary Groups 8-17) or Baptist Collegiate Ministries director or associate director while in active employment, the BGCO shall continue to pay the medical and dental insurance premium for the employee's surviving eligible dependents for a time limited to one year after the date of death or the remarriage of the spouse. After nine months or upon remarriage, whichever occurs first, the Convention (represented by the supervisor and/or team leader) shall contact the surviving spouse and discuss the requirement that the spouse begin paying the medical and dental insurance premiums within three months of the date of contact.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
GRIEVANCE PROCEDURE/  
TERMINATION**

Review process for terminated employees:

Board-elected employees:

1. Within seven days of receipt of notice of termination, the terminated employee may request in writing to the Executive Director-Treasurer that the grievance be heard.
2. The Executive Director-Treasurer will notify the President of the Convention of the need to convene a grievance committee (Operations Committee and the President).
3. The grievance committee, chaired by the President, will meet with the terminated employee and the Executive Director-Treasurer within 30 days of receipt of the employee's request.
4. The Convention's legal counsel may be requested to be present in the grievance hearing. The grievance committee will determine and the employee will be notified in writing within three days whether the termination will stand or an alternate action should be taken. A report of the action of the grievance committee will be made to the Board of Directors.

Administrative-approved employees:

1. Within seven days of receipt of notice of termination, the terminated employee may request that a grievance be heard. This request must be in writing to the supervisor and copied to the Team Leader and Executive Director-Treasurer.
2. Within 30 days of receipt of terminated employee's request, the Leadership Team will hear the grievance. The terminated employee must be present at this meeting.
3. The Convention's legal counsel may be requested to be present in the grievance hearing.

A decision will be made within three days whether alternate action should be taken or if the termination should stand, and the employee will be notified in writing. A report of the action of the grievance hearing will be made to the Operations Committee of the Board of Directors.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
WHISTLEBLOWER POLICY**

**Background for Policy**

The Convention expects directors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Convention, they must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations.

**Objective of Policy**

The objective of the Convention's Whistleblower Policy is to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by employees, directors, and other stakeholders of the organization on a confidential basis.
- The receipt, retention and treatment of complaints received by the organization regarding accounting, internal controls or auditing matters.
- The protection of directors, employees or others reporting concerns from retaliatory actions.
- The reporting of violations concerning policies and regulatory matters other than accounting or auditing.

**Reporting Responsibility**

Each director and employee of the Convention has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters and (b) violations and suspected violations of laws and regulations.

**Audit Committee Responsibility**

All reported concerns will be forwarded to the Audit Committee in accordance with the procedures set forth herein. The Audit Committee shall be responsible for investigating and making appropriate recommendations to the Board of Directors with respect to all reported concerns.

**No Retaliation**

This Whistleblower Policy is intended to encourage and enable directors and employees to raise concerns within the Convention for investigation and appropriate action. With this goal in mind, no director or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, an employee who retaliates against someone who has reported a concern in good faith may be subject to disciplinary action, up to and including termination of employment

## **Reporting Concerns**

Employees should report their concern to a member of the Leadership Team, the employee's supervisor or the Chair of the Audit Committee, depending on the nature of the concern and whether one or more of the Leadership Team members or the employee's supervisor is a subject of the concern. In most cases, the concern should first be discussed with a member of the Leadership Team and should be in a written form. If the employee reports his concern to a member of the Leadership Team and he believes it is not appropriately addressed, the employee should then report his concern to the Chair of the Audit Committee.

This normal reporting process should not be a barrier to reporting the concern. Therefore, the employee may report his concern directly to the Chair of the Audit Committee if he believes it would provide a more appropriate forum.

If the concern is reported to a member of the Leadership Team, that team member is required to promptly report the concern to the Chair of the Audit Committee, who has specific and exclusive responsibility to investigate all concerns. Unless they are the subject of the concern, the concern should also be reported to the Executive Director-Treasurer and the President of the Convention.

If the Leadership Team member, for any reason, does not promptly forward the concern to the Audit Committee, the reporting individual should directly report the concern to the Chair of the Audit Committee. Contact information for the Chair of the Audit Committee may be obtained from a member of the Leadership Team.

Directors should submit concerns in writing directly to the Chair of the Audit Committee.

## **Handling of Reported Violations**

The Audit Committee shall address all reported concerns. The Chair of the Audit Committee shall immediately notify the other members of the Audit Committee, the Executive Director-Treasurer, and the President of the Convention of any such report. The Chair of the Audit Committee will notify the sender and acknowledge receipt of the concern within ten business days.

All reports will be promptly investigated by the Audit Committee, and appropriate corrective action will be recommended to the Board of Directors if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

The Audit Committee has the authority to retain outside legal counsel, accountants, private investigators or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

**Acting in Good Faith**

Any individual reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice or a violation of law. Making allegations in a malicious or reckless manner or with the foreknowledge that the allegations are false will be viewed as a serious offense, which may result in disciplinary action, up to and including termination of employment.

**Confidentiality**

Reports of concerns and investigations pertaining thereto shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious offense and may result in disciplinary action, up to and including termination of employment.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
WEBSITE USE AGREEMENT**

Information posted on websites hosted by the Baptist General Convention of Oklahoma should follow established Communications guidelines of the BGCO.

Information posted may be edited for style, content, or clarity to make it consistent with BGCO communications standards.

Information representing the BGCO should not be posted on external, non-BGCO third party websites without the express written consent of the Operations Team Leader.

User names and passwords assigned for web updates shall be kept confidential and shall not be disclosed without the express written consent of the BGCO.

Website, blog, and social media channel names must reflect the related ministry area or function of the BGCO. Naming of sites, blogs, and channels may not be personal names or reflect the names of employees.

No third party advertising shall be sold or posted on our websites without prior Leadership Team approval.

Board Revision 2-7-17  
Board Revision 3-3-15  
Board Revision 5-20-14

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
GUEST INTERNET ACCESS POLICY**

The Baptist General Convention's (BGCO's) policy is to offer Internet access to all guests. Rules are necessary to protect the BGCO and the rights of our users.

The BGCO cannot and will not control or warrant the validity, usefulness or suitability of any information on the Internet that is accessed through BGCO's service. The BGCO makes a reasonable attempt to filter information not suitable for the BGCO environment. It is the user's responsibility not to initiate access to material that may be inappropriate or offensive. The BGCO, therefore, requires its guests to abide by the following rules.

**Rules and Terms of Service**

1. The guest agrees to use BGCO's services for lawful purposes, in compliance with all applicable laws.
2. BGCO reserves the right to investigate suspected violations of the rules.
3. Violations of these rules could also subject the guest to criminal or civil liability.
4. Guests are prohibited from storing, distributing or transmitting any unlawful material through BGCO services. Examples include, but are not limited to, direct threats of physical harm, pornography and copyrighted, trademarked and other proprietary material used without proper authorization.
5. The guest may not distribute certain other types of material including, but not limited to, programs containing viruses or Trojans and tools to compromise the security of other sites.
6. The guest is prohibited from utilizing BGCO services to compromise the security of, or tamper with, BGCO's system resources or accounts on any of BGCO's computers, routers, terminal servers, modems or any other equipment at BGCO sites or any other site. Any attempt to access BGCO's corporate assets is strictly prohibited.
7. BGCO reserves the right to release the user names of guests involved in violation of system security to system administrators at other sites, in order to assist them in resolving security incidents. BGCO will also fully cooperate with law enforcement authorities in investigating suspected lawbreakers.
8. Acceptable usage is hereby defined as the normal activities associated with the usage of the Internet, including, but not limited to, usage of BGCO's systems and network facilities for accessing the WWW, Usenet News, E-Mail and other Internet features.
9. BGCO's service is provided on an as is, as available basis. No warranties expressed or implied.

Board approved 9-25-07

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
EMPLOYEE WORK PRODUCT**

The copyright to original content authored by an employee within the scope of employment, or as a product of the employee's work for the BGCO, is the property of the BGCO. The BGCO does not own any copyright to original material authored by an employee if the content is not a direct product of the employee's work for the BGCO or the employee's access to information at the BGCO. Employees that anticipate authoring independent original content should make a written request to the Executive Office of the BGCO to receive a determination as to whether the content to be developed by the employee will be regarded as copyrighted content of the BGCO.

"Content" is defined as materials, strategy, programming, spoken communication, or any other information related to BGCO subject matter that is delivered electronically, in physical print media, or verbally. Examples include, but are not limited to: speaking engagements, blogs, books, training materials, and anecdotal writings, or the recordings thereof.

**BAPTIST GENERAL CONVENTION  
OF THE STATE OF OKLAHOMA  
CONTINUING EDUCATION REIMBURSEMENT**

Employees of the BGCO are encouraged develop personally and professionally during their time at the BGCO. To further employee development, the BGCO will provide reimbursement to employees who choose to further their education through coursework in relevant degree programs.

**Eligibility Requirements**

All full-time employees of the BGCO are eligible for educational assistance in accordance with this policy upon completion of twelve (12) months of full-time continuous employment. The employee must be enrolled in courses which are part of an approved degree program.

**Acceptable Degree Programs**

The degree program must further the abilities, knowledge, and expertise in the field of work that the employee currently serves at the BGCO. The degree must be determined by the Leadership Team to be essential to the employee's work at the BGCO. The degree program must be offered by an accredited school. Coursework must be related to the work and ministry of the BGCO.

**Reimbursement Qualifications**

Eligible coursework must begin after the employee is eligible for assistance and completed before the employee leaves employment. No reimbursement will be given if the employee leaves employment prior to completion of the coursework. The BGCO will reimburse 50% of tuition costs (does not include books and fees) for coursework. The maximum reimbursement is \$1,500 in a calendar year.

Reimbursement will be given to the employee after verification of (1) completion of the coursework, (2) the grade for the completed coursework, and (3) proof of personal payment to the school.

The employee must earn a grade of "B" or better. If the course is on a "pass/fail" grading system, the employee must earn a "pass" grade.

**Coursework Parameters**

All elected coursework must be completed during employee personal time. Working on coursework during office hours is only permitted if coursework is required by BGCO for furtherance of employment or meeting license stipulations. Reimbursement eligibility is limited to no more than 6 credit hours per semester.

**Required Training**

Coursework and training that is required for further employment at the BGCO, or necessary for maintaining licensure deemed essential by the BGCO, will be paid or reimbursed at 100% of the costs, including tuition, books, and fees.