

**FIRST BAPTIST CHURCH, CARROLLTON, TEXAS**

**SERVICE AWARDS POLICY**

**I. General Provisions of Policy**

A. All Regular Employees (as defined in the Church's Salary Administration Plan) participate in the service awards program and receive service awards in recognition of their service to the Church. Service awards will be given to those Regular Employees who attain a milestone in their career by completing five or more years of consecutive service (in five-year increments).

B. The awards for each milestone of cumulative service are as follows:

1. 5 Years:

(a) A \$75 cash gift with respect to a Regular Full-Time Employee or \$50 cash for a Regular Part-Time Employee, and

(b) Recognition before the Church congregation.

2. 10 Years:

(a) A cash gift in an amount equal to 1% of the awardee's then current annual compensation as of the immediately preceding January 1 with respect to a Regular Full-Time or Part-Time Employee and

(b) Recognition before the Church congregation.

3. 15 Years:

(a) Allowance for one week of vacation in addition to the awardee's regular vacation (which must be taken within twelve months after the date of the awardee's fifteenth anniversary of employment with the Church),

(b) A cash gift in an amount equal to 2% of the awardee's then current annual compensation as of the immediately preceding January 1 with respect to a Regular Full-Time or Part-Time Employee, and

(c) Recognition before the Church congregation.

4. 20 Years:

- (a) Allowance for one week of vacation in addition to the awardee's regular vacation (which must be taken within twelve months after the date of the awardee's twentieth anniversary of employment with the Church),
- (b) A cash gift in an amount equal to 3% of the awardee's then current annual compensation as of the immediately preceding January 1 with respect to a Regular Full-Time or Part-Time Employee,
- (c) Recognition before the Church congregation, and
- (d) Such other awards or recognition as the Church Personnel Committee may deem appropriate.

5. 25 Years:

- (a) Allowance for one week of vacation in addition to the awardee's regular vacation (which must be taken within twelve months after the date of the awardee's twenty-fifth anniversary of employment with the Church),
- (b) A cash gift in an amount equal to 4% of the awardee's then current annual compensation as of the immediately preceding January 1 with respect to a Regular Full-Time or Part-Time Employee,
- (c) Recognition before the Church congregation, and
- (d) Such other awards or recognition as the Church Personnel Committee may deem appropriate.

6. 30 or more Years:

- (a) Allowance for one week of vacation in addition to the awardee's regular vacation (which must be taken within twelve months after the date of the awardee's thirtieth (or later milestone, as applicable) anniversary of employment with the Church),
- (b) A cash gift in an amount equal to 5% of the awardee's then current annual compensation as of the immediately preceding January 1 with respect to a Regular Full-Time or Part-Time Employee,
- (c) Recognition before the Church congregation, and
- (d) Such other awards or recognition as the Church Personnel Committee may deem appropriate.

- B. Any Regular Full-Time Employee who previously worked on a part-time basis with the Church shall receive service credit, for purposes of this policy, for any years of continuous service on such part-time basis that immediately preceded becoming a full-time employee without any break in service.

## **II. Other Pertinent Information**

- A. The employment rights of an employee shall not be deemed to be enlarged or diminished by reason of the establishment of this policy. Neither this policy nor any other policy or plan referred to herein constitutes, or shall be deemed to constitute, a contract of employment or a guarantee of employment for any period of time.
- B. The Church reserves the right to amend or discontinue this or any other policy at any time without giving advance notice.