

#5.21**EMPLOYEE COMPENSATION**

PURPOSE: To provide a fair and consistent policy of compensation for all employees of Chapel by the Sea.

POLICY: Though Chapel by the Sea is not an employer covered by the provisions of the Fair Labor Standards Act of 1938 (FLSA), the Church voluntarily agrees to provide compensation for overtime work in accordance with the basic FLSA policy of time-and-one-half pay for hours worked over 40 hours per work week by non-exempt employees.

APPLICATION: This Policy shall apply to all employees of Chapel by the Sea.

PROVISIONS:

- A. Overtime Compensation –
 - 1. Non-exempt employees shall be paid overtime for hours in excess of 40 hours per week, a work week being defined as Sunday through Saturday.
 - 2. Exempt employees are not paid overtime for hours worked in excess of 40 hours per week.
- B. Prohibited Compensation –
 - 1. Full and part-time employees are prohibited from accepting individually or group funded contributions, honoraria, or fees for services rendered to the church, including, but not limited to, special programs, concerts, weddings, and funerals.
 - 2. Nothing herein shall be interpreted to prohibit employees from receiving:
 - a. Funds or property as bona fide gifts during the Christmas season or on occasions such as birthdays or weddings.
 - b. Honoraria or fees paid to a Pastor for weddings, funerals, or supply preaching.
 - c. Honoraria or fees paid to the Music Director for weddings and funerals.
 - d. Fees paid to an employee for events hosted by Chapel by the Sea, other organizations or individuals, provided the employee is not being compensated by Chapel by the Sea for the same services or time period.

RESPONSIBILITY: Compliance with all Federal and State Employment Regulations and ethical human resource practices are the responsibility of the Pastor, Office Administrator, and Personnel Committee.