

OPP 4.6 – TERMINATION PROCEDURES

PURPOSE: To outline the policy and procedures to be followed for voluntary and involuntary separation of employment from Round Rock Christian Church (RRCC).

POLICY

This policy applies to all employees of RRCC, including ministerial staff, unless otherwise specified by individual employment contract or other policy approved by the Guiding Board that specifically exempts adherence to provisions of this policy.

RRCC is an “at will” employer and in most cases reserves the right to terminate an employee’s services at any time and for any reason without adhering to any prescribed process. Information in this policy is not to be construed as creating an obligation on the part of RRCC to employ an individual for any length of time.

SEPARATION FROM EMPLOYMENT

Employees of RRCC may be separated from employment under the provisions of this policy.

Resignation

Employees who wish to terminate their employment are requested to give at least a two-week written notice. Employees who resign will receive payment for the time they have worked since the last pay period and for their unused, accrued Annual Leave in accordance with RRCC OPP 4.3 – Compensation, Benefits, Leaves and Absences

If an employee resigns without submitting a written resignation, the Personnel Committee will attempt to obtain one. If the employee does not submit a written resignation, the Personnel Committee will send a letter, with return receipt requested, to the employee’s last known address and by regular mail. If the employee verbally resigns, the person who receives the resignation will document the conversation. If the employee does not come to work for more than three days without word and cannot be reached by phone, the Personnel Committee will send the employee a letter; with return receipt requested, stating that RRCC presumes they have resigned.

Completion of Specific Term

Employees of RRCC who have a written employment agreement for a specific time, will be separated from employment at the end of that period, unless re-employment occurs.

Separation After Progressive Corrective Action

In the event an employee does not meet the explicitly defined and attainable goals and actions as set forth in RRCC OPP 4.4, Progressive Corrective Action, that person will be subject to termination of employment. A letter regarding termination of employment under this section will be prepared by the Personnel Committee or it’s designate.

Separation for Other Reasons

No employment policy can cover the entire range of possible work-related matters. It may be in the interest of RRCC to handle certain separations on a case-by-case basis, skipping or eliminating progressive, corrective action when it might otherwise have been considered. An

example of the kind of separation that will be handled on a case-by-case basis is personal conduct that may have an adverse impact on the RRCC's relationship with the public or on the church's ability to communicate its mission and its message.

Any case-by-case termination shall require prior concurrence of the Personnel Committee and the Administrative Team. The Guiding Board shall be informed of the action.

RESIGNATION OR TERMINATION CONDITIONS

The Personnel Committee is authorized to bring a recommendation to terminate the employment of a paid staff member. Individual church members may make such a recommendation to the Personnel Committee. Prior to bringing a recommendation to terminate the employment of a paid staff member, in most cases, the following due process procedures are to be followed:

- Investigate charges leading to a possible recommendation of termination of the staff member.
- Inform the staff member of concerns identified by the investigation, both verbally and in writing.
- If appropriate, the paid staff member will be given an appropriate period of time to respond to the concerns.
- If there is not an appropriate response, as determined by the Committee, the staff member will be informed that the Committee is prepared to call a special Administrative Team conference and recommend that the employment of the staff member be terminated.
- The staff member will be offered an option to resign.
- If recommendation to terminate is decided by the Committee, the Chair will meet with the Supervisor as soon as possible to share results of the investigation.
- If no resignation is forthcoming, the Committee will call a special Administrative Team conference, to recommend that the employment of the staff member be terminated.

Although Round Rock Christian Church is a church having Christian principals, the church is also an employer having responsibilities to secular entities. Therefore, it is the church's duty to abide by relevant Federal, State, County and City regulations.

As is true with any employer-employee relationship, it is appropriate for the church to clarify its expectations of its employees; to task administrative action to correct deficiencies; and, if necessary, to separate those employees who are unable or unwilling to perform their duties in accordance with the mission of the church. Employees have a right to know that there are certain conditions that may threaten their employment status. These conditions are, but are not limited to:

- Violation of general workplace standards of conduct as outlined in RRCC OPP 4.1 – General Workplace Standards.
- Patterns of failure in relationships resulting in a negative impact on the achievement of the mission of the church.
- Ongoing failure to adequately perform assigned duties.
- Persistent insubordination relative to supervisors; fellow employees, where appropriate; members of the church body; and/or stated policies of the church.

- Misuse of addictive substances and/or use of mind-altering substances.
- Dishonesty in the handling of money or other church resources.
- Immoral or perverted sexual activities.

MISCONDUCT, HARASSMENT, DISCRIMINATION & REPORTING

Misconduct, harassment, or discrimination of or by employees shall not be tolerated. This may include, but is not limited to, behaviors such as slurs, jokes and other forms of written, verbal or graphic conduct relating to a person's race, sex, national origin, citizenship, age, handicap or marital status. In this regard, it is not enough that an individual feels he or she is not engaged in misconduct, harassment, or discrimination, individuals involved must also feel the same.

Any task that requires interaction between individuals has the potential to create friction, misunderstanding and conflict. Therefore, all employees shall strive for perfection in that regard.

Any conflicts or disagreements other than harassment are to be resolved immediately. Such conflict or disagreement may include, but not be limited to, wages and salaries or paid absences. The aggrieved party shall bring such issue to his or her supervisor.

Any conflict not resolved satisfactorily at the supervisory level is to be forwarded to the Personnel Committee, in writing, for resolution.

AUTHORITY: Section VI of the Bylaws of Round Rock Christian Church and OPP 4.2. The Administrative Team performs the staff administrative functions of the church. The Personnel Committee monitors and administers all employment practices of the Church

EFFECTIVE DATE

November 12, 2009

LAST REVISION DATE

November 12, 2009