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Core Policies

1. Introduction

**1.1 Purpose of this Handbook**

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including ***(church name)*** policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine it to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

1.2 “At Will” Employment

Your employment with ***(church name)*** is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and with or without cause.  
  
Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Senior Pastor has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Senior Pastor.  
  
If a written contract between you and the Organization is inconsistent with this handbook, the written contract is controlling.  
  
Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

1.3 Welcome

**Greetings and Welcome to *(church name)***,

We are thrilled to have you join us on this remarkable journey, guided by the divine hand of God, as part of our ***(church name)*** family. We hope and pray that your tenure here will be a long and rewarding one.

To ensure that our ministry flourishes and functions harmoniously, it is imperative that all members of our administrative staff and leadership team adhere to specific guidelines, policies, and procedures. Within the following pages, you will find these policies meticulously outlined for your reference. It is essential that you read this manual thoroughly. If any queries or uncertainties arise, please do not hesitate to reach out to your supervisor.

We encourage you to revisit this manual as needed to maintain a clear understanding of our policies. Following your reading, you will be required to sign a statement located on the final page of the personnel policy section, confirming your acknowledgment of the manual. Please return this signed statement to your supervisor.

As we reflect on the humble beginnings of ***(church name)***, God's foresight brought us to this very day, working diligently in His service.

There are certain values and principles that we believe contribute to a healthy and thriving church environment:  
**Unity**: We operate as a unified team.  
**Consistency in Message**: Speak with a single, cohesive voice.

* Always ensure clarity before communicating with fellow congregants.
* Maintain closeness and harmony.

**Diligence**: Stay engaged and committed.

* Be mindful of maintaining appropriate boundaries with congregation members.
* Uphold their respect. Preserve integrity and dignity.
* Avoid engaging in conversations that undermine the administration, spouses, or families.
* Trust is our most valuable asset; guard it diligently.

**Social Boundaries**:

* Exercise caution in personal relationships with church members.
* Guard against cliques and jealousy.
* Prevent manipulation by maintaining a healthy distance.
* Refrain from discussing issues with friends or fellow churchgoers.
* The strength of our administration hinges on our collective strength.

**Support**: Attend, love, and pray for one another.  
  
**Respect:** Always demonstrate respect for one another.

* Avoid public confrontations. Eschew aggression. Prevent embarrassment.

**Positive Attitude**: Embrace a "Can-Do Spirit."  
  
**Professionalism:**

* God grants dignity to our calling.
* Maintain personal and workspace hygiene.

**Vision**:

* Set clear goals and diligently work towards them.

**Servanthood**:

* Expect to invest more hours in ministry than in most other roles.
* Overtime is commonplace.
* Dedicate yourself to a spirit of service.

**Punctuality**: Be punctual both at work and church.

**Conservation:** Conserve resources by turning off equipment, lights, sound systems, and water faucets when not in use.

**Involvement:** Participate in group functions, funerals, weddings, and other congregational events.

**Ministerial Demeanor:**

* Uphold dignity and integrity.
* Your true self shines in moments of pressure.
* Strategic planning maintains stability.
* Mood swings can disrupt our harmonious environment.

**Worship**: Wholeheartedly engage in worship during church services, setting a reverent atmosphere.  
**Family Devotions**: Cultivate daily devotions with your family.  
**Conscientiousness**: Be mindful to extend your commitment to our principles outside of church life as mush as possible. ***(church name)*** should be a place where God's love is palpable, exuding peace and harmony. Our administrative team should perpetually exemplify unity, as happy leaders breed contented followers. We are excited to embark on this spiritual journey with you.

May God's grace guide our path and illuminate our collective destiny.  
  
Sincerely,  
  
??, Senior Pastor  
***(church name)***

2.0 Our Church

2.1 Our Mission.

Who We Are  
"Our mission to equip people to reach their fullest potential in Jesus Christ."  
We don't care what you wear or don't wear. Whether you have tattoos or a record. We're glad to have you.  
We're not in competition with any church in ??, ??, or anywhere else. Nor are we a megachurch. We have friends at megachurches, and they have bathroom lines bigger than we are. We are part of the body of Christ, and we intend to love people like Jesus does.

2.2 Our Philosophy

The Philosophy of ***(church name)***  
  
***(church name)*** is a congregation united by our unwavering faith in the Lord Jesus Christ. Our purpose is threefold, reflecting our deep commitment to our faith and the broader community:  
  
(1) **Ministry to God** - When we gather together, we enter into His presence with songs of praise and worship. Whether in the sanctuary, in our homes, at work, school, or on the move, individually or collectively, our actions are dedicated to honoring the Lord Jesus Christ through the guidance of the Holy Spirit, all for the glory of God the Father.  
  
(2) **Ministry to Saints** - The church's mission is to edify, comfort, exhort, lovingly reprove, and encourage our brothers and sisters in Christ. We do not distinguish between the rich and the poor, the educated and the uneducated, the mighty and the weak. Denominational boundaries are minimized, and our services emphasize the preaching of God's Word and a reliance on the Holy Spirit for the holistic healing of individuals.  
  
(3) **Ministry to Sinners** - Evangelism is a vital component of our church's identity, woven into every aspect of our organizational structure. We continually emphasize the call for all people, regardless of age or background, to turn from wrath and draw near to the loving embrace of Jesus. Our church resounds with the cries and joy of those who have found new life in Christ. We are committed to nurturing their spiritual growth and guiding them in their Christian journey, empowering them to attain complete maturity in God.  
  
Our vision for the church is to create a space that is the most delightful imaginable on Earth for a Christian—a place characterized by divine power, abundant grace, awe of God, supportive community, wondrous manifestations, miracles, trials, and overflowing joy. As Acts 4:33; 5:5,11; 6:7,8; 8:1,8; 15:3 describe, we aspire to be a church that stands as a testimony to God's work, transforming lives and radiating His love and grace to the world.

2.3 Our Principles

Our Principles

Your most valuable asset is your time. Upon accepting employment with us it is understood that employees have rented that asset to us. While being hired for a specific job description, it is recognized and accepted that we have rented your time and you will be responsible to do with it as requested with a positive attitude, whether covered by a job description or not. Fair wages are important and will be agreed upon before hiring.

Work assignments will be made according to position, capability and interest resulting in the right people doing the right job. Every effort will be made to select and place each employee so that they will be physically, mentally, socially, and temperamentally suited to do the job they are expected to do.

An atmosphere of acceptance is a desired necessity if we are to operate efficiently. This acceptance is extended to the employee upon hiring. Minimal interruptions of other's work are vital for the efficient, productive function of the office.

Each employee is accountable to the Church Administrator for your area of responsibility and for all functional procedures and policies of your office. When your position is under another supervisor and/or minister, you will not only be accountable to the Administrator, but also to the supervisor or minister directly over you. It is necessary to have leadership to give direction and correction in order to have an efficient administrative program. I Corinthians 13 should govern our relationships together. We must all work and abide by the Golden Rule: Be considerate and cooperative with all others, sharing a common interest in the development of the church.

All staff members are expected to engage in mutual and cooperative actions in relationships, not only with other staff members, but also with deacons, lay leaders and the congregation of the church.

Rewards are earned, not given. Raises or bonuses are not given; they are earned by the quantity and quality of work. Reasonable security and the possibility for advancement will be provided.

Employees are representatives of the church and, therefore, should reflect the highest Christian qualities at all times. It is vital that members and friends are treated with unfailing courtesy and understanding at all times regardless of the situation. This means that staff members should meet all situations prayerfully, calmly, and courteously. Many members and friends visit the church and its offices daily. The courteous reception they receive from staff members and the neat appearance of the office greatly influences their confidence and attitude.

All staff members must make public relations a priority. A friendly greeting, a smile, a wave of the hand, a handshake, etc. All of these are important as ***(church name)*** is 'people'. Every staff member must go out of his/her way to be friendly, courteous and helpful to all those who come to the office, call on the telephone and attend our services. Staff members must take the lead in public relations. Care should be taken that employees are on their best behavior at church but should also be aware of the significance of their casual, unplanned contacts away from the church.

In order to give strong leadership, it is necessary to become acquainted with the total ministry of ***(church name)*** and not just your own assigned responsibility. All staff members are expected to be an example in the total ministry of the church. They should be faithful in attending church services regularly.

**Unauthorized Commitment**

* Only designated officers acting within the scope of their authority may enter or modify contracts on behalf of any organization.
* When a non-designated representative or staff member solely enters or modifies an agreement and/or contract for services and/or materials with an individual or establishment and those services are satisfactorily performed/delivered the individual acting has done so on their behalf inferring that the organization will be obligated as so stated.
* In some cases, the individual making the commitment may be held liable for compensation. But the most common method of compensation is the ratification procedure where the organization conducts a ratification inquiry and approves/disapproves based on the evidence. In both approaches legal actions may result or be required.
* Positive action should be taken to preclude to the maximum extent possible the need for ratification actions.
* Future efforts of construction, remodeling and maintenance should be carefully reviewed prior to incorporation. At no time should assumptions drive our decision making and the writing of agreements/contracts should be in place and clearly understood prior to the commencement of work.

**Open Door Policy**

* It is our desire to operate on the scriptural basis of Matthew 5 and 18 as it regards offenses between personnel. The term "offenses" includes differences of opinions, alleged misconduct, and any event which creates unresolved conflicts.
* If any employee is uncomfortable in speaking directly with the involved party, or their initial attempt to solve the offenses have failed, the immediate supervisor should be the third-party witness to the resolution attempt.
* The Senior Pastor's door is open to any employee who needs to speak to him regarding an unresolved conflict or offense.

3.0 Hiring and Orientation Policies

3.1 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with ***(church name)***. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Departmental Pastor.  
  
If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Organization.

All new hire must complete a detailed background check and training **before having access to children** that includes the following:

* Fingerprints on file
* Criminal Background Check (Annual)
* E-Verify: I-9 Proof of Identification
* National Sex Offender Registry (Quarterly)
* Stewarts of Children training
* Active Bystander training
* Photo (Annual)

3.2 Job Descriptions

***(church name)*** attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Departmental Pastor.  
  
Job descriptions prepared by the Organization serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Organization may have to revise, add to, or delete from your job duties per business needs. On occasion, the Organization may need to revise job descriptions with or without advance notice to staff members.  
  
If you have any questions regarding your job description or the scope of your duties, please speak with your Departmental Pastor.

3.3 Religious Accommodation

***(church name)*** recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all staff members, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Organization complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Organization will reasonably accommodate the sincerely held religious beliefs of staff members if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

*Requesting a Religious Accommodation*

If you need an accommodation because of your religious beliefs or practices, make the request with your Departmental Pastor [[or appropriate name or department]]. You may be asked to include relevant information such as:

* A description of the proposed accommodation.
* The reason you need the accommodation.
* How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements.

After receiving your request, the Organization will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Organization encourages you to suggest specific reasonable accommodations. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.  
  
The Organization will not discriminate or retaliate against staff members who, in good faith, request a religious accommodation under this policy.

3.4 Disability Accommodation

***(church name)*** complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Organization will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.  
  
If you require an accommodation because of your disability, it is your responsibility to notify your Departmental Pastor. You may be asked to include relevant information such as:

* The reason you need an accommodation.
* A description of the proposed accommodation.
* How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Organization will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Organization in connection with a request for accommodation will be treated as confidential.  
  
The Organization encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.  
  
Where state or local law provides greater protections to staff members than federal law, the Organization will apply the law that provides the greatest benefit to staff members.  
  
If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.  
  
The Organization will not discriminate or retaliate against staff members for requesting an accommodation.

3.5 Personal Development Seminars

Employees may be granted permission to attend an approved job/self-improvement seminar, class, school, conference, seminar, etc. Request must be made well in advance and approval given by the Senior Pastor. Determination whether the staff member will pay his own expense or whether this will be with or without pay will be made by the time of approval **OUTSIDE MINISTRY**

* All Pastors will be allowed two times per year to be away for ministry, including on Sunday if absolutely necessary. All are encouraged not to be away on Sunday unless absolutely necessary.
* Total ministry days to be away for a one-year period must not exceed 7 days including travel time.
* Expenses for these ministry dates are to be covered by the group that you are ministering to.
* All ministry dates must be cleared by the Senior Pastor or Assistant Pastor.

4.0 Wage and Hour Policies

4.1 Introduction to Wage and Hour Policies

WORK SCHEDULE/GENERAL GUIDELINES  
  
The church office will be open from 8:30 a.m. to 4:30 p.m. Monday through Friday.  
  
Staff meeting will be held each Tuesday morning from 8:30am - 9:00am  
  
SALARY POLICY

* The base salary shall be considered and agreed upon at the time of hiring.
* Review of salary will be annually. Many factors are considered, including ability, quality, quantity of work, working relations, attitude, interest, attendance, and punctuality. An employee's salary is personal and confidential and should not be discussed with anyone.
* Employees shall be paid by check bi-weekly. Deductions will be made for such things as FICA, federal, state, and other deductions as determined in consultation with the Senior Pastor at the time of hiring. Pastors will be considered self-employed with no taxes deducted and will be responsible for their own taxes.

Because of the nature of church work and the need for a good spirit among the working staff, the specific hours for each staff person will be worked out cooperatively with the Senior Pastor. However, the following is a generally accepted work schedule:

* Normal hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. One hour paid lunch will be granted.
* Full time office staff will work 30 - 40 hours a week. Part time will work the number of hours they were assigned by the Senior Pastor.
* Custodial staff works 8:30 a.m. to 4:30 p.m. or as assigned by the Administrative Assistant, with days off as assigned by the Administrative Assistant.
* The work day for the ministerial staff begins at 9:00 a.m. and is understood to include some night-time responsibilities.
* The minister's day off will be approved by the Senior Pastor. Saturday shall be considered a non-structured work day to prepare for Sunday ministry.

4.2 Employment Classifications

The Organization designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

* **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
* **Nonexempt Employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The Organization also assigns each employee to one of the following categories:

* **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least [[35]] hours per workweek, except for approved time off.
* **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work [[35]] hours or less per workweek.
* **Temporary/Seasonal Employees.** Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available.

Classification of Staff Members **Ministerial and Administrative**- any person hired by the church for a ministerial and/or administrative function. These staff members are salaried employees:

* Senior Pastor
* Ministers Administrative
* Staff Department Heads Supervisors

**Operational Staff Members -** any person hired by the church to perform an operational function.

* Student Ministers
* Executive Secretaries
* Office Secretaries and Bookkeepers
* Maintenance: Building, Custodial Office Equipment Operators Technicians
* Nursery Workers

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact [[appropriate person or department]]. These classifications do not alter your employment at-will status.

4.3 Attendance

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Departmental Pastor. You may be required to provide documentation of any medical or other excuse for being absent or late were permitted by applicable law. **TARDINESS**  
  
Full time employees hours are from 8:30 a.m. until 4:30 p.m. You are expected to adhere to these hours. Habitual tardiness will not be tolerated and will be grounds for termination. Part time employees are expected to adhere to the work scheduled established with their Departmental Pastor at the time of employment.

**UNEXCUSED ABSENCES**  
  
You have been hired to perform a necessary and important job at ***(church name)***. This job must be accomplished to achieve our goal. For this reason, habitual absenteeism, patterns of absenteeism, excessive unplanned absences, or excessive leave without pay cannot be tolerated. Repeated problems of this nature will result in disciplinary action which can cause for termination. Three consecutive days of unreported absence is grounds for termination. **LEAVE OF ABSENCE**  
  
If an employee needs to be away from work due to personal illness, illness in the family, or any other temporary disability (excluding maternity) a leave of absence may be granted. A leave of absence request must be submitted in writing to the Senior Pastor.  
  
After thirty days of unpaid leave of absence, your position is not guaranteed. The Senior Pastor will determine if your position can be held without jeopardy to the operations of the office/church. At his discretion, your position may be filled.  
  
***(church name)*** reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.4 Business Expenses

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at ***(church name)***. ***Approved business expenses*** are the reasonable and necessary expenses incurred by staff members to achieve legitimate business purposes that are not covered by normal Organization procurement processes.

*Business Meetings (Employer-Sponsored Events and Meetings)*

The Organization pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Organization staff members. The most senior Organization individual present is responsible for paying for and reporting all expenses.  
  
The Organization will make every effort to have a master account set up for Organization-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

*Entertainment*

The Organization pays for entertainment expenses only when they clearly benefit the Organization, include customers, and are promotional in nature. The most senior individual present is responsible for paying for and reporting all expenses.

*Technical and Training Seminars*

The Organization pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your Departmental Pastor.

*Gifts*

You may present gifts only under exceptional circumstances and with prior approval of the appropriate Organization officer. The Organization does not reimburse costs over $25 for business gifts.

*Other Expenses*

The Organization will pay for postage and telephone expenses that are for business purposes.

*Reporting*

Report approved expenses on the standard expense report form and include a description of the expense (which should include the date, vendor, business purpose, and a list of any attendees/participants) and a copy of the receipt.

4.5 Direct Deposit

***(church name)*** encourages all staff members to enroll in direct deposit. If you would like to take advantage of direct deposit, ask [[appropriate person or department]] for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.  
  
If you have selected the direct deposit payroll service, a written or digital explanation of your pay and deductions will be provided to you on paydays in lieu of a check.

4.6 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of [[3]] consecutive days, you will be considered to have abandoned your job and voluntarily resigned from ***(church name)***.

4.7 Paycheck Deductions

***(church name)*** is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, [[LIST OTHER REQUIRED DEDUCTIONS: e.g., state income taxes, state unemployment taxes, state disability insurance taxes, etc.,]] and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff members may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Departmental Pastor.  
  
The Organization will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Departmental Pastor.  
  
You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.  
  
The Organization will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.8 Recording Time

***(church name)*** is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain staff members. To ensure that the Organization has complete and accurate time records and that staff members are paid for all hours worked, nonexempt staff members are required to record all working time using Organization [[time cards/time sheets/punch clock/timekeeping application/other]]. Speak with your Departmental Pastor for specific instructions.  
  
You must accurately record all of your time to ensure you are paid for all hours worked and must follow established Organization procedures for recording your hours worked. Time must be recorded as follows:

* Immediately before starting your shift.
* Immediately after finishing work, before your meal period.
* Immediately before resuming work, after your meal period.
* Immediately after finishing work.
* Immediately before and after any other time away from work.
* [[Other compensable time required by state law (such as time taken waiting to undergo and undergoing mandatory screenings)]].

[Time sheets/time cards are to be turned in to your Departmental Pastor or appropriate department on (date or dates).]  
  
[If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.]  
  
Notify your Departmental Pastor [[or appropriate department]] of any pay discrepancies, unrecorded or mis-recorded work hours, or any involuntarily missed meal or break periods.  
  
Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to [appropriate department] any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.9 Accommodations for Pregnant Employees

***(church name)*** will provide reasonable accommodation to pregnant staff members for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).  
  
Examples of potential reasonable accommodations include:

* Seating;
* Closer parking;
* Flexible hours;
* Additional break time to use the bathroom, eat, and rest;
* Leave or time off to recover from childbirth;
* Limitations on strenuous activities; and
* Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify your Departmental Pastor. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

* The reason you need an accommodation.
* A description of the proposed accommodation.
* How the accommodation will address limitations caused by pregnancy, childbirth, or related medical conditions.

The Organization will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The Organization is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Organization.  
  
If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by law.  
  
The Organization will comply with state or local laws that provide additional protections beyond the PWFA.  
  
The Organization will not retaliate against staff members who request or receive an accommodation under this policy.

4.10 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at ***(church name)***.  
  
Travel expenses are the reasonable and necessary expenses incurred by staff members when traveling on approved ***(church name)*** business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your Departmental Pastor has been received.

*Advances*

The Organization does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

*Travel Expenses*

The Organization pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

* Airline tickets.
* Meals and lodging.
* Car rental, bus, taxi, Uber, Lyft, parking.
* Telephone and fax.
* Laundry and dry cleaning (trips exceeding one week only, unless emergency).
* Business supplies and services.
* Associated gratuities.
* Other expenses necessary to achieve the business purposes.

*Family Members*

The Organization will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the Senior Pastor.

*Air Travel*

Use economy or tourist class airfares when traveling on Organization business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Organization officers should travel together on the same flight.  
  
Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

*Hotels*

Neither in-room movies nor refreshment bars are approved Organization expenses.

*Insurance*

The Organization does not pay for personal travel insurance for staff members.

*Rental Cars*

You are to use rental firms having existing relationships with the Organization and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

*Personal Vehicles*

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than [2 points] on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The [President or Chief Executive Officer] must authorize any deviation from this policy.

*Reporting*

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

*Travel Reservations*

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency in order to be reimbursed.

4.11 Use of Employer Credit Cards

All staff members in the possession of a credit card issued by ***(church name)*** will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Organization vehicle use (gas, oil, etc.) under $100 do not require prior approval. Credit card purchases for vehicle use over $100 and any other business purchases over $25 must receive prior approval from your Departmental Pastor.  
  
Submit all sales receipts generated by use of the Organization credit card [weekly/monthly] to your Departmental Pastor [or appropriate department]. Your organization credit card may not be used for personal reasons. Use of the Organization credit card is restricted to approved business-related expenses.  
  
Any unauthorized purchases made with a credit card issued by the Organization will be the cardholder's responsibility. You must reimburse any such purchase to the Organization within [#] days.  
  
Immediately report lost or stolen Organization cards to your Departmental Pastor. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Open Door/Conflict Resolution Process

***(church name)*** strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Departmental Pastor and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:  
  
If you believe there is inappropriate conduct or activity on the part of the Organization, management, its staff members, vendors, customers, or any other persons or entities related to the Organization, bring your concerns to the attention of your Departmental Pastor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Departmental Pastor. If you have already brought this matter to the attention of your Departmental Pastor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.2 Performance Improvement

***(church name)*** will make efforts to periodically review your work performance. The performance improvement process will take place annually. or as business needs dictate. You may specifically request that your Departmental Pastor assist you in developing a performance improvement plan at any time.  
  
The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.3 Resignation Policy

***(church name)*** hopes that your employment with the Organization will be a mutually rewarding experience; however, the Organization acknowledges that varying circumstances can cause you to resign employment. The Organization intends to handle any resignation in a professional manner with minimal disruption to the workplace.

*Notice*

The Organization requests that you provide a minimum of [two weeks'] notice of your resignation. [[If you are a Departmental Pastor, you are requested to provide a minimum of [four weeks'] notice.]] Provide a written resignation letter to your Departmental Pastor. If you provide less notice than requested, the Organization may deem you to be ineligible for rehire, depending on the circumstances of the notice given.  
  
The Organization reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

*Final Pay*

The Organization will pay separated staff members in accordance with applicable laws and other sections of this handbook.  
  
Notify the Organization if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

*Return of Property*

Return all Organization property at the time of separation, including cellphones, keys, tools, laptops, credit cards, and identification cards etc. . Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Organization may pursue criminal charges for failure to return Organization property.

5.4 Standards of Conduct

***(church name)*** wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our staff members, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.  
  
While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge staff members for any reason permitted by law.  
  
Examples of inappropriate conduct include:

* Violation of the policies and procedures set forth in this handbook.
* Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
* Being under the influence of alcohol during working hours on Organization property (including in Organization vehicles), or on Organization business.
* Inaccurate reporting of the hours worked by you or any other staff members.
* Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Organization or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
* Taking or destroying Organization property.
* Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
* Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
* Disclosure of Organization trade secrets and proprietary and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Organization or its customers, contractors, suppliers, or vendors.
* Refusal or failure to follow directions or to perform a requested or required job task.
* Refusal or failure to follow safety rules and procedures.
* Excessive tardiness or absences.
* Smoking in non-designated areas.
* Working unauthorized overtime.
* Solicitation of fellow employees on Organization premises during working hours.
* Failure to dress according to Organization policy.
* Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
* Engaging in outside employment that interferes with your ability to perform your job at this Organization.
* Gambling on Organization premises.
* Lending keys or keycards to Organization property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

All staff members required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. ***(church name)*** may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Organization.  
  
If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

6.2 Employer Sponsored Social Events

***(church name)*** holds periodic social events for staff members. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Departmental Pastor prior to the event.  
  
Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.3 Employer-Provided Cell Phones/Mobile Devices

***(church name)*** may issue certain staff members a Organization cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.  
  
We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Organization, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.  
  
The Organization owns and remains entitled to all cell phone/mobile devices issued to staff members, including all passwords controlling access to them.  
You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Organization in operable condition.  
  
Violation of this policy may result in discipline, up to and including termination of employment.

6.4 No solicitation/No distribution Policy

***(church name)*** prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of staff members, visitors, and others. Our non-solicitation/no distribution policy aims to ensure a balanced approach to interactions within the workplace.

*Solicitation*

For the purposes of this policy, ***solicitation*** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.  
  
During your assigned working hours, soliciting other staff members is prohibited. ***Working hours*** refers to periods when either you or the staff members you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

*Distribution*

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Organization's equal employment opportunity (EEO) and non-harassment policies, or knowingly spreads false information, is strictly prohibited. Nonemployees are not permitted to distribute materials on company premises under any circumstances.

*Statutory Rights and Communication*

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

*Reporting Violations*

If you become aware of violations of this policy, report them to your Departmental Pastor.  
We appreciate your cooperation in maintaining a respectful and focused work environment.

6.5 Off-Duty Use of Employer Property or Premises

You may not use ***(church name)*** property for personal use during working time. You are responsible for returning Organization property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Organization products, or office supplies for personal use without prior authorization.  
  
It is Organization policy to control off duty and nonworking hour use of Organization facilities either for business or personal reasons. You are prohibited from using Organization facilities during off duty or nonworking hours without the written consent of your Departmental Pastor. If you use Organization facilities during your off-duty hours or Organization off-hours, you may be required to sign a log-in and log-out sheet maintained by the Organization or building manager.

6.6 Personal Appearance

Your personal appearance reflects the reputation, integrity, and public image of ***(church name)***. All staff members are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed.  
  
Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.  
  
The Organization, in accordance with applicable law, will reasonably accommodate staff members with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Organization. Contact your Departmental Pastor to request a reasonable accommodation.  
  
Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. **Appearance Guidelines**  
  
Clothing requirements: paid members of the staff and volunteers have an identity with the church in addition to their personal identity. Therefore, it is necessary that your representation of the church be the ultimate in good grooming, dress and behavior. Clothing for the men and women should be 'daytime clothing' suitable for business. As a staff member you have a position of leadership and should be a model in both behavior and dress. "Let your moderation be known unto all men." Philippians 4:5. **Office & Church**

* Dresses, suits, skirts, or slacks are considered to be proper female attire for the office. Dresses with low necklines, revealing slits or unusually short skirts are not acceptable.
* The attire shall be modest and clean.
* Female personnel (including minister's wives) shall wear modest dress wear to worship services and sanctuary activities.
* Male attire for the office shall include dress shirt and necktie or neat casual dress wear.

**Conduct**

* Be attentive and responsive to those leading the service.
* No unnecessary talking, whispering, note-passing, etc.
* No sleeping (Be well rested).
* Involve yourself in the service in every way possible (Especially Altar Ministry.)

6.7 Personal Cell Phone/Mobile Device Use

While ***(church name)*** permits staff members to bring personal cell phones and other mobile devices (i.e., smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.  
  
Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Organization property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).  
  
You are expected to comply with Organization policies regarding the protection of confidential and proprietary information when using personal devices.  
  
While operating a vehicle on work time, the Organization requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.  
  
You [[may/may not]] connect your personal device to the Organization network or to Organization equipment (computers, printers, etc.). [[If permitted, describe allowable use and any restrictions.]]  
  
You may have the opportunity to use your personal devices for work purposes. The use of personal devices is limited to certain staff members and may be limited based on compatibility of technology. To ensure the security of Organization information,

If you are authorized to use a personal device, you will receive a monthly stipend based on the estimated use of the device. If you obtain or currently have a plan that exceeds the monthly stipend, the Organization will not be liable for the cost difference.  
  
Nothing in this policy is intended to prevent staff members from engaging in protected concerted activity under the NLRA.  
  
You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.8 Personal Data Changes

It is your obligation to provide ***(church name)*** with your current contact information, including current mailing address and telephone number. You should also inform the Organization of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Church Secretary.

6.9 Security

All staff members are responsible for helping to make ***(church name)*** a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Departmental Pastor immediately. Refrain from discussing specifics regarding Organization security systems, alarms, passwords, etc. with those outside of the Organization.  
  
Immediately advise your Departmental Pastor of any known or potential security risks and/or suspicious conduct of staff members, customers, or guests of the Organization. Safety and security is the responsibility of all staff members and we rely on you to help us keep our premises secure.

6.10 Social Media

***(church name)*** acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate staff members that their social media use can:

* Pose risks to the Organization's confidential and proprietary information, reputation, and brand;
* Expose the Organization to discrimination, harassment, and other claims; and
* Jeopardize the Organization's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Organization's IT resources and communications systems are used appropriately, all staff members must abide by the following policy regarding social media use.

*Social Media*

For purposes of this policy, ***social media*** refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Organization or not.

*Use Good Judgment*

While the Organization respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Organization as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

*Guidelines for Posting on Social Media*

When posting:

* Protect trade secrets, intellectual property, and confidential information related to the Organization.
* Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
* Do not make express or implied threats of violence.
* Avoid linking personal accounts to the Organization as an official source.
* Respect copyright, trademark, and third-party rights.
* Do not use the Organization's email addresses to register on social medial platforms for personal use.
* If you identify yourself as an employee of ***(church name)*** on your personal account and are posting about the Organization, make it clear that your views are your own and that you are not speaking on behalf of the Organization.

*Using Social Media at Work*

Do not use social media while on your work time, unless it is work related as authorized by your Departmental Pastor or consistent with policies that cover equipment owned by the Organization.

*Media Contacts*

If you are not authorized to speak on behalf of the Organization, do not speak to the media on behalf of the Organization. Direct all media inquiries for official Organization responses to [[Human Resources or appropriate department]].

*Retaliation*

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

*Violations*

Violations of this policy may result in discipline, up to and including termination.  
  
This policy does not limit staff members rights to discuss wages, hours, or other terms and conditions of employment. All staff members have the right to engage in or refrain from such activities.

6.11 Third Party Disclosures

From time to time, ***(church name)*** may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former staff members, newspapers, law enforcement agencies, and other outside persons may contact our staff members to obtain information about the incident or the actual or potential lawsuit.  
  
If you receive such a contact, you should not speak on behalf of the Organization and should refer any call requesting the position of the organization the Senior Pastor.

6.12 Use of Company Technology

This policy is intended to provide ***(church name)*** staff members with the guidelines associated with the use of the Organization information technology (IT) resources and communications systems.  
  
This policy governs the use of all IT resources and communications systems owned by or available at the Organization, and all use of such resources and systems when accessed using your own devices, including but not limited to:

[List items, such as:

* Email systems and accounts.
* Internet and intranet access.
* Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
* Printers, photocopiers, and scanners.
* Fax machines, e-fax systems, and modems.
* All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
* Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

*General Provisions*

Organization IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.  
  
All content maintained in Organization IT resources and communications systems are the property of the Organization. Therefore, staff members should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Organization electronic information and communications systems.  
  
The Organization reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Organization IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Organization will exercise this right periodically, without prior notice and without prior consent.  
  
The interests of the Organization in monitoring and intercepting data include, but are not limited to: protection of Organization trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting staff members in the management of electronic data during periods of absence.  
  
You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Organization IT resources and communications systems.  
  
Do not use Organization IT resources and communications systems for any matter that you would like to be kept private or confidential.

*Violations*

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Organization will also advise law enforcement officials of any illegal conduct.

6.13 Workplace Privacy and Right to Inspect

***(church name)*** property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Organization and is subject to inspection at any time, without notice to any staff members, and without their presence.  
  
You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Organization premises including that kept in lockers and desks.

7.0 Benefits

7.1 Bereavement Leave

***(church name)*** recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Organization will provide bereavement leave as follows:  
  
An employee is given two days excused absence from work without loss of pay to attend the funeral of an immediate family member.  
  
For purposes of this policy, ***immediate family member*** includes the following and applies both to the family of the employee and the employee's spouse: [[child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), grandparents]].  
  
You may use accrued but unused [[vacation/sick leave/paid time off]] if additional time is needed. [[Additional unpaid time off may be granted at the discretion of the Organization on a case-by-case basis.]]  
  
You must provide notice of your need for bereavement leave as far in advance as possible. The Organization may require documentation supporting your need for bereavement leave.

7.2 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible ***(church name)*** staff members and their beneficiaries to continue health insurance coverage under the Organization health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.  
  
Contact [Human Resources] to learn more about your COBRA rights.

7.3 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), ***(church name)*** provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

*Eligibility*

To qualify for FMLA leave, you must:

* Have worked for the Organization for at least 12 months, although that time need not be consecutive;
* Have worked at least 1,250 hours in the last 12 months; and
* Be employed at a worksite that has 50 or more employees within 75 miles.

*Reasons for Leave*

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is [[define the 12-month period]], for any of the following reasons:

* The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
* The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
* To care for a spouse, child, or parent with a serious health condition;
* To care for your own serious health condition, which makes you unable to perform the essential functions of your position; or
* A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service.  
  
As used in this policy:

* ***Spouse*** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
* ***Child*** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
* ***Parent*** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
* ***Next of kin*** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.

*Notice*

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.  
  
In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must first consult with the Organization regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Organization.  
  
If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.  
  
*Certification*

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from your supervisor. When you request leave, the Organization will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.  
  
At our expense, the Organization may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may result in delay of further leave until it is provided.  
  
The Organization also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

*Paid Leave Utilization During FMLA Leave*

FMLA leave is unpaid; however, you [[may/will be required to]] use available paid leave [[(e.g., vacation/paid time off/sick days/personal days)]] during FMLA leave as permitted by law.  
  
FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100% of your salary.  
  
If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

*Leave Increments*

*Intermittent Leave*

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.  
  
As FMLA leave is unpaid, the Organization will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Organization may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

*Parental Leave*

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

*Family Care, Personal Medical, Military Exigency, and Military Care Leave*

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

*Fitness for Duty Requirements*

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all staff members returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.

*Health Insurance*

*Maintaining Coverage During Leave*

Your health insurance coverage will be maintained by the Organization during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

*Payment of Premiums*

Alternatively, at our option, the Organization may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Organization may require reimbursement for the health insurance premiums paid during the leave.

*Reinstatement*

Upon returning to work at the end of your leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

*Spouse Aggregation*

If both you and your spouse work at the Organization, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Organization will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

*Failure to Return*

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Organization is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

*Alternative Employment*

While on a leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Organization. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

*Interaction with State and Local Laws*

Where state or local laws intersect with the FMLA, the Organization will comply with the law that is the most favorable to you.

*Abuse of Leave*

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

*Designation of Leave*

If the Organization becomes aware of any qualifying reason for FMLA leave, the Organization will designate it as such. You may not refuse FMLA designation under this policy.

*Retaliation*

The Organization will not retaliate against staff members who request or take leave in accordance with this policy.

7.4 Health Insurance

Medical Insurance - A group Medical Insurance Plan is provided by the church. Eligibility is determined by the number of hours worked weekly in compliance with state regulations. The church will pay the employee's part of the monthly fee. The employee is responsible for dependent's monthly fee. This will be deducted from the employee's salary.  
  
Health insurance benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from [[appropriate person or department]].  
  
From time to time we will review the Medical Insurance Policy and get bids from other companies. We will always strive to make this a priority and obtain the best policy from the funds available to us.

7.5 Holidays

The following shall be considered normal holidays for full-time employees only. Full-time employees are 30 hours a week or over.

* New Year's Eve Day
* New Year's Day
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day
* Christmas Eve Day
* Christmas Day

If any of these designated holidays fall on Sunday, the holiday shall be observed on the following Monday.  
  
When a designated holiday falls on a Saturday, a schedule of compensatory time off shall be worked out cooperatively with the Senior Pastor.  
  
To receive pay for the holiday, the employee must be at work the day before and the day after the holiday.  
  
If a holiday occurs during an employee's vacation, the employee will have an extra day off.

7.6 Military Leave (USERRA)

***(church name)*** complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to [[Human Resources or appropriate department]]. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Departmental Pastor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact [[Human Resources or appropriate department]].

7.7 Personal Leave of Absence

***(church name)*** recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

*Eligibility*

Full-time employees will be allowed 5 days a year for emergency use only. These days are not vacation days. They are for car repairs, business requirements, other emergencies, etc. A Certificate of Absence must be filled out and handed in for the required time off.

*Requesting Leave*

Requests for unpaid personal leave must be submitted to your Departmental Pastor and/or appropriate department in writing at least [[5 days]] in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.  
  
Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Organization.  
  
You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence/You may substitute any applicable and available paid leave for all or a portion of your unpaid personal leave.  
  
Sick leave, PTO, vacation time, seniority, or other benefits will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.  
  
If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.  
  
Failure to Return from Leave  
  
If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

7.8 Sick Pay

PURPOSE: Paid Sick leave is granted to full-time employees, to protect them from endangering their health and that of their fellow workers. It is meant to be a means of protection in case of need and not a benefit to be used whenever wanted. All allowances of such leave will be in conformity with this stated purpose **(DO NOT ABUSE).**

1. Sick leave will be granted for absence because of personal illness or physical disability resulting in the incapacity of the staff member to perform the usual duties;
2. For doctor and dental appointments;
3. Because of the birth of a child or placement with employee of adopted or foster care child;
4. In order to care for a spouse, child or parent of the employee if such spouse, child or parent has a serious health condition which required inpatient care in hospital, hospice or residential medical care facility.

• AMOUNT OF LEAVE: It is the policy of the church to grant two weeks of sick leave to staff members annually. Sick leave is available for use after ninety days of service. Sick leave is non-cumulative and is not to be confused with personal days.  
  
• PROLONGED ILLNESS: When sickness is prolonged for a period of two weeks or more or accumulates to that amount, a report must be provided by the supervisor for evaluation of the situation by the Senior Pastor. A doctor's certification is also required.  
  
• NOTIFICATION: Proper notification to the supervisor at the beginning of the regularly scheduled hours of work is the responsibility of the employee. A Certificate of Absence must be turned in the first day upon returning to work for appropriate accounting of leave. Sick leave will be charged exactly as it is taken.  
  
• SICK LEAVE WITHOUT JUSTIFICATION: It is the duty and responsibility of the supervisor to protect the church against unjustified sick leave. If it is determined that the illness or disability for which sick leave is taken by a staff member is unjustified, that staff member may be subject to remedial action including termination.

7.9 Vacation

Vacation with pay shall be granted to each full time employee as follows:

1. Completion of one year to five years service is eligible for two weeks of annual vacation which may be used after their employment anniversary date.
2. Completion of five years or more service is eligible for three weeks of annual vacation which may be used after their employment anniversary date.

• Increases in vacation are based on employment anniversary dates and can be taken following the anniversary.  
  
• Vacation without pay for part-time employees, employees under 30 hours per week, will be determined by the supervisor or Administrative Assistant. The number of days or weeks will be based upon hours worked. This will be discussed with the employee when hired.  
  
• Requests for vacation schedules must be made to the Department Head and approved by the Administrative Assistant. All requests are to be turned in 30 days prior to the leave date desired.  
  
• A Certificate of Absence must be filled out and turned in upon approval from the supervisor for the requested time off.  
  
• Seniority of service will be considered when scheduling vacation dates.  
  
• Vacations are not cumulative and will be forfeited if not taken.  
  
• Temporary and casual labor employees are not eligible for vacation pay.  
  
• There will be no vacation pay in lieu of taking vacation time off.  
  
• Unused vacation will be paid for the following circumstances:

1. Retirement
2. Approved leave of absence
3. Termination.

Unused vacation will not be paid for the following circumstances:

1. Discharge for misconduct
2. Discharge for unsatisfactory job performance.

7.10 Workers' Compensation Insurance

Workers' Compensation  
  
Is a no-fault system designed to provide benefits to all staff members for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at ***(church name)***, no matter how slightly, you are to report the incident immediately to your Departmental Pastor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.  
  
To receive workers' compensation benefits, notify your Departmental Pastor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.  
  
In case of an injury, the employee is responsible for reporting it to the supervisor immediately. The office will report the injury to our insurance agency. A written statement (Injury Report) signed by the employee, stating the nature and time of the accident and the injuries received is required. If the injury is serious, requiring immediate attention, the employee will be taken to the nearest hospital.  
  
If there is time loss due to injury the employee may elect to receive earnings from Workers’ Compensation in lieu of regular wages.

8.0 Safety and Loss Prevention

8.1 Business Closure and Emergencies

***(church name)*** recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

*Organization Closure*

Examples of emergencies when the Organization may close include, but are not limited to, power outage, blizzard conditions, etc.

*Notification*

In an emergency, the Organization will make every effort to notify you of the closing by :

These notification efforts assume that you have access to electricity and internet and/or phone service.  
  
When the Organization is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the Organization is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

*Partial-Day Closure*

If an emergency event such as inclement weather or a power outage occurs, the Organization may decide to close mid-day. When the Organization closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.  
  
If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

*Notified of Closure Prior to Reporting to Work*

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

*Benefits Coverage*

Your health insurance coverage will be maintained by the Organization during the closure on the same basis as if you were still working.

*Extending Leave*

When the Organization closure ends, you are expected to report to work. Contact your Departmental Pastor if you cannot return to work at the end of the closure. The Organization recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

*If You Cannot Get to Work*

Unique circumstances may affect your ability to come to work even when the Organization is able to remain open. The Organization recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Departmental Pastor, by any method possible.  
  
Time missed under circumstances where the Organization remains open and you are unable to report to work is to be used as vacation time, personal time, or is unpaid.

8.2 Drug and Alcohol Policy

***(church name)*** is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Organization to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

*Prohibited Conduct*

The Organization expressly prohibits staff members from engaging in the following activities when they are on duty or conducting Organization business or on Organization premises (whether or not they are working):

* The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
* The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
* The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Organization does not discriminate against staff members solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Organization Disability Accommodation policy for additional information.  
  
Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Departmental Pastor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

*Violations*

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.3 Drug-Free Workplace

*Drug-Free Workplace Act*

As a federal contractor, ***(church name)*** must comply with the requirements of the Drug-Free Workplace Act of 1988, which is a part of Public Law 100-690, Anti-Drug Abuse Act of 1988. The federal Drug-Free Workplace Act of 1988 (§ 5152) covers grants and contracts for the procurement of any service with a value of $25,000 or more.  
  
To comply with the act, federal agency contractors and federal grant recipients must provide a drug-free workplace. These federal contractors and grant recipients will:

* Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against staff members for violations.
* Distribute a copy of the policy statement to staff members engaged in the performance of a federal grant or contract.
* Notify staff members that compliance with the policy is a condition of employment on such grant or contract and that staff members must abide by the terms of the policy statement. The policy statement includes the requirement that staff members notify the Organization of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
* Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
* Impose a sanction as required under this act on staff members who are so convicted.
* Establish a program of drug-free awareness, informing staff members about the organization’s policy of maintaining a drug-free workplace, the penalties that may be imposed upon staff members for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.
* Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

*Americans with Disabilities Act*

In addition to complying with the federal Drug-Free Workplace Act of 1988, the Organization must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

*Drug-Free Workplace Policy*

The Organization, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

* The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
* Any staff members convicted of a criminal drug statute violation occurring in the workplace must notify their Departmental Pastor of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, the Organization must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
* Upon receiving such notification, the Organization, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with the Organization, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

The Organization will evaluate its obligations in accordance with state and other applicable laws where required, on a case by case basis.

8.4 General Safety

It is the responsibility of all ***(church name)*** staff members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Organization health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Organization also requires that all occupational illnesses or injuries be reported to your Departmental Pastor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.5 Workplace Tobacco Usage

***(church name)*** is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited in the following:

* Organization offices.
* Organization vehicles.
* Client areas.
* Restrooms.
* Areas where signs are posted prohibiting smoking.
* Other areas defined by the employer.

The Organization also prohibits the use of smokeless tobacco (e.g., chewing tobacco, dip, and snuff) in such areas.  
  
  
The Organization will not discriminate against staff members based on their off-premises, off-duty tobacco usage.

8.6 Workplace Violence

As the safety and security of our staff members, vendors, contractors, and the general public is in the best interests of ***(church name)***, we are committed to working with our staff members to provide a work environment free from violence, intimidation, and other disruptive behavior.

*Zero Tolerance Policy*

The Organization has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, staff members, and non-employees such as contractors, customers, and visitors.  
  
Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

*Prohibited Conduct*

Prohibited conduct includes, but is not limited to:

* Physically injuring another person.
* Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
* Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
* Possessing, brandishing, or using a firearm on Organization property or while performing Organization business except as permitted by state law.
* Violating a restraining order, order of protection, injunction against harassment, or other court order.

*Reporting Incidents of Violence*

Report to your Departmental Pastor [[or appropriate department]], in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

*Violations*

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

*Retaliation*

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.  
  
If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.  
  
If you believe you have been wrongfully retaliated against, immediately report the matter to [[appropriate department]].

9.0 Customer Relations

9.1 Products and Services Knowledge

As a representative of ***(church name)***, you are expected to be familiar with the services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Organization. We consider our staff members to be the best reflection of our business brand and company success.

10.0 State Policies

10.1 Hiring and Orientation Policies

10.2 EEO Statement and Non harassment Policy

*Equal Opportunity Statement*

***(church name)*** is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race (including traits historically associated with race, which includes hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion (including any outward expression of religious faith, which includes adherence to religious dressing and grooming practices and carrying or displaying religious items or symbols), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), military status (including status as a uniformed servicemember, a veteran, or dependent of a servicemember), or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.  
  
The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against staff members who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.  
  
We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Departmental Pastor or any other designated member of management.

*Policy Against Workplace Harassment*

***(church name)*** has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race (including traits historically associated with race, which includes hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion (including any outward expression of religious faith, which includes adherence to religious dressing and grooming practices and carrying or displaying religious items or symbols), sex, sexual orientation (including transgender status, gender identity, or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), military status (including status as a uniformed servicemember, a veteran, or dependent of a servicemember), or any other status protected by federal, state, or local laws. All forms of harassment of, or by, staff members, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

*Sexual Harassment*

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.  
  
While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

* Unwelcome requests for sexual favors;
* Lewd or derogatory comments or jokes;
* Comments regarding sexual behavior or the body of another;
* Sexual innuendo and other vocal activity such as catcalls or whistles;
* Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
* Repeated requests for dates after being informed that interest is unwelcome;
* Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
* Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors;
* Any unwanted physical touching or assaults or blocking or impeding movements; and
* The spreading or participation in dissemination of gossip or rumors of a sexual nature related to coworkers.

*Other Harassment*

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race (including traits historically associated with race, which includes hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion (which includes any outward expression of religious faith, including adherence to religious dressing and grooming practices and carrying or displaying religious items or symbols), sex, sexual orientation (including transgender status, gender identity, or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), military status (including status as a uniformed servicemember, a veteran, or dependent of a servicemember), or any other status protected by federal, state, or local laws.  
  
Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

* The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories.
* Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
* A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

*Reporting Discrimination and Harassment*

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify [[name, title, phone number, email]] or any member of management.  
  
The Organization prohibits retaliation against staff members who, based on a reasonable belief, provide information about, complain about, or assist in the investigation of any complaint of harassment or discrimination.  
  
We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.  
  
Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

10.3 Wage and Hour Policies

Accommodations for Nursing Mothers

***(church name)*** will provide nursing mothers reasonable break time to express milk for their infant child for up to one year following the child's birth.  
  
If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.  
  
Expressed milk can be stored [in company refrigerators, refrigerators provided in the lactation room or other location]. Sufficiently mark or label your milk to avoid confusion for other staff members who may share the refrigerator. You may also bring a personal cooler for storage.  
  
Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.  
  
You must make reasonable efforts to not disrupt Organization operations.  
  
You are encouraged to discuss the length and frequency of these breaks with your Departmental Pastor.  
  
The Organization will not discriminate or retaliate against staff members who express breast milk in the workplace in accordance with this policy.

Meal and Rest Periods

***(church name)*** strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Departmental Pastor regarding procedures and schedules for rest and meal breaks. The Organization requests that staff members accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Departmental Pastor know; in addition, notify your Departmental Pastor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Departmental Pastor.  
  
At certain times ***(church name)*** may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.  
  
Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

At ***(church name)***, the standard pay period is [weekly, biweekly, semimonthly, etc. (salaried staff members must be paid at least once a month, hourly staff members at least once every two weeks)] for all staff members. Pay dates are [[insert day or dates]]. If a pay date falls on a holiday, you will be paid on [[the preceding workday]]. [[If a pay date falls on a Saturday or Sunday, you will be paid on [the preceding Friday].]] Special provisions may be required from time to time if holidays fall on pay dates. Check with your Departmental Pastor if this type of date arises. [[Insert other special circumstances here, if applicable, or revise previous language as applicable.]]  
  
If you are paid by commission, refer to your commission agreement.  
  
Review your paycheck for accuracy. If you find an issue, report it to your Departmental Pastor immediately.

Travel Time Pay

Some nonexempt positions within ***(church name)*** require travel. The Organization pays nonexempt staff members for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is [[8:30 – 5:30 (Monday – Friday), etc.]].

*Home to Work Travel*

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

*Home to Work on a Special One Day Assignment in Another City*

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the Organization may deduct/not count that time you would normally spend commuting to the regular work site.

*Travel That Is All in a Day's Work*

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

*Travel Away from Home Community*

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The Organization will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

*Work Performed While Traveling*

Any work you perform while traveling must be counted as hours worked.

*Calculating and Reporting Travel Time*

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

Wage Disclosure Protection

***(church name)*** will not discriminate or retaliate against you for inquiring about, discussing, or disclosing information regarding employee wages, benefits, or other compensation.  
  
This policy does not require you to disclose such information about yourself to any other employee or former employee.  
  
However, if you have access to or knowledge of the compensation information of other staff members as a part of your essential job functions, you may not disclose that information to individuals who do not otherwise have authorized access to it, unless the disclosure is:

* In response to a formal charge or complaint;
* In furtherance of an investigation, proceeding, hearing, or other action (including an investigation conducted by the Organization); or
* Consistent with the legal duty of the Organization to furnish information.

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to [[appropriate person or department]].  
  
Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against staff members regarding their rights under the National Labor Relations Act.

10.4 General Policies

Access to Personnel and Medical Records Files

***(church name)*** maintains separate medical records files and personnel files for all staff members. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.  
  
Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you or your attorney wish to review or request a copy of records or papers reflecting your dates of employment, wages or salary during your employment, your job description and job title, and any injuries sustained by you during the course of your employment, you must submit a written request to [[appropriate department]] for such.  
  
Such requested records or papers will be provided within 30 days of receipt of your written request, unless a delay is necessary, in which case you will be notified in writing of the reason for the delay, and the records or papers will be provided to you within 30 days of such written notice. Any inspection of records or papers must occur in the presence of a Organization representative. You may be charged a reasonable fee per page for copying, and should the records or papers be kept in electronic format, you may be charged a reasonable fee for the electronic records.  
  
All requests by an outside party for information contained in your personnel file will be directed to the [[appropriate department]], which is the only department authorized to give out such information.

10.5 Leave Time

Bone Marrow and Organ Donation Leave

***(church name)*** will provide eligible staff members with:

* Up to 30 business days of unpaid leave in a 12-month period to serve as a bone marrow donor.
* Up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor.

*Eligibility*

To be eligible for donation leave, as of the date the requested leave begins, you must have:

* Been employed by the Organization for at least 12 months; and
* Worked at least 1,250 hours for the Organization during the previous 12 months.

*Leave Request*

To request donation leave, you must provide the Organization with written verification from a physician that you are an eligible bone marrow or organ donor and there is a medical necessity for the donation.

*Pay*

Donation leave is unpaid. [[You may choose to use available accrued but unused [vacation/paid time off/paid sick time] in lieu of unpaid leave.]]  
  
[[If you work on a commission basis, you will be paid any commission that comes due because of work you performed before taking leave.]]

*Interaction with Other Laws*

Leave cannot be taken concurrently with leave under the federal Family and Medical Leave Act (FMLA).

*Return to Work*

Upon returning to work at the end of donation leave, you will be restored to your previous position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

*Maintenance of Health Benefits*

If the Organization provides you with health benefits under a group health plan, the Organization will maintain and pay for your health coverage at the same level and under the same conditions as coverage would have been provided if you had not taken donation leave.

*Retaliation*

The Organization will not retaliate against staff members who request or take leave in accordance with this policy.

Civil Air Patrol Leave

***(church name)*** will provide unpaid leave to staff members who are members of the Civil Air Patrol to engage in training for emergency missions with the Civil Air Patrol or to respond to an emergency mission as a Civil Air Patrol volunteer.

*Duration of Leave*

Leave used for training is limited to 10 workdays per federal fiscal year. Leave used to respond to an emergency mission is limited to 30 workdays per federal fiscal year.  
  
You will not be required to exhaust any other leave to which you are entitled prior to taking Civil Air Patrol leave.

*Notice*

Provide as much notice as possible of your intent to take leave. You must provide:

* Certification that you have been authorized by the U.S. Air Force, the governor, or a department, division, agency, or political subdivision of the state to respond to or train for an emergency mission; and
* Verification from the Civil Air Patrol of the emergency need of your volunteer service.

*Retaliation*

The Organization will not retaliate or discriminate against staff members who request or take leave in accordance with this policy.

Court Attendance and Witness Leave

***(church name)*** realizes that, on occasion, you may be summoned or subpoenaed to appear as a witness in a civil or criminal proceeding. In such cases, you will be provided unpaid leave to attend. Notify your Departmental Pastor as soon as possible to make scheduling arrangements. You may opt to use [[PTO/vacation]] in place of unpaid leave.  
  
The Organization reserves the right to require you to provide proof of the need for leave to the extent authorized by law.  
  
This policy does not apply to staff members seeking leave because they are a defendant in a criminal case.  
  
The Organization will not retaliate against staff members who request or take leave in accordance with this policy.

Crime Victim Leave

***(church name)*** will provide staff members who are victims of a crime leave from work to attend any criminal proceedings. Criminal proceedings are proceedings at which the victim has the right or opportunity to appear involving a crime against the victim, including all of the following:

* The initial appearance of the person suspected of committing the criminal offense against the victim.
* Any proceeding in which the court considers the post-arrest release of the person accused of committing a criminal offense against the victim or the conditions of that release.
* Any proceeding in which a negotiated plea for the person accused of committing the criminal offense against the victim will be presented to the court.
* Any sentencing proceeding.
* Any proceeding in which post-conviction release from confinement is considered.
* Any probation revocation disposition proceeding or any proceeding in which the court is requested to terminate the probation of a person who is convicted of committing a criminal offense against the victim.
* Any proceeding in which the court is requested to modify the terms of probation or intensive probation of a person if the modification will substantially affect the person's contact with or safety of the victim or if the modification involves restitution or incarceration status.

You are eligible for leave under this policy if:

* You have suffered physical, psychological, or economic harm as a direct result of the commission of a felony or of assault and battery, stalking, sexual battery, attempted sexual battery, maiming or driving while intoxicated;
* You are a spouse or child of the victim;
* The victim is a minor and you are the victim's parent or legal guardian; or
* The victim is physically or mentally incapacitated or was a homicide victim and you are the victim's spouse, parent, sibling, or legal guardian.

You are not eligible for leave if you are the person who committed the crime or the relative or guardian of an individual who committed the crime.  
  
Prior to taking leave, provide your Departmental Pastor with a copy of the form provided to you by the applicable law enforcement agency and, if applicable, provide a copy of the notice of each scheduled criminal proceeding that is provided to you as victim.

* The Organization may limit the leave provided under this policy if the leave creates an undue hardship.
* If the employee's services as a juror or witness are not required for the entire day, the employee is expected to report at the church for the remainder of the day.
* Leave under this policy is without pay; however, You may elect to use accrued paid vacation, personal leave, or sick leave.

The Organization will not retaliate against staff members who request or take leave in accordance with this policy.

Election Worker Leave

***(church name)*** will provide staff members who are election workers with unpaid leave to:

* Serve at a polling place on Election Day; or
* Serve at a meeting of the electoral board following the election to determine the results of such election.

***Election worker*** means a member of a local electoral board, a deputy general registrar, or an officer of election.  
  
You must provide reasonable notice of your need to take leave.  
  
If you serve four or more hours (including travel time), you will not be required to start any work shift that begins on or after 5 p.m. on the day of your service or begins before 3 a.m. on the day following your service.  
  
The Organization will not retaliate or discriminate against staff members who request or take leave in accordance with this policy.

Jury Duty Leave

***(church name)*** encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Departmental Pastor as soon as possible to make scheduling arrangements.  
  
An employee is paid for the time absent for jury or witness duty by the government. Any payments received from the government for such services are retained by the employee. The difference between the government payments and regular salary will be compensated by the church. Arrangements should be made with the Senior Pastor.

* The Organization reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law.
* The Organization will not retaliate against staff members who request or take leave in accordance with this policy.
* The employee is expected to report for work on any regular scheduled work day when the court dismissed for a holiday not recognized by the church.

10.6 Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Organization and a safe, productive, and pleasant workplace.  
  
??, Senior Pastor   
***(church name)***

10.7 Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the ***(church name)*** Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by an authorized agent of ***(church name)***. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.  
  
I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.  
  
If I am covered by a written employment agreement (signed by an authorized Organization representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.  
  
  
  
This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by ***(church name)***.  
  
If I have any questions about the content or interpretation of this handbook, I will contact ??.

[sig|req|signer1]                                                    [date|req|signer1]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature                                                                     Date

[text|req|signer1]  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name