

Grace Capital Church
New Hampshire
Staff Member Handbook

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Our Church

Welcome

Welcome to Grace Capital Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry.

As a staff member of the Grace Capital Church, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to your role in the Church and in the community. This means you should be aware of how others may see you and how your conduct and actions reflect upon you and Grace Capital Church. In short, while your day-to-day activities may at time seem routine, your words and deeds will be viewed from a biblical, spiritual, and ethical standpoint. This is no ordinary job. We encourage you to strive toward living a life that is an example to others in your relationship with God and your belief in the Church's Mission Statement and Statement of Faith.

Mission

"A Jesus-centered church growing together through developing disciples and transforming our communities."

Motto

Our motto is: Helping you get ready to meet Jesus!

Our Leadership

Lead Pastor

The Lead Pastor sets the vision and established the direction of the church. The Lead Pastor works with the church council as his advisors and elders who offer spiritual care to the members of the church. The Lead Pastor hires all employees to meet the ministry needs of the church. The employees of the church are accountable to the Lead Pastor, who will establish the job roles, annual goals, and conducts performance reviews. The Lead Pastor is responsible for all hiring and dismissal of employees.

Church Council

The church council serves as the advisors to the Lead Pastor. The Church Council meets monthly to review the finances and to address any ongoing building and property issues and capital improvements. The council reviews contracts and policies as a way to support the Lead Pastor while offering healthy checks and balances. The members of the church council are ratified by the church membership at the annual meeting and serves for two years with an additional optional second term. Questions about budgets and property matters, employees should go to the Lead Pastor or his designee.

Elders

As needs arises, Elders may be selected by the Lead Pastor to help with the spiritual needs of the church to include teaching, visitation, marriage mentoring, or other areas of spiritual care. Elders are seasoned

Christ-followers who will always point people to the word of God for answers. Elders are available to serve the employees with spiritual support. If employees have disputes with other employees or with the Lead Pastor, employees are to go to the Lead Pastor to help bring resolution.

Our Values

Jesus - We are Jesus-centered. Everything we do is rooted in His Word.

People - We are people-focused. Every person matters because they are made in the image of God.

Authenticity - We are Spirit-led. We will always be who God has uniquely called us to be and do what he has called us to do.

Generosity - Jesus gave His life for us. We give our time, talent, and money so others will know Him.

Family - We believe that God has put us together. We love and serve each other.

Commitment to Diversity

The Church is committed to creating and maintaining a workplace in which all staff members have an opportunity to participate and contribute to its success and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Church policy and the way we do business.

Ministry Code of Conduct

The following principles are used to outline the leadership traits we wish every staff member to exercise and practice. In doing so, we believe it will create growth for the staff member and the Church.

Judgement

Think decisions through clearly, calmly and in an orderly fashion to be able to make a good decision. Do not make a decision based on emotion, but instead gather all possible facts to make a sound decision.

Dependability

Allow others to rely on you to perform your job properly and to a high standard. Build trust with coworkers and customers by following through on promises and deliverables.

Initiative

Do not wait for someone to tell you to do something to get it done. Take action when you see a need and use your judgement to complete tasks. Take prompt and immediate action to complete a task without direction to do so.

Tact

Communicate with people in a manner which maintains good relationships. Honesty is important but communicating with respect goes hand in hand. Communicate in a calm, professional, polite, and firm manner.

Integrity

Following through and doing what you say you will do allows others to know you are a person who can be trusted and relied upon. Always do what is moral and ethical!

Knowledge

Continuously acquire information and skills to be the best at your job. Share the information you have with others to build stronger teammates and a more competitive environment.

Unacceptable Behavior

Among other things, the following may result in disciplinary action, up to and including termination:

- ✝ Violation of the policies in the Church's handbook
- ✝ Violations of safety rules
- ✝ Insubordination
- ✝ Unauthorized or illegal possession of drugs and/or alcohol
- ✝ Use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Church activities or in Church vehicles
- ✝ Unauthorized possession, use or sale of weapons, firearms, or explosives on work premises
- ✝ Theft or dishonesty
- ✝ Inappropriate physical contact
- ✝ Harassment or sexual harassment
- ✝ Discrimination or retaliation
- ✝ Disrespect toward fellow staff members, visitors, or other members of the public
- ✝ Performing outside work or use of Church property, equipment, or facilities in connection with outside work while on Church time
- ✝ Poor attendance or poor performance
- ✝ Time fraud

These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Civility Policy

The Church has created an environment in which all people behave in a manner that prompts mutual respect, treating each other with courtesy and civility regardless of position or status. Rude, disrespectful behavior is unwelcome and will not be tolerated.

We demonstrate respect for each other; we accept our individual differences; and we provide opportunities for everyone to maximize their potential. Every staff member will be held accountable for creating a welcoming, safe, and civil workplace.

For purposes of this policy, uncivil conduct and behaviors contributing to an uncivil environment include but are not limited to the following:

- ✝ Rudeness

- ✝ Insults and name calling
- ✝ Judgmental tone
- ✝ Profanity directed at another
- ✝ Belittling others because of their language skills or word choice
- ✝ Taunting, jeering, inciting others to taunt or jeer at an individual; deliberately pushing others to the point of breaching civility even if not seeming to commit such a breach themselves
- ✝ Raising one's voice at another individual
- ✝ Ill-considered accusations of impropriety; for instance, calling someone a liar, or accusing them of slander or libel
- ✝ Lies
- ✝ Indecent suggestions
- ✝ Making personal attacks, including but not limited to racial, ethnic, sexual, or religious slurs
- ✝ Using derogatory language towards others or, in general, referring to groups such as social classes, nationalities, ethnic groups, religious groups or others in a derogatory manner
- ✝ Directing vulgar, obscene, or profane gestures or words at another individual
- ✝ Repeatedly interrupting another person who is speaking at an appropriate time and place
- ✝ Imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met
- ✝ Using personal epithets
- ✝ Gesturing in a manner that puts another in fear for their personal safety
- ✝ Invading the personal space of an individual after being directed to move away
- ✝ Physically blocking an individual's exit from a room or location
- ✝ Remaining in an area after a person in authority has directed one to leave
- ✝ Violating the privacy of another individual's belongings (except for lawful searches)

Staff members will treat each other and members of the public with respect. The same treatment is expected in return.

This policy is not intended to deprive any person of their right to freedom of expression, but only to maintain a safe, harassment-free workplace.

Open Door Policy

As a Church we believe in an Open-Door policy, which means that every Pastor's door is open to every staff member. The purpose of our Open-Door policy is to encourage open communication, feedback, and discussion about any matter of importance to a staff member. Our Open-Door policy means that staff members are free to talk with any Pastor at any time about any topic.

Responsibilities Under an Open-Door Policy

If any area of your work is causing you concern, you have the responsibility to address your concern with a Pastor. Whether you have a problem, a complaint, a suggestion, or an observation, your Pastors want to hear from you. By listening to you, the Church can improve, to address complaints, and to foster staff member understanding of the rationale for practices, processes, and decisions.

No Retaliation

The open-door policy includes the assurances that a staff member who pursues their rights to talk to a Pastor will experience no retaliation.

Starting with our Church

Employment at Will

Employment at Grace Capital Church (“the Church”) is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Lead Pastor of the Church.

This means that either the staff member or the Church may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this handbook is intended to or creates an employment agreement, expressed or implied. Nothing contained in this or any other document provided to the staff member is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Church representative is authorized to modify this policy for any staff member or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to a staff member in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes staff member communications regarding wages, hours, or other terms or conditions of employment. Church staff members have the right to engage in or refrain from such activities.

Reference Checks

We believe that hiring qualified individuals to fill positions contributes to the overall strategic success of the Church. Reference checks serve as an important part of the selection process. This type of information is collected as a means of promoting a safe work environment for current and future staff members. Reference checks also help obtain additional applicant-related information that helps determine the applicant's overall employability ensuring the protection of the current people, property, and information of the organization.

Employment Categories

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the Church classifies its staff members as shown below. The Church may review or change staff member classifications at any time.

Regular, Full-Time

Staff members who are not in a temporary status and work a minimum of 35 hours weekly, maintain continuous employment status, and are paid salary vs. hourly wages.

Hourly, Full-Time

Staff members who are not in a temporary status and work a minimum of 35 hours weekly, maintain continuous employment status, and are paid hourly wages.

Regular, Part-Time

Staff members who are not in a temporary status and who are regularly scheduled to work fewer than 32 hours weekly, maintain continuous employment status, and are paid hourly wages.

Pastoral

You are considered to be a pastoral staff member if you are licensed or ordained by the International Church of the Foursquare Gospel (ICFG), or are hired for a pastoral position and are engaged in the ICFG polity course to eventually qualify licensure or ordination. In accordance with directives of the ICFG, you will be treated as a dual status: self-employed relative to self-employment taxes and a staff member for federal income tax purposes. Pastoral employees will be issued a W-2 on an annual basis.

Exempt

You are considered an exempt if you are not covered by the overtime provisions of state and federal law and are therefore not eligible for overtime pay. These are the pastoral staff members and those who are paid on a salary basis and fit within applicable exempt categories.

To avoid confusion this classification is set in our job descriptions and discussed with you when you are hired or promoted/transferred to a new position.

Federal & State Guidelines and Regulations

Equal Employment Opportunity (EEO)

The Church is committed to equal employment opportunity for all qualified persons, so long as it fits within the guidelines set forth in the Bible and the governing principals of the International Church of the Foursquare Gospel. While most state and federal employment discrimination laws do not apply to the Church, we are committed to equal employment opportunities without regard to a person's color, ancestry, national origin, sex, marital status, physical disability, mental disability or age. We do, however, for obvious reasons, prefer to hire Christians to work in our ministry. This preference and employment qualification is permitted by law.

We expect all employees to show respect and sensitivity toward all other employees, members of the Church and people in the community, and to demonstrate a commitment to the Church's equal employment opportunity objectives. If you observe or suspect a violation of this policy, you should report it immediately to the Senior Pastor or the Church Elders.

Equal Pay Act

The Equal Pay Act requires that men and women be given equal pay for equal work in the same establishment. The jobs need not be identical, but they must be substantially equal. It is job content, not

job titles, that determines whether jobs are substantially equal. Specifically, the EPA provides that employers may not pay unequal wages to men and women who perform jobs that require substantially equal skill, effort, and responsibility, and that are performed under similar working conditions within the same establishment. Each of these factors is summarized below:

- ✚ Skills
- ✚ Effort
- ✚ Responsibility
- ✚ Working Conditions
- ✚ Establishment

Pay differentials are permitted when they are based on seniority, merit, quantity or quality of production, or a factor other than sex.

Immigration and Nationality Act of 1952 (Form I-9)

The Immigration Reform and Control Act (IRCA) of 1986 requires all U.S. employers, regardless of size, to complete a Form I-9 upon hiring a new staff member to work in the United States. Reverification of eligibility for employment in the United States may also be required under certain circumstances.

Staff members are required to present the necessary documentation to prove identity and authorization to work in the United States within 3 days from date of hire. Staff members who do not provide necessary documentation within the 3-day limit may not continue to work.

Health Insurance Portability and Accountability Act (HIPPA)

The Church protects the privacy and confidentiality of protected health information (PHI) whenever it is used by Church representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

Protected Health Information Defined

PHI refers to individually identifiable health information received by the Church's group health plans or received by a health care provider, health plan or health care clearinghouse that relates to the past or present health of an individual or to payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information, and evidence of disability.

Records Retention

Personnel records and disclosures of PHI will be maintained for a period of six years as required by federal law, unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data are not compromised in the future in accordance with the Church record destruction policy.

Whistle Blowers Act

A whistleblower as defined by this policy is a staff member who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a staff member has knowledge of or a concern of illegal or dishonest fraudulent activity, the staff member is to contact the Lead Elder. The staff member must exercise sound judgment to avoid baseless allegations. A staff member who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Church will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Lead Elder immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Church Policy and Procedures

Outside Employment

Staff members are permitted to work a second job as long as it does not interfere with their job performance with the Church. Staff members with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued.

Outside employment should be communicated to the Lead Pastor upon hire, or upon seeking second employment to ensure no conflict of interest.

Conflict of Interest

The Church expects all staff members to conduct themselves and Church business in a manner that reflects the highest standards of ethical conduct, and in accordance with all required federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The Church recognizes and respects the individual staff member's right to engage in activities

outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the Church.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the staff member should discuss this with the Lead Pastor for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- ✝ Simultaneous employment by another Church
- ✝ Carrying on Church business with a company in which the staff member, or a close relative of the staff member, has a substantial ownership or interest.
- ✝ Holding a substantial interest in, or participating in the management of, a company to which the Church makes sales or from which it makes purchases.
- ✝ Borrowing money from congregates or companies, other than recognized loan institutions, from which our Church buys services, materials, equipment, or supplies.
- ✝ Accepting substantial gifts or excessive entertainment from an outside organization.
- ✝ Speculating or dealing in materials, equipment, supplies, services, or property purchased by the Church.
- ✝ Participating in civic or professional organization activities in a manner that divulges confidential Church information.
- ✝ Misusing privileged information or revealing confidential data.
- ✝ Using one's position in the Church or knowledge of its affairs for personal gains.
- ✝ Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Church business.

Gifts

Staff members shall not solicit or accept for personal benefit directly or indirectly any gift, loan, discount or any item of substantial monetary value from any person or Church that is seeking to conduct or is currently conducting business with the Church. Gifts, meals, and accommodations of a reasonable and normal value [*de minimus*] provided to all staff members may be accepted. Staff members should consult with the Lead Pastor on the appropriateness of any gift exchange.

Confidential and Proprietary Information

The protection of confidential business information is vital to the interests and success of the Church. Confidential information is all information disclosed to or known by staff members because of employment with the Church that is not generally known to people outside the Church about its business.

A staff member who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if they did not actually benefit from the disclosed information.

Solicitation and distribution of information

To protect our staff members and visitors, solicitation is prohibited while either the staff member being solicited or the staff member doing the soliciting is on “working time.” “Working time” is defined as time during which a staff member is not at a meal, on break, or on the premises immediately before or after their shift.

Staff members are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which includes all office areas. “Working areas” include break rooms, parking lots, or common areas shared by staff members during nonworking time.

Non-staff members may not trespass or solicit or distribute materials anywhere on Church property at any time.

Visitor Policy

Non-staff members may not solicit staff members or distribute literature of any kind on Church premises at any time. Staff members may admit non-staff members to work areas with Lead Pastor approval or as part of a Church-sponsored program. These visits should not disrupt workflow.

Staff members must accompany the non-staff member at all times.

Political Activities

The Church encourages staff members to participate in political activities. Participating in these activities must be conducted on the staff member’s own time. Vacation leave may be requested to conduct such activities.

The following activities are prohibited from being performed while on duty:

- ✝ Demonstrating.
- ✝ Counting or recounting votes.
- ✝ Circulating petitions.
- ✝ Soliciting votes or contributions at any time in any working area of a Church.
- ✝ Conducting or participating in opinion polls.
- ✝ Fundraising.
- ✝ All other activities not considered part of the staff member’s normal duties.

Political Conversations

The Church respects every individual who is employed. Each person brings their own unique set of values, beliefs, and backgrounds. Although it is through this diversity that we make our organization great, we understand at times political beliefs may run deep, and at times cause conflict.

To address this, we ask the following, no matter what your political beliefs is, please refrain from speaking about them in the workplace. Unless you can have a calm, respectful, and professional exchange of ideas, which will not affect your working relationship with others, political conversations should not be had.

Horseplay and Staff member Interaction

Horseplay is rough or boisterous play or pranks that occur at the workplace. Horseplay can be activities such as joking that includes physical contact, playing around, racing, grabbing, foolish vehicle operation, and social pressure to participate in unsafe acts, harassment, and unauthorized contests.

Physical and verbal altercations between staff members occur for several reasons. Some begin as innocent joking and playing around and then escalate to boisterous physical interaction, while other interactions are more aggressive and hostile from inception. Regardless of staff member motives, the risks and consequences to the Church remain the same. Physical altercations can jeopardize staff member safety, lead to injuries, and damaged property. For this reason, horseplay is strictly prohibited on Church property.

Gambling

The Church prohibits gambling in the workplace, including professional or organized gambling activities, and lottery pools. And discourages gambling outside the workplace.

Labor Law Posters

All required governmental postings are posted in the office.

Bulletin Boards

These boards may also contain general announcements.

Staff members may submit to the Office Administrator notices of general interest, such as for-sale notices; recreational-type announcements and/or club functions (e-mail should not be used for the aforementioned); postcards; expressions of gratitude or sympathy; and notices looking for/offering carpools, tickets, roommates, or pets.

The Church reserves the right to refuse permission to post or to take down any announcement.

Insubordination

Insubordination can be divided into two categories:

1. unwillingness to carry out a directive from the Pastor; or
2. disrespectful behavior toward a Pastor.

Unwillingness to carry out a directive from a Pastor can manifest itself as a verbal refusal, a nonverbal refusal, or an unreasonable delay in completing work. Disrespectful behavior toward a Pastor can include cursing at, verbally or physically intimidating, or speaking loudly or argumentatively to or about a Pastor.

While insubordination can be addressed using verbal warnings, written warnings and suspensions, extreme examples of insubordination may warrant immediate termination.

In addition, a refusal to carry out an order may result from a misunderstanding of instructions or a fear of unsafe work. In certain circumstances, the OSHA protects workers who refuse to perform work if the staff member believes in good faith that performing the work would put the staff member in imminent

danger. A staff member's refusal to do something that is illegal, unethical or a violation of Church policy would not be considered insubordination.

Arrest or Conviction

The arrest of a staff member- whether on or off work premises - may result in corrective action. Corrective action depends upon a review of all factors involved - including whether the staff member's action was work-related, the nature and severity of the act, or any resultant circumstances that adversely affect the staff member's attendance. Such corrective actions may include termination. Any corrective action taken must be in consultation with the Lead Pastor and Church Council.

If a staff member is convicted of a criminal offense while employed at the Church they may be terminated and, if terminated, may be ineligible for rehire. The ultimate disposition of the issue will depend upon the nature of the offense and the staff member's work history and duties. Any corrective action taken must be supported by available information coming from witnesses, police, or court records.

Notification of Arrest or Conviction

Any staff member who is arrested shall notify the Lead Pastor of such arrest no later than **seven calendar days** after the arrest. Any staff member on a leave of absence (where there is a job guarantee) must report any arrest (for a misdemeanor or felony) and any subsequent disposition(s) - including conviction(s) - to the Lead Pastor prior to returning to work. In the case of a leave in which there is no job guarantee, the staff member must inform the Lead Pastor prior to accepting the hiring offer.

If a staff member is convicted of a misdemeanor or felony while employed at the Church, they must inform the Lead Pastor of such conviction (including pleas of guilty and nolo contendere) no later than seven calendar days after the conviction.

Job Performance

Communication between staff members and Pastors is very important. Discussions regarding job performance are ongoing and often informal. Staff members should initiate conversations if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the staff member and the Pastor about job performance and expectations for the coming year. Performance reviews do not guarantee any adjustment to pay.

Adjustments to pay are at the discretion of the Church based on several factors, which may be communicated with the staff member at the time of any adjustment.

Personal relationship at work (anti fraternization)

Staff members may date; develop friendships and relationships both inside and outside of the workplace if the relationships do not negatively impact work. Any relationship that interferes with Church culture of teamwork, the harmonious work environment, or the productivity of staff members, will be addressed with disciplinary action.

Adverse workplace behavior or behavior that affects the workplace that arises because of personal relationships will not be tolerated.

Staff members with, or who develop, such relationships must immediately notify and disclose all relevant circumstances to the Lead Pastor.

Nepotism policy

The Church is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Definitions

“Family member” is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

Dress Code

Grooming and Hygiene

This policy has been developed to ensure that all staff members understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing the Church. The standards of grooming and hygiene outlined below set forth the *minimum requirements* to which all staff members, contract workers, and temporary staff are required to adhere to.

The Church recognizes that the presentation of its staff members in the workplace contributes to a professional environment and the public image that has contributed to the success of the Church. Therefore, the Church expects staff members to be well-groomed and professional in appearance when coming to work-or engaging with members of the church.

Hygiene

Every staff member is expected to practice daily hygiene and good grooming habits as set forth in further detail below.

Hair

Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed.

Make-Up

Make-up must be professional and conservative.

Fragrance

Recognizing that staff members and visitors to the workplace may have sensitivities or allergies to fragrant products, including but not limited to perfumes, colognes, fragrant body lotions, and hair

products, fragrant products that may be offensive to others should be used in moderation out of concern for others in the workplace.

Nails

Hands and nails should be clean and conservatively manicured.

Jewelry

Staff members may wear tasteful jewelry in moderation. The size and/or number of earrings, rings, necklaces, and bracelets may be determined based on specific job functions, operational, and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited. In other areas, moderate (including size and amount) jewelry may be worn.

Tattoos

Tattoos or other body art are permitted in the workplace if they are non-offensive or discriminatory in nature.

Any tattoos which are offensive and/or discriminatory will always be required to be covered while on Church time.

Business Casual

The Church provides a casual yet professional work environment for its staff members. Even though the dress code is casual, it is important to project a professional image. All staff members are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense.

Shorts are allowable but should be Bermuda length and not be athletic wear. Modesty is expected from our female employees.

Time & Attendance

Attendance Policy

All staff members are expected to arrive on time, ready to work, every day they are scheduled to work.

Tardiness

A staff member is deemed to be tardy when they:

- ✚ Fail to report for work at the assigned/scheduled work time.
- ✚ Leaves work prior to the end of assigned/scheduled work time without prior approval.
- ✚ Takes an extended meal or break period without approval

Notification of Tardiness or Absence

If unable to arrive to work on time, or if a staff member will be absent for an entire day, the staff member must call and leave a message on the Church office voice mail system, send a text or email to the Office Administrator or speak directly with the Lead Pastor.

If a staff member will be more than 15 minutes late, they should notify 15 minutes prior to the start of their schedule.

If a staff member will be absent, they should notify 2 hours prior to the start of their shift.

Enforcement

If a staff member fails to report to work or call in for 2 consecutive days or more, the staff member will be considered to have voluntarily resigned employment and may not be eligible for rehire.

Timekeeping

Under NH RSA 279:27 Records of Hours and Wages - Staff members shall keep a true and accurate record of the hours worked by each staff member. The Church shall retain such records of hours and wages for 3 years.

Time Sheet Edits

At the end of each pay period, the staff member must sign the editing time sheet attesting to its correctness.

NH - Meal Break

Under New Hampshire RSA 275:30-a, an employer must grant a thirty (30) minute meal break to any staff member who works more than five consecutive hours unless it is feasible for the staff member to eat during the performance of their work and the employer permits the staff member to do so.

If a nonexempt staff member is required to work through a meal break, he or she will be paid for the 30-minute period.

Overtime

When required due to the needs of the Church, staff members may be asked to work overtime. Overtime is actual hours worked more than 40 hours in a single workweek. Hourly staff members will be paid overtime compensation at the rate of one and one half (1 ½) their regular rate of pay for all hours over 40 actually worked in a single workweek.

Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty does not apply toward work time.

Payroll Policies and Procedures

Work week

We are a Church. As such beyond Sundays we operate during the week and on weekends. Our work hours frequently extend beyond the normal workday. We also have a small staff for a big church.

Full time pastoral staff members are expected to maintain adequate hours in the office during the week to keep up with their office work, understanding that much of the job of a pastor is done outside of our facility and normal office hours.

Payday

All staff members are paid on a bi-weekly basis. Paydays are on the Thursday following the end of each pay period. Please check with the Office Administrator for the exact payroll dates, and to complete the necessary payroll paperwork, including direct deposit paperwork. If pay day falls on a federal holiday, staff members will receive their paycheck on the preceding workday.

Deductions

Permitted Deductions & Taxes

Ministers for tax purposes must pay Self-Employment Contributions Act (SECA) taxes on their ministerial earnings unless they have properly followed IRS rules to opt out of Social Security. If ministers have opted out of Social Security for their ministerial income, they must pay Social Security taxes on any income earned from secular employment.

Non-ministerial staff members deductions are permitted to include:

1. Deductions that are required by law, e.g., income taxes
2. Deductions for staff member benefits when authorized by the staff member
3. Absence from work for one or more full days for personal reasons other than sickness or disability
4. Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness
5. Offset for amounts received as witness or jury fees, or for military pay; or
6. Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week, an exempt staff member begins work for the Church or during the last week of employment, the staff member will only be paid for actual hours worked.

Improper Deductions

If a staff member believes that an improper deduction has been taken from their pay, the staff member should immediately report the deduction to Office Administrator. The report will be promptly investigated and if it is found that an improper deduction has been made, the Church will reimburse the staff member for the improper deduction.

Church Credit Card

Grace Capital Church staff members have access to the Lead Pastor's credit card for authorized purchases only. Receipts for these purchases need to be turned in to the Office/Church Administrator in a timely fashion. Personal use of the cards is prohibited.

Staff members will be reimbursed within 10 days for any purchase they make on a personal card for church business.

Church Cards are to be used for Church purchase only. Substantiation of the purchase is required.

Substantiation

The staff member must submit information sufficient to satisfy the “adequate accounting rules” with respect to travel, entertainment, or other business expenses. For other reimbursed expenses, information must be submitted that is sufficient to enable the Church to identify the specific nature of each expense and to conclude that the expense is a staff member business expense. Each of the elements of an expenditure or use must be substantiated.

Expense Reimbursements

Expense reimbursement is a method for paying staff members back when they spend their own money on business-related expenses. These expenses include travel, hospitality, and small business-related purchases.

If at any point in time a staff member uses personal funds to pay for business related expenses, they must submit for reimbursement immediately within 7 days, and must be accompanied by proper substantiation.

An expense is reimbursable if it meets all the following requirements:

1. Business connection
 - The arrangement provides reimbursements of a staff member’s business expenses paid or incurred in the performance of services as a staff member.
2. Substantiation
 - The staff member must submit information that is sufficient to enable the Church to identify the specific nature of each expense and to conclude that the expense is a staff member business expense.
 - Each of the elements of an expenditure or use must be substantiated.
 - Date of the transaction
 - Total cost of the transaction
 - Detailed description of the purchase

Non-Reimbursable Transactions

1. Transactions that are determined to be of personal use or personal benefit will not be reimbursed.
2. Payment of independent contractor services, by a staff member, will not be reimbursed without prior approval.
3. Payment of travel expenses for individuals not employed by the Church, will not be reimbursed.

Mileage

Mileage will be calculated based off the national IRS standard. You will be notified of this rate at the beginning of the calendar year.

Mileage is affected by the budget, so you will be notified if it changes, however, the following represents our standard policy.

To receive reimbursement for mileage staff members, need to submit our reimbursement form and include a map of travel and total miles traveled. These forms need to be submitted to the Lead Pastor monthly, otherwise they will not be accepted.

If staff members have a request that goes above the yearly allowance, please submit it in writing to the Lead Pastor.

Change in Personal Information

To aid staff members and/or their family in matters of personal emergency, we need to maintain up to date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to Church/Office Administrator promptly.

Pay Corrections

The Church makes every effort to ensure proper payment of compensation, and deduction of necessary benefits, and taxes. Upon review, it is the staff member's responsibility to notify the Lead Pastor who will connect you with the Bookkeeper if they believe there is an error on their pay statement.

Upon notification the Church will make immediate remediation of the error.

Time Away from Work

Vacation

All full-time employees will be eligible for annual paid vacation leave based on their length of continuous employment with the Church.

Accrual

Years of service are calculated on the staff members annual anniversary of employment with the Church. Vacation benefits are calculated as of January 1 each year.

New hires after June 30th will be eligible for 1 week of vacation for that year, and then will go to 2 weeks the following year. New employees may only take 1 week of vacation in their first 6 months.

Length of Continuous Service	Number of Days	Number of Weeks
1 year	10	2
5 years	15	3
11+ years	20	4

Negative PTO/Borrowing PTO

Staff members may be approved to go into the negative. If staff members have utilized their allotted amount of vacation for the year, no further time off may be granted.

If time off is needed for an emergency, the staff member will need to communicate with the Lead Pastor immediately, and on a case by case basis, may be approved without pay.

Staff members who utilize vacation prior to earning it will be required to sign a promissory note stating in the event of termination of employment, the Church will withhold the remaining amount borrowed, which was not accrued.

Rollover

A maximum of 40 hours of time off may roll over from year to year. Rollover occurs on 12/31. Any time above 40 hours which is not used will be forfeited.

Any time rolled over must be used by June 30th.

Use

Staff members may use PTO in one-hour increments, and to a maximum of 8 hours per workday.

Medical Note Requirements

If a staff member is absent from work for three consecutive days due to an illness, a return to work medical note will be requested, and required prior to being able to return to work.

Requesting time

If a staff member wishes to use paid time off of (3) or more full days consecutively, they must e-mail the Lead Pastor at least one (1) week in advance. If a staff member wishes to use time off in smaller increments, an e-mail should be sent to mail the Lead Pastor in as far advance as possible.

Every effort will be made to grant requests, consistent with our operating schedule. However, if too many people request the same period off, the Church will approve time off on a first come, first serve basis.

If a staff member will be out of work due to illness or due to any other emergency for which notice could not be provided, the staff member must call in and notify the Lead Pastor as early as possible, but at least by the start of the staff member's workday.

Holidays

The Church observes and allows time off with pay for the following holidays:

- ✝ New Year's Day
- ✝ Memorial Day
- ✝ Independence Day
- ✝ Labor Day
- ✝ Thanksgiving Day
- ✝ Day After Thanksgiving
- ✝ Christmas

If any of these holidays fall on a Sunday, pastoral employees are required to work those days, understanding that we have built-in Fridays off and 3 personal days.

Holiday Pay

Full-time regular staff members are eligible for holiday pay. Hourly staff members become eligible after they have been actively with the Church for 90 days. Salaried staff members may receive holiday pay immediately upon joining the Church. Part-time and temporary staff members, including summer staff members, are not eligible for holiday pay.

Holiday pay shall be at the staff member's regular straight-time rate, inclusive of shift premiums, times their regularly scheduled hours (not to exceed 8 hours).

To receive holiday pay, an eligible nonexempt staff member must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed. If a staff member is absent on one or both days because of an illness or injury, the Church may require verification of the reason for the absence before approving holiday pay.

Christmas Shut Down

The Church offices are closed the week between Christmas and New Year's. This is paid leave time and in addition to the employee's earned vacation time.

Personal/Sick Days

All full-time staff members who have completed at least six (6) months of continuous employment with Grace Capital Church will be eligible to earn up to seven (7) days of personal leave during each year.

These days are awarded at the beginning of the year.

Four (4) of these personal days are intended to be used for sick days, and the remaining three (3) days are for truly personal days to be used for personal errands, appointments, or rest. Personal days must be approved by the Lead Pastor one (1) week prior to use.

Neither personal days nor sick days roll over from one year to the next if unused. Use of personal days will not be granted in the two weeks prior to either Christmas or Easter.

Bereavement

Paid bereavement leave is available to all full-time regular and part-time regular staff members. Up to five (5) days of paid bereavement is available and will be granted to a staff member in the case of a death in the immediate family.

An immediate family member is defined as a husband, wife, son, daughter, father, mother, brother, sister, grandfather, grandmother, father-in-law, or mother-in-law. Time off to attend the funeral of another family member, a close friend or co-worker may be granted upon approval by the Lead Pastor.

The Church may require verification of the need for the leave.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

Voting Time

The Church recognizes that voting is a right and privilege of being a citizen of the United States and encourages staff members to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this will not be the case, contact your supervisor to discuss scheduling accommodations.

Mission Trips

Grace Capital Church allows up to two (2) weeks of leave per calendar year for all full-time pastoral staff members to participate in one short-term mission outreach. This is paid leave and is in addition to the staff member's vacation accruals.

Covered mission trips, duration and timing are subject to the approval of the Lead Pastor. In all cases, the staff members absence must be coordinated with the Lead Pastor to not adversely affect the ongoing operations of the Church.

For the leave to be approved the staff member must provide supporting documentation that describes the details and purpose of the mission's outreach and other details required by the Lead Pastor.

Sabbatical Leave

Grace Capital Church recognizes the importance of time away from ministry. We know that our pastors work exceptionally hard and therefore, after several years of work in ministry they often need a break. As such, we provide our full-time pastors with an opportunity to relax, regroup, and recharge their batteries, regaining their footing, perspective, and direction.

An eight (8) week paid sabbatical will be available to any full-time pastor who has been with GCC, and serving as a pastor, for at least 10 years and meets other requirements listed in a separate document entitled "*GCC Sabbatical Policy and Application.*"

Personal Leave of Absence

If a staff member is ineligible for any other leave of absence, under certain circumstances, may be granted a personal leave of absence without pay.

Eligibility for Personal Leave

Staff member are eligible for personal leave if they:

- ✚ Have worked for the Church for at least 12 months
- ✚ Have worked at least 1,250 hours for the Church during the 12 calendar months immediately preceding the request for leave

Leave Reason

Staff member who meet the eligibility requirements described are eligible to take up to 6 weeks of unpaid leave during any 12-month period for one of the following reasons:

- ✚ To care for the staff member's child during the first 12 months following birth
- ✚ To care for a child during the first 12 months following placement with the staff member for adoption or foster care
- ✚ To care for a spouse, child, or parent ("covered relation") with a serious health condition
- ✚ For incapacity due to the staff member's pregnancy, prenatal medical or childbirth
- ✚ Because of the staff member's own serious health condition that renders the staff member unable to perform an essential function of their position.

Requesting Leave

If the need for a personal leave is foreseeable the staff member must give the Church at least 30 days' prior notice of the need to take leave. When 30 days' notice is not possible, the staff member must give notice as soon as practical (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the leave.

Requests for leave must be submitted to the Lead Pastor.

If the need for leave is not foreseeable staff member s are required to provide as much notice as soon as practical under the facts of the case. A staff member requiring unforeseeable leave must, absent extraordinary circumstances, call the Lead Pastor and provide enough information regarding the staff member's need for leave to support a request for leave. It generally should be practical for the staff member to provide notice of leave within one business day.

When submitting a request for leave the staff member must provide enough information for the Church to determine if the leave is qualified and also provide information on the anticipated date when the leave would start as well as the duration of the leave.

Calling in "sick" is not sufficient notification or an accepted form of request. Staff member s also will be required to provide a certification and periodic recertification supporting the need for leave.

Length of Leave and Restoration Rights

In general, a staff member is entitled to a maximum of 6 weeks of leave during any 12-month period. The 12-month period is a rolling period, measured backward from the date a staff member last used any leave under this policy. At the end of a leave, the Church will make an effort to return the staff member to their last position before the leave or to an equivalent position. While on leave, staff members do not accrue additional time off. However, the staff member will not lose any benefit rights to the extent that those rights accrued before the leave period.

A staff member will not be entitled to more favorable employment terms as a result of taking leave. Thus, the staff member will be subject to any pay or benefit reductions or other adverse actions, including layoff, that they would have been experienced if they had not been on a leave.

Intermittent or Reduced Work Schedule Leave

Unless otherwise approved by the Lead Pastor, a childcare leave must be taken at one time, whereas a medical leave may be taken through either a reduced working schedule or on an intermittent basis if such

an arrangement is certified to be medically necessary. Where a staff member takes leave on a reduced work schedule or intermittent basis, the Church may transfer the staff member temporarily to an available alternative position with equivalent pay and benefits if the alternative position better accommodates the recurring periods of medical leave.

Confirmation of Leave

Staff members requiring leave must provide the Church with the reason for the requested leave so that the Church can determine if the staff member qualifies for leave. After a staff member gives notice of their intent to take a leave, the Lead Pastor will give the staff member a document informing the staff member of whether the leave has been approved, denied, or conditionally approved pending medical certification.

Staff members requesting a leave for personal or family medical reasons are generally required to provide medical certification. Under most circumstances, medical certification must be provided within 15 calendar days. Further medical verification may be required during the leave, depending on the circumstances. Moreover, staff members on leave may be contacted periodically for updates concerning their status and intent to return to work. Staff members are expected to respond fully to such requests for updates.

Special Rule Applicable to Spouses Who Are Both Employed by the Church

If the Church employs both spouses, the total birth, adoption, and childcare leave to which both will be entitled will be 6 weeks in any 12-month period.

Certification before Return/Fitness for Duty

Before a staff member may return from a personal medical leave that has continued for at least five calendar days, the staff member's health care provider may be required to certify that the staff member is able to resume their job.

Coordination Leave Available Paid Leave Time

Personal leave is unpaid leave, except to the extent that a staff member is eligible for paid leave for unused vacation, sick or personal time. Where a staff member is eligible for leave under these policies, the Church will provide the paid leave to run concurrently with, not in addition to, the personal leave.

Maintenance of Health Benefits

During an unpaid personal leave, the Church will continue the staff member's insurance coverage, provided that the staff member pays the regular staff members share of such coverage on a timely basis. During any paid leave, the staff member's share of the premiums will be deducted from their pay. During the unpaid portion of a leave, the staff member will be required to pay the staff members share, either prior to commencing unpaid leave, or through a special billing arrangement while on unpaid leave. The Lead Pastor will contact the staff member prior to going on unpaid leave to make the appropriate payment arrangements. If any payment due is more than 30 days late, the Church may cease providing the benefits until the staff member returns to work.

Veterans Day

In accordance with New Hampshire state law (RSA 115-A:29) the Church permits honorably discharged veterans of the United States Armed Forces to take the day off on Veterans Day, November 11.

If any Veteran would like to take Veteran's Day off, they must put in a request in writing two weeks in advance for approval. Time off will be approved, and the staff member may choose to take vacation time or to go without pay.

Staff member Benefits

Health Insurance

Full-time employees are eligible to receive pay that they may choose to use towards an individual health insurance plan. This arrangement may change dependent on Church council decisions.

All full-time employees are eligible for a health benefit up to 7% of their annual wages or salary (including housing) to go towards an employee-purchased health plan of their choice. To receive this benefit, the employee must submit a copy of their monthly health plan bill for reimbursement up to 7% of their annual income paid over 12 months.

If the employee chooses to opt-out of this benefit, the 7% can be used as an employer's contribution to their Foursquare 403(b) retirement plan, upon the employee's request.

Affordable plans can be found at Christian Healthcare Ministries (CHM) <https://www.chministries.org/>

Deductibles are the responsibility of the employee.

Employees may choose to purchase their own qualified high deductible plan (QHDP), and may choose to direct the balance of their 7% health benefit to be placed in a qualified Health Savings Account (HSA), and may ask to have additional funds taken from their pay to fund the remainder allowed annual limits.

Health Reimbursement Arrangement (HRA)

All full-time employees are eligible for a \$500 Annual Health Reimbursement Arrangement (HRA) administered by Grace Capital Church. Employees are to submit their medical expenses monthly for reimbursement. Families may be eligible to receive an \$800 Health Reimbursement Benefit.

The HRA can be used for all qualifying vision, prescriptions, chiropractors, gym memberships, and doctor's visits. Unused balances will be swept each year and cannot be carried forward.

Dental Insurance

All full-time employees are eligible for individual dental coverage, beginning the 1st of the month, following the date of hire. Family coverage may be provided at the time of hire or at a later date.

For employees who opt out of the dental, the cost of the plan will be placed into the employee's Foursquare's 403(b) retirement plan as an employer's contribution to the employee's plan, upon the request of the employee.

Dental insurance details are available through the Finance Administrator.

Retirement Plan

Grace Capital Church will match all part-time and full-time employees up to 2% of their annual compensation to an employee's 403(b) Foursquare Retirement Fund on an annual basis each December. Compensation is defined as wages, salary, and housing. The matching is not based on the employee's benefits.

Example:

- ✚ George Jones makes \$50,000 between his salary and housing allowance and has elected to contribute 5% of his annual salary to his 403 (b) plan
- ✚ The church offers a 2% match
- ✚ Each year George chooses to contribute \$2,500 (5% of his salary) to his 403(b) plan
- ✚ Each year, the church would contribute \$1,000 (2% of his salary) to his 403(b) plan
- ✚ The total yearly contribution made to George's plan would be \$3,500
- ✚ The church would be willing to match up to 2% of his salary (up to \$1000); however, If George only contributed 1% (\$500) the church would only match the 1% (\$500)

Note: Employees are eligible for this benefit on the one-year anniversary from their start date.

Educational Assistance and Professional Memberships

Grace Capital Church encourages and supports full time licensed Foursquare pastors to develop their skills, talents, and knowledge by pursuing training and educational opportunities provided by associations and academic institutions. This policy is intended to reflect the Church's commitment to professional development and institutional excellence for the benefit of the ministry and the Church.

The Church Council is responsible for budgeting for and in some instances approving requests for these courses or training programs. Requests for reimbursement of courses or training programs should be made in writing in advance and include details about the date, time, place and costs associated with the course or training program. The decision to approve the request will include considerations of the following:

- ✚ Prior authorization by the Lead Pastor to take the time needed for the coursework. (Church Council must approve any request from the Lead Pastor)
- ✚ Training is relevant to the staff pastor's ministry growth and beneficial to the Church as a whole.
- ✚ Training is in the best interest of the Church and not primarily for the personal gain of the staff pastor.
- ✚ Whether the training is cost-effective in light of budgetary and other constraints.

- ✚ Any other courses or training programs the pastor attended that year or is scheduled to attend later that year.

Procedure for Application

- ✚ A one-page request is presented that explains the nature of the education, the institution where the training is going to take place and how this education will better the pastor and the church.
- ✚ The applicant must then pre-pay tuition expenses prior to seeking reimbursement.
- ✚ The applicant must maintain a final grade of B (3.0) or better for college coursework and degree completion.
- ✚ The reimbursement may not exceed \$2,500 in a calendar year. Funding approval may include registration, travel, accommodations, meals, and incidental expenses.

Authorized paid absence of up to a maximum of two (2) weeks per calendar year may be considered.

Training, Conferences and Allowances

Pastoral staff are provided with a “Convention Fund” allowance each year as part of their annual compensation package. This is to be used for ongoing development by attending Foursquare conference such as the National Foursquare Convention, regional District Conferences or other conferences or training chosen by the staff and approved by the Lead Pastor.

This allowance should be applied to cover the cost of registration, transportation, food, and lodging at the convention.

Cell Phone Reimbursement

The church will reimburse each employee up to \$65 toward their monthly cell phone bill. To receive this benefit, the employee must submit a copy of their cell phone bill monthly to the church.

Drug and Alcohol Policy

Smoking Policy

Smoking is not allowed in Church buildings or work areas at any time. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes and vaping.

Smoking is only permitted during break times in designated outdoor areas. Staff members using these areas are expected to dispose of any smoking debris safely and properly.

Alcohol Policy

Alcohol consumption, possession, or the presence of any detectable amount of alcohol in a staff member’s system while on Church premises, operating a Church vehicle, or on Church time is prohibited.

If a staff member is suspected of being under the influence of alcohol while on Church premises, operating a Church vehicle, or on Church time they may be subject to reasonable suspicion testing.

Drug Policy

The Church believes a work environment free from the influence of drugs creates a healthy, safe, and productive work environment.

Staff members who use illegal substances on or off duty tend to be less productive and reliable and are prone to greater absenteeism and more accidents than other staff members.

The Church acknowledges that substance use disorder is a serious and complex yet treatable condition that negatively affects the lives of staff members and the stability of the Church.

Use of Prescription Drugs at Work

Staff members who need to use prescription or nonprescription legal drugs while at work must report this requirement to the Lead Pastor if the use might impair their ability to perform the job safely. Depending on the circumstances, staff members may be reassigned, prohibited from performing certain tasks or prohibited from working if they are determined to be unable to perform their jobs safely while taking prescription or nonprescription legal drugs.

Marijuana

Although specific states have legalized marijuana for medicinal purposes, and recreational purposes the Church is not required to allow the medicinal use of marijuana in the workplace. Use is strictly prohibited on Church property and may result in discipline, up to and including termination.

Types of Drug Testing

The Church reserves the right to practice the following drug testing:

1. post-accident
2. reasonable suspicion

Post-Accident Drug Testing

Post-accident drug testing is drug testing based on a workplace accident, motor vehicle accident while operating a Church vehicle or observation of unsafe work practices when the staff member's performance either contributed to an accident or cannot be discounted as a contributory factor to an accident or that an accident could have occurred due to an staff member's performance.

All post-accident injuries requiring outside medical attention, plus all lost-time injuries will require the injured staff member(s) or other staff members involved with the accident or injury, to take an "immediate" drug test.

Immediate is defined as within 24 hours from the time of the incident/accident unless medical attention delays testing, at which point immediate will be at the discretion of the attending medical physician.

Enforcement

A staff member who refuses to consent and submit to a test when requested will be subject to disciplinary action, including termination. Refusal to submit includes failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath

testing, failure to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement for urine testing, engaging in conduct that clearly obstructs the testing process, and leaving the scene of an on-the-job accident.

Reasonable Suspicion Testing

Reasonable suspicion testing, also known as for cause drug testing, is performed when there is evidence or reasonable cause to suspect a staff member of drug misuse. Evidence is based upon direct observation, either by a Pastor or another staff member. Specific reasons for reasonable suspicion testing include physical evidence of illicit substances, patterns of erratic or abnormal behavior, disorientation or confusion and an inability to complete routine tasks.

Two Pastors must agree that there is reasonable suspicion that the staff member is under the influence of drugs or alcohol. The provision does not require both members to observe the behavior of the suspected staff member. It requires only that reasonable suspicion exists. The second Pastor may be contacted by telephone if not physically at the work location.

Whenever a Pastor has reasonable concern for a staff member's safety, the Pastor, shall remove the staff member from work and arrange transportation home, preferably by a family member, friend, or cab.

Reasonable drug testing shall be conducted when the Church has determined that a staff member is under the influence of drugs or alcohol. Once reasonable suspicion has been established, a urine specimen for drug testing shall be collected as soon as reasonably possible.

Any staff member removed from work due to reasonable suspicion shall not return to work until the results of the drug test have been confirmed negative. Staff members with a verified negative test result will be paid for scheduled time lost.

The staff member under suspicion should not be allowed to drive themselves to the collection site (or elsewhere) without a negative drug test result.

Indications that reasonable suspicion reasons to test exist include, but are not limited to, the following:

- ✚ Odor of alcohol on the body or breath
- ✚ Slurred speech
- ✚ Unsteady standing or walking
- ✚ Inability or difficulty completing routine tasks
- ✚ Disorientation or confusion
- ✚ Erratic or unusual behavior

Enforcement

A staff member who refuses to consent and submit to a test when requested will be subject to disciplinary action, including termination. Refusal to submit includes failure to provide adequate urine for controlled substance testing without a valid medical explanation after receiving notice of the requirement for urine testing or engaging in conduct that clearly obstructs the testing process.

Drug Testing Procedure

1. All drug testing shall be conducted in accordance with chain of custody, Substance Abuse and Mental Health Services Administration (SAMHSA) laboratory certification and verification of test results by the Church.
2. The cost of the test will be paid for by the Church
3. The Church will contact the staff member whenever there is positive drug test result as reported by a laboratory.
 - a. The Church will document efforts made to contact the staff member.
 - b. If after three working days, the Church is unable to contact the staff member, the test results will be verified as positive.
4. A staff member may request a retest of the original specimen provided the testing is done at another SAMHSA certified laboratory.
 - a. The cost of retest is the responsibility of the staff member.

Recordkeeping

All drug testing will be treated as confidential medical information and maintained in the staff member's health record.

The Church will report the drug test only as either verified positive or verified negative.

Staff members may request a copy of their drug test report from the Church.

A Positive Drug Test

- ✚ Staff members who test positive shall enter a rehabilitation program either through the health insurance coverage provided by the Church if covered under the staff member's health insurance coverage or at the staff member's sole cost.
- ✚ In the event the staff member refuses to enter a rehabilitation program, the staff member shall be subject to termination.
- ✚ Any staff member who is given a drug test subsequent to an initial drug test under this policy and tests positive, shall be subject to termination.
- ✚ Notwithstanding bullet point 1, any staff member who is operating a Church vehicle and either tests positive for drugs or alcohol or is subsequently convicted of operating a Church vehicle while under the influence of drugs or alcohol shall be subject to immediate termination.

Definitions

Church Property and Premises

All property, owned, leased or under the control of the Church, including, but not limited to: any office, building, facility, parking lot, roadway, vehicle or any other place at which an staff member is performing, or is expected to perform, any work or job on behalf of the Church.

Staff member

For the purpose of this policy, the term staff member is defined as any person(s) working for the Church in any capacity.

Drug or Controlled Substances

Drug or controlled substances are defined as any controlled substance defined or classified as such according to law. These include, but are not limited to, marijuana, cocaine, LSD, PCP, heroin, other opiates, amphetamines, and barbiturates.

Controlled substances also mean prescription medications, except where such medications have been prescribed for the staff member by their physician (or other licensed health care professionals) and are being used for prescribed purposes in the prescribed manner.

Controlled substances do not include lawful over-the-counter medications used in accordance with directions.

Substance Use Disorder

Substance use disorder is the use of a controlled substance or alcohol such as that the staff member's motor senses (e.g., sight, hearing, balance, reaction, reflex, etc.) or judgment are affected. The use of any substance to the degree that the individual experiences physical, emotional, or social complications which threaten health, safety, well-being, or performance.

Reporting Substance Use

We strongly encourage staff members who are experiencing substance misuse problems to talk to the Lead Pastor. In cases where there is misuse but no serious misconduct or other performance problems that rise to the level of termination, it may be possible to arrange for a leave of absence and a tailored return-to-work plan appropriate for the circumstances.

Recovery Assistance

Consistent with its fair employment policy, the Church maintains a policy of non-discrimination and reasonable accommodation with respect to recovery, and those having a medical history reflecting treatment for substance use disorder. We encourage staff members to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The Church will attempt to assist its staff members through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the Church's policies and applicable federal, state, or local laws.

The Church further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance use disorder policy including, but not limited to, the inspection of desks or other suspected areas of concealment, as well as an staff member's personal property when the Church has reasonable suspicion to believe that the staff member has violated this substance use disorder policy.

Recognizing the warning signs

We ask that every staff member stay connected to their co-workers, and if they feel like someone may be in distress, notify a member of management about your concern.

The following are some of the behavioral characteristics that may occur with substance use disorder. Such characteristics do not always indicate a substance use problem, but they may warrant further investigation. Supervisors and managers should be trained to spot warning signs such as these:

- ✦ Absenteeism, particularly absences without notification, or excessive use of sick days.
- ✦ Frequent disappearances from the worksite; long, unexplained absences; improbable excuses.
- ✦ Unreliability in keeping appointments and meeting deadlines.
- ✦ Work performance that alternates between periods of high and low productivity.
- ✦ Increase in accidents on and off the job.
- ✦ Mistakes attributable to inattention, poor judgment, or bad decisions.
- ✦ Confusion or difficulty concentrating or recalling details and instructions.
- ✦ Increases in the effort and time required for ordinary tasks.
- ✦ Problems with interpersonal relations with co-workers.
- ✦ Shirking of responsibility for errors or oversights.
- ✦ Progressive deterioration in personal appearance and hygiene.
- ✦ Increasing personal and professional isolation.
- ✦ Signs of morning-after hangovers.
- ✦ Physical signs such as exhaustion, hyperactivity, dilated pupils, slurred speech, or an unsteady walk.

Please do not approach another staff member about your suspicion, leave this action to members of management.

Return to Duty

A staff member must be evaluated by a Substance Abuse Professional (SAP). Once a SAP has determined the staff member is eligible to return to work (RTW), the RTW test will be administered. RTW tests must be administered under direct supervision to assure that the test results are not manipulated in any way.

In addition, unannounced follow-up tests may also be administered to the staff member at later dates to make sure the substance use does not continue at any time after treatment. For staff members in safety-sensitive positions, the SAP must direct at least 6 follow-up tests in the first 12 months after the staff member returns to work. However, the SAP can direct more tests if deemed necessary, and may extend them for up to five years.

Resources

1. Substance Abuse and Mental Health Services Administration National Helpline 1-800-662-HELP (4357) or TTY 1-800-487-4889. This is a confidential, free, 24 hour a day, 365 day a year, information service for individuals and family members facing mental and/or substance use disorder. The service provides referrals to local treatment facilities, support groups, and community-based organizations.

2. National Alliance on Mental Illness (NAMI) - The NAMI Helpline can be reached Monday through Friday, 10 am–6 pm, ET. 1-800-950-NAMI (6264) or info@nami.org

Harassment & Discrimination

We do not tolerate the harassment of applicants, staff members, or vendors. Any form of harassment relating to an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected by federal, state, or local law ("protected class") is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

Bullying & Cyber Bullying

The purpose of this policy is to communicate to all staff members, including Pastors and Elders, that the Church does not tolerate bullying or cyber bullying behavior.

The Church defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise (example: social media), conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant. As in sexual harassment, it is the effect of the behavior on the individual that is important. The Church considers the following types of behavior examples of bullying:

- ✚ Verbal bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- ✚ Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- ✚ Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.
- ✚ Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- ✚ Persistent singling out of one person
- ✚ Shouting or raising voice at an individual in public or in private
- ✚ Using verbal or obscene gestures
- ✚ Not allowing the person to speak or express themselves (i.e., ignoring or interrupting)
- ✚ Personal insults and use of offensive nicknames
- ✚ Public humiliation in any form
- ✚ Constant criticism on matters unrelated or minimally related to the person's job performance or description
- ✚ Ignoring or interrupting an individual at meetings
- ✚ Public reprimands

- ✚ Repeatedly accusing someone of errors that cannot be documented
- ✚ Deliberately interfering with mail and other communications
- ✚ Spreading rumors and gossip regarding individuals
- ✚ Encouraging others to disregard a supervisor's instructions
- ✚ Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- ✚ Inflicting menial tasks not in keeping with the normal responsibilities of the job
- ✚ Taking credit for another person's ideas
- ✚ Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- ✚ Deliberately excluding an individual or isolating them from work-related activities, such as meetings
- ✚ Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property)

Harassment

At a minimum, the term "harassment" includes:

1. Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's protected class.
2. Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual's protected class.
3. Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
4. Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

Sexual Harassment

The definition for sexual harassment includes sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to male or female workers may also

constitute sexual harassment. This may include the dissemination of sexually explicit voice mail, e-mail, graphics, downloaded material or websites in the workplace. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words, or gestures.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- ✚ Unwelcome sexual advances -- whether they involve physical touching or not
- ✚ Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- ✚ Displaying sexually suggestive objects, pictures, cartoons
- ✚ Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- ✚ Inquiries into one's sexual experiences (pastoral discussion)
- ✚ Discussion of one's sexual activities

Our Pastors are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No Pastor or Elder has the authority to suggest to any applicant or staff member that employment or advancement will be affected by the individual entering (or refusing to enter into) a personal relationship with the Pastor or Elder, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-staff members are covered by this policy. We prohibit harassment, discrimination, or retaliation of our staff members in connection with their work by non-staff members. Immediately report any harassing or discriminating behavior by non-staff members, including contractor or subcontractor staff members. Any staff member who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

Reporting harassment

Any staff member who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested, and encouraged to report it. You may make a report directly to the Lead Pastor. Similarly, if you observe acts of discrimination toward or harassment of another staff member, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against a staff member for making a report of discrimination or harassment or for assisting in the investigation of any such report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All reports will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, the Church will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Responding to Concerns

The Church will investigate the report and then take prompt, appropriate remedial action. The Church will protect the confidentiality of staff members reporting suspected violations to the extent possible consistent with our investigation.

We are serious about enforcing our policy against harassment.

We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

We strongly encourage our staff members to file a complaint of sexual harassment using our Church's complaint procedure. However, using our internal complaint process does not prohibit you from contacting one of the following agencies:

1. New Hampshire Commission for Human Rights
2 Chenell Drive, Concord, NH 03301-8501
Phone: 603-271-2767
Fax: 603-271-6339
TTY: 1-800-735-2964
Website: <http://www.state.nh.us/hrc/>
E-mail: humanrights@nhsa.state.nh.us
2. EEOC — Boston Area Office
John F. Kennedy Federal Building
Government Center
4th Floor, Room 475, Boston, MA 02203
Phone: (617) 565-3200
TTY: (617) 565-3204

Retaliation

The Church absolutely prohibits retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

If you believe you are being retaliated against for your report, please notify the Lead Pastor immediately.

Information Technology & Media

Church Owns Staff Member Email

The Church owns any communication sent via email or that is stored on Church equipment. Management and other authorized staff have the right to access any material in staff member's email or on the computer at any time. Please do not consider electronic communication, storage, or access to be private if it is created or stored on work systems.

Cell Phone

Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

Personal cellphones

While at work, staff members are expected to exercise discretion in using personal cellphones. Excessive personal calls and text messages during the workday can interfere with staff member productivity and be distracting to others. Staff members are encouraged to make any personal calls and send text messages during nonwork time when possible and to ensure that friends and family members are aware of Church policy.

The Church will not be liable for the loss of personal cellphones brought into the workplace.

If personal cell phones are being used for ministry, please follow all necessary safety policies as outlined in this handbook.

Safety issues for cellphone use

All staff members are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Staff members whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving; use of a cellphone while driving is not required by the Church.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, staff members are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Staff members are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the staff member is driving in an unfamiliar area.

Reading or sending text messages while driving is strictly prohibited.

Staff members who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Internet Use

Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, and downloading files for personal use, is allowed from time-to-time on a limited basis during breaks. The Church allows staff to take laptops home. While at home staff may use the computer for personal reasons but must follow all policies and guidelines outlined in this handbook on harassment and discrimination.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated

thoroughly. For business purposes, the Church reserves the right to search and/or monitor Internet usage and the files/transmissions of any staff member without advance notice and consistent with applicable state and federal laws. Staff members should expect that communications that they send and receive by the Internet will be disclosed to management. Staff members should not assume that communications that they send and receive by the Internet are private or confidential.

Staff members learning of any misuse of the Internet shall notify the Lead Pastor.

System Passwords

All Systems passwords and encryption keys must be available and known to the Church. Staff members may not install password or encryption programs without the written permission of the Lead Pastor. Staff members may not use the passwords and encryption keys belonging to others.

Copier/Printing

Photocopier and printing should be used sparingly with approval from Lead Pastor.

Media Relations and Press Interviews

In the interest of orderly, consistent, and proactive management of the information released to the Media, the following policy and procedures are in effect:

- ✚ The Lead Pastor will provide broad, general information in responses to Church inquiries.

Responses to Inquiries from the Media

1. Staff members will **not** respond to inquiries from the media concerning matters such as personnel issues, crisis management, emergencies, Church fiscal operations. Instead, such inquiries should *immediately* be directed to the Lead Pastor, who will respond accordingly.
2. Staff members may respond directly to media inquiries on ordinary, day-to-day matters such as course information, awards, special events, scholarships, publications, etc. However, all inquiries should be reported immediately to the Lead Pastor.

Camera Policy

The Church prohibits staff member use of cameras in the workplace, including camera-equipped phones, tablets, and other devices, when necessary to secure client privacy and/or to protect confidential information.

Restrictions on Staff member Camera Use

- ✚ Staff members are prohibited from bringing cameras or other visual recording devices into areas where privacy may be compromised.
- ✚ Staff members are prohibited from bringing cameras or other visual recording devices into areas and/or meetings where Church trade secrets or proprietary business information could be disclosed.
- ✚ Staff members may record workplace activities that are not prohibited by law or do not compromise confidential information as described above.

- ✝ Staff members may not take photos of job sites
- ✝ Pictures of minors -approval must occur ahead of time
- ✝ Approved photos taken must have the person in the photo sign a Media Release Policy/Document or have verbal approval on those in the picture.

Social Media Policy

The Church encourages staff members to share information with co-workers and with those outside the Church for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the Church has established the following guidelines for staff member participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

Off-duty use of social media

Staff members may maintain personal websites or weblogs on their own time using their own facilities. Staff members must ensure that social media activity does not interfere with their work. In general, the Church considers social media activities to be personal endeavors, and staff members may use them to express their thoughts or promote their ideas.

On-duty use of social media

Staff members may engage in social media activity during work time provided it is directly related to their work, approved by the Lead Pastor, and does not identify or reference Church members or vendors without express permission. The Church monitors staff member use of Church computers and the Internet, including staff member blogging and social networking activity.

Respect

Demonstrate respect for the dignity of the Church, its members, its vendors, and its staff members. A social media site is a public place, and staff members should avoid inappropriate comments.

For example, staff members should not divulge Church confidential information or information restricted from disclosure by law on social media sites. Similarly, staff members should not engage in harassing or discriminatory behavior that targets other staff members or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers

If an staff member identifies themselves as a Church staff member or discusses matters related to the Church on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the Church and that the staff member is expressing only their personal views.

For example: *“The views expressed on this website/Weblog are mine alone and do not necessarily reflect the views of my employer.”* Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the Church or the Church’s business. Staff members must keep in mind that if they post information on a social media site that is in violation of Church policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Competition

Staff members should not use a social media to criticize other Churches.

Confidentiality

Do not identify or reference Church members or vendors without express permission. Staff members may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

New ideas

Please remember that new ideas related to work, or the Church’s business belong to the Church. Do not post them on a social media site without the Church’s permission.

Trademarks and copyrights

Do not use the Church’s or others’ trademarks on a social media site or reproduce the Church’s or others’ material without first obtaining permission.

Legal

Staff members are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Church Video Surveillance Monitoring

Church uses security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

Staff members should not have any expectation of privacy in work-related areas.

Staff member privacy in nonwork areas will be respected to the extent possible.

Church Property

Church Premises

Church premises is defined as the address where the Church is located, and the adjacent parking lots.

Church Property

Church property is defined as all property, owned, leased or under the control of the Church, including but not limited to any office, building, facility, parking lot, roadway, vehicle, or any other place at which an staff member is performing, or is expected to perform, any work or job on behalf of the Church.

Building Codes

See Church safety policy. The Operations Manager will handle tracking and distributing all building codes.

Access to Church Property

As a staff member of the Church, you have access to our facility on a 24/7 basis. There are two critical areas in which your attention to access is mandatory:

- ✝ You have been given a master key and security system code for the facility. You are expected to maintain personal possession of both. Please do not lend or provide access to either for anyone, including your family members. Failure to maintain control of either item could lead to disciplinary action, up to and including termination, if an adverse event occurs and there is harm to a person or a loss to the facility (e.g. damage or theft) as a direct result of your having provided another unauthorized person access to the Church facility or if you failed to properly secure the premises when you are the last one to leave.
- ✝ It is important that the Church's senior leadership or their authorized representative have access at all times to Church property, to include files, documents, and other records. As a result, the Church reserves the right to access employee offices, workstations, filing cabinets, desks, computers, and any other Church property at its discretion, with or without advance notice or consent of employees.
- ✝ A list of issued church equipment will be kept in each employees personnel file. This list will be signed by both the employee and the Lead Pastor when equipment is returned upon terminating employment.

Church Vehicle

Operators of Church vehicles are responsible for the safe operation and cleanliness of the vehicle.

Accidents involving a Church vehicle must be reported to the Lead Pastor immediately.

Staff members are responsible for any moving and parking violations and fines that may result when operating a Church vehicle.

Church vehicles should be operated by the staff member only. Church vehicles may only be used for job-related travel unless permission is given by Lead Pastor.

Safety

Safety at Work

Safety can only be achieved through teamwork at our Church. Each staff member and Pastor must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Lead Pastor of any emergency.

2. If you are injured or become sick at work, no matter how slightly, you must inform the Lead Pastor immediately.
3. The use, adjustment and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess; ask the Lead Pastor
6. Know the locations, contents and use of first aid and firefighting equipment.

Driving Safety

The use of seat belts is mandatory for operators and passengers of Church vehicles.

It is Church policy that UNDER NO CIRCUMSTANCES is texting or making use of electronic mail functions permitted while operating an employer-vehicle, a vehicle rented for Church use, or your own vehicle being utilized on behalf of Church business. This includes the use of a Church assigned cell phone or personal cell phone while operating a Church owned vehicle.

It is Church policy that UNDER NO CIRCUMSTANCES is the use of a cell phone without the use of a hands-free technology permitted while operating the employer or in an employer-owned or reimbursed vehicle. This includes the use of a Church assigned cell phone or personal cell phone while operating a Church owned vehicle, a vehicle rented for Church use, or your own vehicle on behalf of the Church.

Driver Safety Rules

A valid driver's license will be copied and put on file and checked for validity upon expiration.

- ✝ Driving on Church business and/or driving a Church vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden.
- ✝ Cell phone use while driving unless hands free is strictly prohibited. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage, accordingly, including pulling off the road to continue/finish the conversation if needed. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
- ✝ No driver shall operate a Church vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- ✝ All drivers and passengers operating or riding in a Church vehicle **must** wear seat belts, even if air bags are available.
- ✝ No unauthorized personnel are allowed to ride in Church vehicles.
- ✝ Drivers are responsible for the security of Church vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- ✝ Head lights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

✝ All State and Local laws must be obeyed.

Preventing workplace violence

The Church is committed to providing a safe, violence-free workplace for our staff members. Due to this commitment, we discourage staff members from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any staff member will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Church-sponsored functions.

All Church staff members bear the responsibility of keeping our work environment free from violence or potential violence. Any staff member who witnesses or is the recipient of violent behavior should promptly inform the Lead Pastor. All threats will be promptly investigated. No staff member will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the Church, its staff members, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Restraining Orders

If a staff member has a restraining order against someone outside or inside of the Church, they need to notify the Lead Pastor immediately to ensure proper precautions can be taken place to prevent them from accessing Church property.

Emergency Evacuation

If the emergency fire alarm system is activated, all staff members are to evacuate the building by following the procedures below.

1. In the event of a fire alarm test or fire drill, an appropriate announcement will be made prior to the test/drill.
2. If no announcement was made, you must assume the fire alarm was sounded for an actual emergency. In all emergency or drills, when the fire alarm sounds, all staff members should immediately stop whatever they are doing and quickly yet safely exit the building.
3. All staff members should exit the building by way of the nearest exit that will be marked with a lighted red exit sign and follow these signs, exiting to the outside.
4. Quickly proceed away from the building.
 - People who exit the building first must position themselves far enough away from the building to enable everyone to stand clear of emergency vehicles.

- The street must always be kept clear, so as not to hamper the movement of emergency vehicles into the area.
5. Leave all doors unlocked to allow the Fire Department easy access.
 6. Once outside the building:
 - Confirm that the Fire Department has been called (911).
 - Congregate all staff members and confirm that all staff members and visitors are out of the building.
 - Designate someone to meet the Fire Department at the front entrance to provide additional information.
 7. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone needs first aid. Appropriate aid should then be given.
 8. Once outside, do not re-enter until the building is declared safe by the Fire Department and you are informed to do so by the most senior level staff member.

Weapons in the workplace

The Church prohibits the possession of weapons on its property at all times, including our parking lots or Church vehicles. Additionally, while on duty, staff members may not carry a weapon of any type.

Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas.

Inspection

The Church reserves the right to inspect all belongings of staff members on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on Church property. In addition, the Church may inspect the contents of storage areas, file cabinets, desks, and workstations at any time and may remove all Church property and other items that are in violation of Church rules and policies.

Allergies and Sensitivities in The Workplace

If a staff member has an allergy which substantially limits one or more major life activities, please notify your supervisor immediately to discuss possible accommodations.

Fragrance Sensitivities

If a staff member has a fragrance sensitivity, they need to notify the Lead Pastor, and ask for a reasonable accommodation.

Fragrance sensitivity runs the gamut from mild, akin to seasonal allergies, to severe, setting off acute migraine headaches or asthma attacks.

Communicable Disease

The Church's decisions involving staff members who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness

to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an staff member with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. The Church may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The Church will not discriminate against any job applicant or staff member based on the individual having a communicable disease. Applicants and staff members shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The Church reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

The Church will comply with all applicable statutes and regulations that protect the privacy of staff members who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Emergency closings

The Church will always make every attempt to be open for business. In situations in which some staff members are concerned about their safety, the Church may advise staff members that the office is not officially closed, but anyone may choose to leave the office if they feel uncomfortable.

Pay for closing

If the office is officially closed during the course of the day to permit staff members to leave early, nonexempt/hourly staff members who are working on-site as of the time of the closing will be paid for hours worked. Vacation or personal time may be used to bring the staff member “whole” for the day. Exempt staff members will be paid for a normal full day but are expected to complete their work at another time.

Workers Compensation

Workers’ compensation is a “no-fault” system that provides compensation for medical expenses and wage losses to staff members who are injured or who become ill because of employment.

The Church pays the entire cost of workers’ compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to staff members who sustain an injury on the job.

In cases of true medical emergencies, report to the nearest emergency room.

The Church abides by all applicable state workers’ compensation laws and regulations.

Staff members will not be paid vacation or sick leave for approved absences covered by the Church's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the staff member's salary as allowed by state law.

Reporting Injury

If you are injured on the job, no matter how slightly, report the incident immediately to the Lead Pastor immediately. The Lead Pastor will complete an injury report with input from the staff member and will file the claim with the insurance company.

Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize a staff member's claim. We ask for staff member assistance in alerting management to any condition that could lead to or contribute to a staff member accident.

Post-Accident Testing

Please review the drug testing policy within this handbook.

Workplace First Aid

Only staff members trained in first aid should assist a victim. Never give first aid treatment for which you are not trained.

If you use any equipment or supplies from the First Aid kit, inform the Lead Pastor immediately so that the supplies can be replaced for future use.

Human Resources (HR)

Document Retention

The Church must retain all work products in the manner required and for the time period required by our policy.

Never destroy or delete any work product until the retention periods specified by the Church's policy have been satisfied. Failure to comply with the Church document retention policy and procedure may result in discipline up to and including discharge.

Access to Staff member File

Staff member files are maintained by the Lead Pastor and are considered confidential. Personnel file access by current staff members and former staff members upon request will generally be permitted within **3 days** of the request unless otherwise required under state law.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Progressive Discipline

The Church expects staff members to comply with the Church's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the Church endorses a policy of progressive discipline in which it attempts to provide staff members with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of staff members as staff members-at-will or in any way restrict the Church's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the staff member's personnel file.

The progressive disciplinary procedures described above also may be applied to a staff member who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the Lead Pastor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the Lead Pastor should suspend the staff member immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Step 1: Verbal Warning.

When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the staff member.

Step 2: Written Warning.

If a private informal discussion with the staff member has not resulted in corrective action, the Lead Pastor should meet with the staff member and

1. review the problem
2. permit the staff member to present his or her views on the problem
3. advise the staff member that the problem must be corrected
4. inform the staff member that failure to correct the problem will result in further disciplinary action which may include termination, and
5. issue a corrective action notice to the staff member.

Step 3: Final Written Warning.

If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the Lead Pastor should meet with the staff member in private and proceed via (a) through (d) above and issue a reprimand notice to the staff member.

Step 4: Suspension.

The Lead Pastor has the authority to temporarily remove staff members from the workplace, with or without pay, if approved in advance by the Church Council. An exempt staff member generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all staff members, e.g., such as a written policy prohibiting sexual harassment or workplace violence.

Step 5: Termination

If the above course of action does not result in a change to the unacceptable behavior, a staff member will be terminated for performance.

Termination

Voluntary Resignation

In all cases of voluntary resignation (one initiated by the staff member), staff members are asked to provide a written notice to the Lead Pastor at least **10 working days** in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off will not be counted toward the 10-day notice. Staff members who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

The Lead Pastor will conduct an exit meeting on or before the last day of employment to collect all Church property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the staff member's home address.

Involuntary Termination

All involuntary terminations must be approved by the Lead Pastor and processed in accordance with the provisions outlined in this policy. Notwithstanding the foregoing, should a Pastor be present when serious misconduct occurs, they may immediately suspend the staff member, pending an investigation and notification to the Lead Pastor.

- ✚ When the Church initiates a termination (i.e., the staff member is terminated), the termination is considered involuntary.
- ✚ Involuntary terminations may occur for a variety of reasons, including with cause (i.e., staff member misfeasance or malfeasance) or without cause (i.e., as a part of a layoff).
- ✚ When practical, staff members will be warned and counseled. However, failure to correct behavior or further violation of Church policy may result in additional disciplinary action, up to and including termination. Depending on the nature of the offense, the Church reserves the right to terminate any staff member without warning.
- ✚ Warnings and counseling are to be documented. The Church will generally terminate a staff member after the third offense.
- ✚ With respect to all involuntary terminations:
 - The Church will inform the staff member of the reason for termination.
 - The date of separation will be the staff member's last day worked.
- ✚ With respect to all involuntary terminations without cause:
 - The staff member's record will indicate an involuntary termination without cause (i.e., from layoff).
- ✚ When appropriate, the Lead Pastor will attempt to schedule and conduct an exit interview with the terminated staff member. An exit interview helps the Church to obtain information that may

be useful in improving staff member relations as well as to provide additional information to the terminated staff member regarding 401(k), COBRA, etc.

Lay Off

If the Church determines that it must reduce the workforce because of adverse economic or other conditions, then layoffs and recall from layoffs will generally be conducted in a manner that is consistent with the procedures described below.

If a layoff is expected, the Church will attempt to communicate information about an impending layoff as soon as possible considering the Church's interests and compliance with state and federal notice requirements.

Staff members will generally be selected for layoff based on the following criteria, although not in this order:

- ✚ Promotion potential and transferability of skills to other positions within the unit.
- ✚ Demonstrated current and past performance.
- ✚ The needs of the Church and specific projects.
- ✚ Length of service with the Church.

A staff member's length of service is measured from the original date of employment with the Church if there has not been a break in service greater than 30 days. Staff members with breaks in service greater than 30 days, but less than one year, are credited only for their time actually worked; that is, the break in service time does not get credited in an staff member's length of service unless required by law. Staff members with a break in service greater than one year will receive credit for service from their most recent date of hire with the Church.

Staff members selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances.

If the layoff is expected to exceed 30 days, unused vacation days accrued will be paid at the time of layoff. Staff members who are laid off will not continue to accrue vacation or sick leave during the layoff.

Recall

Staff members who are laid off will be maintained on a recall list for six months or until the Lead Pastor determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the staff member may have. While on the recall list, staff members should inform the Lead Pastor if they become unavailable for recall. Staff members who do not keep a current home address and phone number on record with the Lead Pastor will lose their recall rights.

Staff members will be recalled according to the needs of the Church, the staff member's classification, and ability to perform the job. Notice of recall will be sent by US mail to the staff member's home address on record. Unless an staff member responds to the recall notice within seven days following receipt of the notice or its attempted delivery, the staff member's name will be removed from the recall list and the staff member will no longer have any job rights with the Church.

Credit for seniority will continue to accumulate during any layoff of 30 days or less. Staff members laid off for more than 30 days and subsequently recalled within six months from the date of layoff will be credited with the service accumulated at the time of layoff.

Benefits Upon Termination

Final Pay

Under N. H. Rev. Stat. Ann. § 275:44, an employer must issue a final paycheck to a terminated staff member within seventy-two (72) hours. However, if an employer lays off a staff member, they need not issue a final paycheck until the next regularly scheduled pay date. Likewise, pursuant to N. H. Rev. Stat. Ann. § 275:44, an staff member who quits their job is entitled to receive his or her final paycheck on the next regularly scheduled pay date, or within seventy-two (72) hours, if the staff member gives at least one (1) pay period's notice.

Paid Time Off

Full-time, pastoral, and part-time employees will receive prorated vacation pay upon termination of their employment, unless termination is for cause. Employees will receive prorated vacation pay based on the quarter of the year in which they leave. In no case will the prorated pay exceed the amount of vacation carried over from the previous year plus earned vacation from the current year.

Insurance

Upon termination benefits will be terminated at the end of the day of the staff members last day of employment.

Return of Church Property

All Church issued property, must be returned at the end of employment. Otherwise, the Church may take action to recoup any replacement costs and/or seek the return of Church property through appropriate legal recourse.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Staff members and their covered dependents will have the opportunity to continue medical and/or dental benefits for a period of up to 36 months under the provisions of (COBRA) when group medical and/or dental coverage for staff members or their covered dependents would otherwise end due to the staff member's death or because:

1. employment terminates, for a reason other than gross misconduct; or
2. employment status changes due to a reduction in hours; or
3. staff member's child ceases to be a "dependent child" under the terms of the medical and/or dental plan; or
4. staff member become divorced or legally separated; or
5. staff member becomes entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, the staff member or a family member must notify the plan administrator within **60 days** of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

Reference Check & Disclosure

All requests for information on current or former staff members must be referred to the Lead Pastor.

Information given by phone will be limited to verification of employment dates, position title, and salary.

In response to written requests (i.e., mortgage applications), information such as salary, dates of employment, and job position may be provided, if an authorization signed by the staff member is provided.

Representatives of Government or law enforcement agencies, in the course of their business, may be allowed access to file information. Personnel file access by staff members and former staff members will usually be provided in response to a legal subpoena or court order. Such cases will be handled on an individual basis.

All staff member files are the property of the Church.

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Final Thoughts

We are truly pleased that you are part of our staff! We look forward to ministering with you, and learning from your ideas, insights, strengths, and talents that our heavenly Father has blessed you with.

Our intent is to provide a fun, Godly environment for you, our outstanding staff, our amazing volunteers, and our wonderful members (in general). Our hope is that you will experience and feel blessed by the spiritual, personal, and vocational growth you will experience here.

Acknowledgement of Receipt and Understanding

- ☐ I hereby acknowledge receipt of the handbook for **Grace Capital Church**.
- ☐ I understand and agree that it is my responsibility to read and comply with the policies in the handbook.
- ☐ I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, Church practices, nor other communications create an employment contract or term.
- ☐ I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.
- ☐ I further understand that I am an at-will staff member and that neither this document nor any other communication shall bind the Church to employ me now or hereafter and that my employment may be terminated by me or the Church without reason at any time.
- ☐ I understand that no representative of the Church has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.
- ☐ I understand and agree that this agreement may not be modified orally and that only the Lead Pastor may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Lead Pastor.

Staff member's Name in Print

Signature of Staff member

Date

TO BE PLACED IN STAFF MEMBER'S PERSONNEL FILE