

# First Academy-Leesburg

## Non-Instructional Personnel Handbook

219 North 13<sup>th</sup> Street  
Leesburg, Florida 34748  
(352) 787-7762

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This handbook supersedes all previous policies, including any previous handbooks, manuals, memoranda and oral or written statements pertaining to church policies described herein. It is effective immediately and applicable to all employees regardless of their date of employment. This handbook does not constitute a contract of employment, nor does it represent an inflexible set of rules and regulations. It is, properly, a compilation of useful information as well as policies and procedures concerning employees' obligations, responsibilities and benefits.

When appropriate or necessary, the church and or First Academy-Leesburg may deviate from or make exceptions to particular provisions stated. First Academy-Leesburg reserves the right, on a case-by-case basis, to interpret its stated or usual policies, practices and procedures when the church and/or school deems it necessary or appropriate. The church and/or school further reserves the right to modify or revoke, suspend, terminate or change any or all policies, practices or procedures, in whole or in part, at anytime, without advance notice.

# **School Philosophy and Doctrine**

## **Philosophy**

First Academy-Leesburg recognizes Jesus Christ as its foundation. The school is dedicated to assisting children in their move toward Christ and maturity in Him.

First Academy-Leesburg seeks truth from God, the Creator and Sovereign ruler of the universe, the source of all knowledge. The school recognizes that the world is becoming an increasingly complex place where moral, social, and political uncertainties abound.

First Academy-Leesburg is committed to academic excellence, ever aiming to develop and nurture within each student a desire for learning and an initiative that will direct him toward achievement.

First Academy-Leesburg strives to create an environment where students can reach for excellence in the aggregate of human life-intellectual and spiritual, moral and physical, domestic and social.

## **Doctrine**

We believe the Bible is the inspired, inerrant, and infallible Word of God. Therefore, it is our sole norm for faith and practice.

We believe that God is Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, holiness, justice, grace, goodness, and truth.

We believe that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.

We believe that Jesus was physically resurrected to purchase a place in heaven for us, which he offers as a free gift, providing the only way of salvation for all men.

We believe in the Trinity consisting of three persons-Father, Son, and Holy Spirit-in one God.

We believe that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature and the wages of this sin is death.

We believe in the church, the body of Christ, whose mission is to preach the gospel to all the world.

We believe that a true believer is secure in Christ forever and is called to live a holy life.

We believe that the ordinances of the church are believer's baptism by immersion and the Lord's Supper.

We believe in the personal, pre-millennial return of our Lord Jesus Christ, prior to the establishment of His kingdom.

We believe that those who are believers shall be forever in the presence of God and those who have rejected Christ will be separated from God forever.

## **Employment Classification**

### **Full-Time / Part-Time**

School employees are classified as full-time or part-time at time of employment. Full-time employees must work a minimum of thirty hours per week throughout the year. Working thirty hours in a week does not automatically qualify an employee as full-time. Employees shall be classified full-time or part-time by the administrator. (Part-time employees are those individuals classified with part-time status.)

### **Employee Categories**

Full-time and part-time employees are divided into two general categories:

1. General Personnel- includes, but is not limited to, school child-care staff. These individuals are recommended for employment and termination by the administrator and/or the administrator's designee, who will be their immediate supervisor. They are evaluated by their immediate supervisor or his/her designee.
2. Skilled Personnel - shall include, but is not limited to, the office staff. These employees are recommended to the school board and approved by the school board for hiring by the school administrator.

## **Employment Conditions**

### **At Will Relationship**

Employment at First Academy is "at will". Therefore, an employee may resign at any time and the school may discharge an employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any document, conduct, or

tenure unless such change is specifically acknowledged in writing by the administrator. No tenure exists for school employees.

**NOTE: All persons involved with children in any manner must complete the fingerprinting and background check requirements. Instructions and packets may be picked up in the First Academy-Leesburg office at 219 N. 13<sup>th</sup> Street.**

## **Conduct**

All employees must be active, supportive members of a local, evangelical Christian church similar in nature to First Baptist/Leesburg. Office staff shall be members of First Baptist/Leesburg. Other employees are invited and encouraged to be members of this church.

All employees (and families) are expected to be supportive of First Baptist/Leesburg's ministries, programs, members, and staff. If an employee disagrees with a church policy, the matter should be discussed with the appropriate supervisor or program coordinator. Under no circumstance should an employee criticize a church or school policy, fellow employee, church member, or ministry participant outside the appropriate supervisor's office. The school board encourages employees to give productive, constructive criticism to the program supervisors at the appropriate time and place.

The school also reserves the right to employ persons who, in the opinion of the administrator and the church, have a Christian background, philosophy of ministry, work history, and life style, which are consistent with Scriptural principles of the First Baptist Church of Leesburg and First Academy-Leesburg. Employees may be reprimanded or terminated for actions and life styles which are inconsistent with established First Baptist Church of Leesburg or First Academy-Leesburg standards, teachings or values or which might tend to bring discredit upon the school or any of its programs. Lifestyles which would not be considered consistent would include, but not be limited to, involvement in sexual deviance or immorality as defined by God's Word, extra-marital affairs, use of illegal drugs, alcohol use, tobacco use, membership in cults, etc. This includes conduct which has the same effect even though it may occur outside the work place or church or school property. Dismissal may come without any previous notice or warning.

School personnel serve under unique conditions. Everything we say or do reflects directly upon the reputation of the school and can either assist or hamper our mission of bringing people to a saving knowledge of Christ. Accordingly, employees must be carefully screened and their backgrounds checked before being hired to prevent knowingly employing an individual who may not currently be willing or able to perform within the school's standards of honesty, reliability, and integrity. First Academy-Leesburg does not discriminate against applicants or employees on the basis of race, color, sex or national or ethnic origin. The school does reserve the legal right under Title VII, U.S. Code, and other applicable state and federal statutes, however, to hire only active, supportive members of an evangelical Christian church similar in nature and beliefs to First Baptist Church of Leesburg, or to hire members of FBC Leesburg for specific or all positions.

## **Termination**

If an employee fails to comply with any personnel policy, it may result in disciplinary action or termination.

## **Compensation**

### **Pay Periods**

The school practices a bi-weekly pay period beginning on a Monday at 12:01 A.M. and ending on a Sunday at 12:00 midnight. Employees shall be paid the following Friday for that pay period.

### **Overtime**

Hourly employees who work over forty hours in one work week for one or more church organizations shall be paid an overtime rate one-and-one-half times their normal salary for all hours over forty. The employees are entitled to overtime even when their combined hours from other church ministries total more than forty. If an error is made regarding overtime pay, the employee should notify the bookkeeper as soon as the discrepancy is noticed.

All employees who work over their normal scheduled hours must obtain written approval in advance from the administrator or his/her designee.

### **Time Cards**

All employees (salaried and hourly) of First Academy-Leesburg must submit a time sheet to the bookkeeper before they can be paid. Time sheets shall be placed in the bookkeeper's mailbox by 3:15 P.M. the last day of each pay period. If an employee uses a time clock, then the following rules apply:

- **Employees may be penalized hours if they fail to clock in or out.**
- **Employees shall clock in and out for lunch.**
- **Employees shall not clock in and out for each other.**
- **Errors or changes on time cards must be initialed by a supervisor.**

All employees are expected to keep an accurate record of hours worked on their time sheet. Any time off the job should not be reported for pay.

### **Performance Evaluations and Salary Increases**

Employees are given evaluations and raises at the beginning of the new school year. From time to time, salary increases may not be available due to budgetary restrictions.

# **Benefits**

Unless otherwise specified, only full-time employees are eligible for benefits. All benefits except insurance are calculated to begin and change as of August 1st. Insurance enrollment is January 1<sup>st</sup> for employees who are returning and are given a new contract and one month after the first full month of employment for new employees.

## **Vacation**

Employees earn their vacation time on a pro-rated basis. If an employee is terminated or resigns, he/she will only be eligible for his/her earned, unused vacation pay for that contract year.

Vacation days do not carry over to the following year. Any vacation not used by July 31<sup>st</sup> or the week prior to preplanning will be forfeited. All vacation requests must be made in advance to the administrator. Vacation conflicts are usually decided on the basis of seniority. Employees are expected to take vacations.

Full-time employees earn one week of vacation after their first year of employment, two weeks after their second year, and three weeks after their fifth year and each year thereafter.

If employees work only partial weeks during the summer, vacation time will be calculated based on calendar days not work days.

## **Paid Holidays**

Full-time and part-time employees receive pay for church holidays if the employee is normally scheduled to work on that day. The employee will be given his/her regular hours for the holiday. Church holidays include

- New Year's Day
- The Friday before or the Monday following Easter as determined by the administrator
- Memorial Day
- July Fourth
- Labor Day
- Thanksgiving Day
- One-half day before Christmas
- Christmas Day

## **Sick Days**

Employees' sick days shall be based on length of employment. Unused time may not be carried over to the following year. In addition, employees are not eligible to be paid for accrued sick days when they are terminated.

Full-time employees are entitled to two sick days per six months of employment through the twelfth month, five days during the second year, and each year following. Sick days may be taken for self and to care for spouse, children, or dependent relatives living in household. Sick time may also be used for doctor's appointments.

## **Retirement**

After completing one year of service, full-time employees are eligible to participate in the church annuity program. The school will contribute the equivalent of .5% of a full-time employee's salary for each year of employment up to 5%. Then, after twenty years, the amount will be increased to 10%.

Employees may also contribute money from their salary (pre-tax) to this retirement fund. Below are some facts about the program.

- All contributions are through the Guidestone Financial Resources of the Southern Baptist Convention.
- The total contribution (school and employee) cannot exceed 20% of the annualized salary.
- All employees' contributions are made through payroll deduction.
- The employee is 100% vested from the initial date of participation.
- Benefits are payable at retirement.
- Guidestone Financial Resources offers the employees options of how the funds are invested.

## **Christmas Bonus**

On a year-to-year basis, the school approves the giving of a Christmas bonus to all full-time and part-time employees who are employed on December 25<sup>th</sup>. The amount of the bonus will be determined by the school board during its annual budget review process.

## **Jury Duty**

Employees are paid the difference between any jury duty pay they may receive and their regular pay when they are required to be a witness or serve on a jury. However, if attendance is not required for the entire day, the employee shall report to the school to work for the remaining part of the day.

## **Tuition Discount**

Full time personnel receive a tuition discount of 50% for each of their children. Part-time workers who work at least 15 hours per week will receive 15% discount for each child. This will preclude discounts normally given for a second or third child. If the employee has received a scholarship, the offer of tuition discounts will be void.

## **Child Care**

Workers are provided with free before and after school care for their children when they are working. Children should be in before and after school care when workers are on duty.

## **Bereavement Pay**

In the event of the death of an immediate family member (spouse, children, parents, or spouse's parents), a full-time employee may be paid for the absence from scheduled work for a period not to exceed three consecutive days if the funeral is in the state, or four consecutive days if the funeral is out of the state.

In the event of the death of other relatives, full-time employees may receive paid time off for the funeral (not to exceed one day).

Bereavement pay benefits do not apply if the funeral occurs while the employee is on vacation, paid holiday, leave of absence, or absence for any other reason.

## **Insurance**

Optional life, disability, major medical, and catastrophic medical expense policies are available to full-time school employees. These may be paid through a payroll deduction program with First Baptist and/or First Academy-Leesburg.

## **Leave of Absence**

A leave of absence may be granted to a full-time employee by special approval of the administrator and school board. For any type of leave, advance approval is necessary. The school is under no obligation to grant leaves of absence. The following types of leave exist for employees:

- Medical Leave: For medical reasons, leave may be granted for a definite or indefinite period of time without pay.
- Personal leave: For reasons of extreme personal necessity, personal leave may be granted for a definite period of time without pay.
- Military leave: For employees called to serve in the armed forces, military leave may be granted for a definite or indefinite period of time without pay as required by law.
- Catastrophic Leave: For reasons of a catastrophic illness or disability, catastrophic leave may be granted for a definite period of time without pay. Only employees who have five or more years employment at First Academy are eligible for this leave.
- Maternity Leave: For employees who have newborn children, maternity leave may be granted, without pay, for twelve weeks to employees.

The Family Medical Leave Act and other government regulations will supersede any policy stated in this handbook, or unless the organization is considered exempt from such acts or regulations as defined in said documents.

## **Other Benefits**

First Academy employees are eligible for special discounts to many central Florida attractions (Cypress Gardens, Sea World, etc.) and the Leesburg Regional Wellness Center. Employees are also able to join the Insight Financial Credit Union. Contact the financial secretary for more information on these benefits.

## **Employee Responsibilities**

### **Reporting Accidents**

When an accident occurs on church/school property, whether to a member, visitor, or staff member, the matter should be immediately referred to the employee's supervisor, regardless of how insignificant the accident may appear to be. An accident report should be filled out for all accidents that occur. Injured persons should not be moved until the administrator or medical personnel have examined them. If injuries warrant the calling of an ambulance, call 911 immediately. After calling an ambulance, call the parents or designated emergency contacts.

Employees who are injured on the job must report the incident promptly in order to be eligible for workers' compensation. The school requires prompt reporting of all work injuries and accidents. The proper forms must be filled out at the time of the accident. When bodily fluids are involved in an accident, all government regulations regarding contact with blood born pathogens must be followed as described in the training which each employee will receive. Gloves should be worn at all times during the treatment process (cleaning off and applying band aids) and during the clean up process (blood, vomit, other bodily fluids). No wounds should be touched in any manner without gloves being worn.

### **Fire Alarm**

If the fire alarm is activated, all employees must leave the facility - even during a drill.

### **Church Keys and Equipment**

All keys issued to an employee remain the property of First Academy-Leesburg. Employees should ensure that the keys are used solely by them and only for the purpose issued. No employee shall allow his/her keys to be duplicated without the expressed written consent of the administrator.

Removal of school documents and equipment without the expressed consent of the administrator is prohibited. School stationery is to be used for authorized school use only.

## **Fax, Copier, Laminator, and Personal Mail**

The FAX machine is for official church and school business only. If an employee needs to make a personal FAX, he/she must reimburse the church for any expenses (i.e. long distance call.) An employee may make personal copies on the school copier or laminator for a charge.

## **Signing out of Children**

Whenever a parent or their designee arrives to pick up a child, the child must be signed out in the school office if the school day has not ended. No children should be allowed to leave school without verbal or written confirmation from the office.

**If the school day has ended and the child has gone to after school care, the parents or their designee must sign the child out AND note the time on the sheet kept by the after school care workers.**

## **Visitors**

All visitors to our campus, whether to see employees or students, should sign in at the school office and receive a visitors badge. The badge should be returned when the visitor leaves the campus.

## **Dress Code**

First Academy-Leesburg seeks to project an image of professionalism. Therefore, all employees should dress appropriately and modestly with acceptable grooming at all times. They should set an example of cleanliness, neatness, and good taste. The same standards as the student dress code should be followed regarding length of skirts and shorts for all school activities. Blue jeans may be worn one day a month (either on a Friday or on a field trip). Jeans should not be faded, worn looking, frayed, patched, un-hemmed or baggy. Because some people are allergic to cologne or perfume, employees may be requested not to wear these during working hours.

## **Telephone Usage**

The school permits employees to make or receive brief, occasional personal calls in emergencies (less than three minutes). Excessive use of the phones for personal use will not be permitted. Abuse of telephone privileges will result in disciplinary action. Child-care workers may carry cell phones or other communication devices, but they should be turned off during work hours. Personal phone calls and/or checking voicemail or e-mail should only be engaged in during breaks.

## **Microwave Ovens**

These appliances are for teacher/staff use only. Students are NOT allowed to use microwaves for any purpose. Students are not allowed to remove items from microwaves for teachers/staff.

## **Children, Relatives, and Significant Others at Work**

Children and relatives of employees are not allowed to remain with the employee during normal working hours. Exception would be for After School Care workers who have children in the After School Care program. Emergencies and extenuating circumstances (for short periods of

time) must be approved by the administrator or his designee. Relatives, spouses, boyfriends, girlfriends or anyone not in the employ of First Academy-Leesburg may not have access to the student population.

## **Outside Employment**

Outside employment, if any, must be managed carefully to ensure that it does not conflict with or result in decreased performance of an employee's First Academy-Leesburg employment. Full-time employees should consult with the administrator prior to arranging secondary employment.

## **Energy Conservation**

Employees are responsible for turning off lights, water, and appliances when an area is not in use. Air conditioning units should be set on 85 degrees during the evening hours in 1311-1, 1311-2, and 1311-3. Units in 219 North 13<sup>th</sup> Street are on automatic settings.

## **Office Hours**

The school office is open from 8:00 A.M. to 4:30 P.M. Monday through Friday. If working the early shift, personnel should be in the office ready to begin at 7:30 A.M.

## **Confidential Information**

Employees deal with highly sensitive and confidential information and, according to the Family Privacy Act, all records dealing with a student and his/her family are considered private in nature and cannot be released or revealed to anyone who is not of that immediate custodial family. All information shall be handled with extreme care and confidentiality. The information should only be used as required in the performance of an employee's duties. Unauthorized use or disclosure of the information, even if it is inadvertent, may result in disciplinary actions and or termination.

Employees of First Academy-Leesburg are under obligation to preserve the confidentiality of information acquired during their tenure, even after the employee no longer works for the school. Furthermore, former employees may not utilize this information for any purpose after their departure from the school staff.

## **Employee Conduct**

First Academy-Leesburg's employees must conduct their personal affairs in such a fashion that their reputation, as well as the school and church's ministry and reputation are not jeopardized. In addition, ethical and/or moral questions should not arise from their association or work with the church. Compliance with this code is the responsibility of every employee.

## **Resignation**

If situations force a change in jobs, employees are expected to give the administrator at least two weeks' notice. This courtesy will allow the school enough time to adjust working schedules and/or secure a replacement.

Upon leaving the school's employment for any reason, a final paycheck will be available on the next regularly scheduled pay date. All keys and school or church property must be returned, and any outstanding debts settled when employment ends so that no legal recovery action will be necessary. No exceptions can be made to this policy.

## **Facility Use**

Unauthorized persons are not allowed in our facility. The chapel is open for prayer, but everyone must be involved in a church or school program to be on campus. Children's program leaders should not allow other non-program children and adults to be involved in their program. If someone is in the building without authorization, contact the administrator as soon as possible. Adults not affiliated with First Academy as employees or official volunteers may never have access to students without the permission of the administrator.

## **Leaving Campus**

Any employee leaving the campus other than at the beginning or end of regular working hours, must sign the check in/out sheet in the office prior to leaving and when he/she returns.

## **Sexual Harassment**

Sexual harassment and/or other abusive, intimidating or offensive behavior or language will not be tolerated, including any that may come from non-employees. Any employee experiencing such treatment should ask the offending party to cease the behavior and must report the offensive behavior as soon as possible to the administrator so that corrective action may be taken. If the administrator is the source of the problem or a contributor to it, or if for some other reason the employee cannot report the matter to the administrator, the issue should be brought to the attention of the school board or the associate pastor. Failure to take action by either of these parties should be reported to the senior pastor. The administrator will ask the offended party to notify him/her in writing of the complaint. Should harassment not cease the offended party should again notify the administration. The administration will take action based on due process and will ask the offending party to have no further contact with the offended party.

## **Travel Expenses**

Depending on the nature of the travel, days may or may not be deducted from available personal days. For example, if you are asked by the administrator or school board to attend a conference or training seminar, you will not have to use personal days.