

## **Attendance and Punctuality**

### 1. POLICY:

It is the policy of the (Church) to require its employees to have good attendance and be punctual. Management recognizes that circumstances beyond an employee's control may cause absence from work for all or part of a day. However, unauthorized absences or tardiness will not be tolerated and will result in disciplinary action, up to and including termination of employment.

### 2. GUIDELINES OF THE POLICY:

- A. Employees are expected to report to work on time. If an employee is unable to come into work or will be late, he/she is expected to notify the supervisor no later than ( ) minutes before the employee's regular starting time. However, as much advance notice as possible should be given to permit scheduling a replacement. If an employee's supervisor or manager is not available, employees should contact the Human Resources Department. Failure to notify the (Church) of any anticipated absence or delay in reporting to work may result in loss of compensation during the absence and may be grounds for disciplinary action.
- B. An employee must be at his work station at the prescribed time after breaks. Employees who for any reason will be delayed more than a few minutes in reporting for work are required to call their supervisor promptly to explain their circumstances. If the supervisor is unavailable, employees should contact the Church Administrator or Human Resources Department.
- C. Employees who are delayed in reporting for work more than ( ) minutes and who have not notified their supervisors of their expected tardiness may lose their right to work the balance of the work day. Habitual tardiness shall result in discipline, up to and including termination.
- D. Employees whose duties do not require them to leave the building in which they work must obtain permission from their supervisor in order to leave the (Church) during working hours, except for scheduled rest/lunch breaks.
- E. Employees who are absent from work for ( ) consecutive days without notice and good cause shall be considered as having resigned.

## **Automobile Usage**

### 1. POLICY:

It is the policy of the (Church) to provide use of the (Church's) owned vehicles or to reimburse employees for use of their personal vehicles while employees are engaged in the (Church's) business in accordance with the guidelines of this policy.

### 2. GUIDELINES OF THE POLICY:

#### A. THE (CHURCH) VEHICLES:

(1) The (Church) may assign vehicles to those departments that have special and continual vehicle needs. Acquisition of departmental vehicles must be approved through the Administrator's request process. Each department is expected to assign to one individual the responsibility of operation and maintenance of vehicles. This individual should coordinate his assignment with the Transportation Department, which establishes detailed guidelines for the operation of departmental vehicles.

(2) The (Church) may provide a vehicle to an individual whose job duties require the daily and exclusive use of a vehicle. Individually assigned vehicles must be requested in writing by the employee's supervisor through the Transportation Department

B. EMPLOYEES' PERSONAL VEHICLES: Employees may use their own vehicles for the (Church's) business only with the prior approval of their supervisors. Employees must demonstrate personal vehicle insurance with adequate coverage for property damage, liability, and personal injury.

C. SHORT-TERM RENT VEHICLE: Arrangements for rental vehicles are made through the Transportation Department and are subject to the policies of that department. Additional insurance coverage sold by rental agencies should be refused. The (Church) will pay rental agencies directly for the rental. Rental agencies generally have their own arrangements for emergency service to their vehicles should the employee require such service during the short-term vehicle rental.

#### D. MAINTENANCE AND USE OF VEHICLES:

(1) The following apply to all the (Church's) vehicles.

- (a) Drivers should use local gas stations where the (Church) has arranged to charge gas purchases.
  - (b) Maintenance and repairs must be performed by the (Church's) Transportation Department. If they cannot accomplish the work, other arrangements should be made through the Administrator's office. (Employees should make their own arrangements only under bona fide emergency conditions).
  - (c) The (Church's) vehicles should be driven by employees on the (Church's) payroll only.
- (2) The following applies to EMPLOYEES' PERSONAL VEHICLES being used for the (Church's) business:
- (a) Repairs or services performed on any employee's vehicle are not reimbursable.
  - (b) Expenses reimbursable are those for a per-mile figure based on the current IRS approved mileage allowance.
- (3) The following applies to ALL VEHICLES being used for the (Church's) business, whether assigned by the (Church), a rental vehicle, or the employee's personal vehicle:
- (a) All vehicles must be operated legally and safely by the (Church's) employees with a valid driver's license.
  - (b) Vehicles must have a current registration and inspection sticker and be in proper repair.
  - (c) Traffic tickets, parking fines, or other fines incurred while on (Church) business are not reimbursable expenses.
  - (d) Normal reimbursable expenses include parking and tolls.

## Business Gifts and Entertainment

### 1. POLICY:

The Internal Revenue Service limits business gifts to any business associate to \$( ) per year and the (Church) must use caution in the purchase of such gifts. Since the Ministry is a nonprofit organization, the excess spent above \$( ) for a gift could be classified by the Internal Revenue Service as an expenditure not for an exempt purpose. This could jeopardize the (Church's) exempt status.

### 2. GUIDELINES FOR THE POLICY:

A. Business gifts must be substantiated. A receipt is required stating the cost of the gift and the date of purchase. Also, the name of the person receiving the gift, the business reason for the gift, and the business relationship of the recipient must be noted. Gifts to employees are taxable compensation to the employee and must be added to the employee's wages. See a tax attorney concerning amounts.

B. Entertainment — The cost of meals or entertainment must be directly related to, or associated with, the active conduct of business. These expenses must be fully documented and supported by receipts. Also, a written explanation of each of the following is required:

- (1) The name(s) of the person(s) involved.
- (2) The type of activity.
- (3) The reason for the meal or entertainment.
- (4) The date, time, and location of the meal or entertainment, including the place

## Code of Employer/Employee Relations

### 1. POLICY

*It is the policy of the (Church) to announce to employees the fundamental principles and the relationship between the (Church) and its personnel.*

### 2. GUIDELINES OF THE POLICY:

#### A. The (Church) expects all employees:

- (1) To give a productive day's work to the best of their ability and skill.
- (2) To arrive at their department and begin work on time.
- (3) To demonstrate a considerate, friendly, and constructive attitude toward fellow employees.
- (4) To adhere to the policies adopted by the (Church).
- (5) To concur with and subscribe to the (Church's) Statement of Faith and/or Mission Statement.
- (6) To live a lifestyle consistent with Biblical tenets as espoused by the Church.

#### B. The (Church) retains the right to exercise customary managerial functions including, but not limited to the right:

- (1) To dismiss, assign, supervise, or discipline employees, with or without notice.
- (2) To determine and change starting times, quitting times, and shifts, with or without notice.
- (3) To transfer employees within a department or into another department and/or classification, with or without notice.
- (4) To determine and change the size of and qualifications of the work force, with or without notice.
- (5) To establish, change, or abolish its policies, practices, rules, and regulations, with or without notice.
- (6) To determine or change methods by which its operations are to be carried out, with or without notice.
- (7) To assign duties to employees in accordance with the (Church's) needs and requirements.
- (8) To carry out all ordinary administrative and managerial functions.

## Complaint and Appeal

### 1. POLICY:

While nothing in this Policy should be construed in any way as limiting the at-will nature of employment at the (Church), it is the policy of the Ministry to encourage employees to bring to the attention of management their valid complaints related to work. Employees will be provided with an opportunity to present their complaints and appeal decisions by management through a Complaint and Appeal procedure. All complaints will be resolved promptly whenever possible.

### 2. GUIDELINES OF THE POLICY:

- A. A complaint is defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management, supervisors, or other employees. Example situations which may warrant use of the Complaint and Appeals procedure are:
- (1) Application of the (Church's) policies, practices, rules, regulations, and procedures believed to be to the detriment of an employee.
  - (2) Treatment considered unfair by an employee such as coercion, reprisal, harassment, or intimidation.
  - (3) Alleged discrimination.
  - (4) Improper or unfair administration of employee benefits or conditions of employment such as vacations, fringe benefits, promotions, retirement, holidays, performance reviews, or salary.
- B. Employees shall use the Complaint and Appeal procedure as set forth below. Supervisors are responsible for ensuring that the complaint is investigated to the employee's satisfaction with the decision, or until the appeal procedure is exhausted.
- C. "Reasonable time" for reaching a decision concerning a Complaint and Appeal issue at any organizational level will be ( ) working days.
- D. Information concerning an employee's use of the Complaint and Appeal process will usually be received in confidence, although the (Church) may find it necessary to discuss the complaint or the facts underlying the complaint with relevant persons. The Administrator will discuss a Complaint and Appeal issue only with those individuals who are involved in or have information relevant to the situation.

- E. Reasonable time spent by grieved employees in Complaint and Appeal discussions with management during their normal working hours will be considered hours worked for pay purposes.
- F. Whenever two or more employees have a common or similar complaint, the employees may select one or more of them to represent the group. The final decision on the complaint will be binding on all members of the group.
- G. The Administrator's decisions on Complaints and Appeals will not necessarily be precedent setting nor binding on future Complaints and Appeals.

## Conflicts of Interest

### 1. POLICY:

It is the policy of the (Church) to prohibit its employees from engaging in any activity, practice, or act which conflicts with the interests of the (Church) or working with businesses or other organizations in competition with the (Church). Several examples of conflicts of interest which should be avoided are set forth below. Similar situations which create an actual conflict of loyalty or interest, or even the appearance of such a conflict, must be scrupulously avoided unless approved in advance by the Pastor or Administrator.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for the employee or relative as a result of the (Church's) business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The (Church) allows the employment of relatives, but requires that relatives take active steps to inform the (Church) when any one of the following situations exists:

- A. Relative that works directly for or with another relative.
- B. ( ) or more relatives report to the same supervisor.
- C. A relative's supervisor could be influenced by that relative.
- D. The marriage of two employees.

The (Church) reserves the right to take any action deemed appropriate to remedy a perceived conflict of interest.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that as soon as possible, they disclose to the Administrator the existence of any actual or potential conflicts of interest, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has significant ownership in a firm with which the (Church) does business, but also when an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving the (Church).



2. GUIDELINES OF THE POLICY:

- A. Any employee who owns a financial interest in or accepts full-time or part-time work with a firm that is a competitor of the (Church) must make that fact known to the Administrator immediately for appropriate action. The term “employment” shall mean that “paid service” of an employee, one who is hired by another or by a business or firm to work for wages or salary and shall include independent contractors. The term “financial interest” shall not include a non-controlling interest in a publicly traded stock.

Certain employees may be requested to become directors of other religious organizations or serve in similar capacity. Such associations, with prior written approval of the Pastor or Administrator, are acceptable under this policy, as are remuneration for travel expenses and honorariums.

- B. Employees at or above the level of department manager are prohibited from all outside employment. Such prohibition does not prevent individuals at this employment level from engaging in personal business activities that provide income, but are not normally considered in the category of employment.
- C. Employees below department manager level can engage in outside business activities and/or take employment subject to Item A, provided such employment does not negatively affect the employee’s job performance. In the case of outside employment, prior approval by the Administrator of the respective division is also required.
- D. If a family member or an employee has a financial interest in a firm which does business with the (Church), an employee must report the interest to the (Church) and must not represent the (Church) in such transactions.
- E. No employee or member of the employee’s immediate family shall accept gifts from any person or firm doing or seeking to do business with the (Church). Such gifts should be returned or turned over to the Administrator. However, employees are not prohibited from accepting advertising novelties such as pens, pencils, calendars, or other gifts of nominal value when circumstances clearly show that the gifts are offered for reasons of personal esteem and affection. The Pastor or Administrator may grant a waiver from the limitations in this paragraph. Employees shall disclose all gifts to their immediate supervisor.
- F. The (Church) will not contribute to political parties or candidates for office, nor will any member of management directly or indirectly suggest that employees contribute to any particular party or candidate.

- G. Acts of hospitality toward public officials should be of such a scale and nature in order to avoid compromising the integrity or impugning the reputation of the (Church). No employee shall directly or indirectly engage in conduct which is disloyal, disruptive, competitive, or damaging to the (Church).

## Controlled Substances and Behavior Policies

### 1. POLICY:

The Church recognizes that its future is dependent upon the spiritual, physical and psychological health of its employees. The use of drugs and alcohol pose serious threats to the church, its employees, and members. It is the responsibility of both the (Church) and its employees to maintain a safe, healthy, and efficient working environment. Employees' behavior at work, including their decision to never use illegal drugs or alcohol, determines the safety and efficiency of the (Church) more than any other factor. In recognition of the nationwide problem of drug and alcohol abuse, the (Church) seeks to develop and maintain, with the cooperation and assistance of its employees, a drug and alcohol-free work environment. In order to achieve this goal, the (Church) has adopted the following policies with regard to the use, possession, transfer, and sale of drugs or alcohol by its employees.

- A. Pre-Employment Screening: The (Church) may conduct pre-employment screening practices designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for impaired or unsafe job performance.
- B. Use, Possession, Transfer, or Sale of Drugs or Alcohol:
  - (1) Illegal Drugs: The use, possession, transfer, manufacture, dispensing, purchase, or sale of an illegal drug by an employee of the (Church) is prohibited. Being under the influence of or in the presence of any detectable levels of an illegal drug is also prohibited. The term "illegal drug" includes, but is not limited to, the use of marijuana, cocaine, narcotics, opiates, opium derivatives, hallucinogenic substances, inhalants, and any other substances that have either a stimulant or depressant effect on the central nervous system such as amphetamines or barbiturates. The use of prescription or "legal" drugs is permitted on the job only if it does not impair an employee's ability to perform the essential job functions in a safe manner. Any employee who violates this policy is subject to immediate discharge.
  - (2) Alcohol: Employees of the (Church) are required to totally abstain from the use of all alcoholic beverages. Consumption or possession of alcohol on (Church) premises is prohibited. Being under the influence of alcohol while engaged in the performance of (Church) business is prohibited. Any employee who violates this policy is subject to immediate discharge.
- C. Drug and Alcohol Screening: The (Church) may require a blood test, urinalysis, or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol, or where circumstances or workplace conditions otherwise justify it. An employee's consent to submit to such testing is required as a condition of employment. An employee's refusal to consent to drug and alcohol testing is grounds for immediate discharge. Questions regarding the (Church's) drug testing policy should be directed to the Administrator.

- D. Injury: An employee who is injured in the course and scope of their employment and subsequently tests positive on a drug or alcohol test, may forfeit their eligibility for Worker's Compensation medical and indemnity benefits.

2. GUIDELINES OF THE POLICY:

- A. All employees are expected to conduct themselves and behave in a manner consistent with the ethical and religious purpose of the (Church). Such conduct includes:

- (1) Reporting to work punctually as scheduled and being at their work station, ready for work, at the assigned starting time.
- (2) Notifying the supervisor when the employee will be absent from work, or is unable to report for work on time.
- (3) Complying with all the (Church's) safety and health regulations.
- (4) Wearing clothing appropriate for the work being performed.
- (5) Performing assigned tasks efficiently.
- (6) Eating meals only during meal periods and only in designated areas.
- (7) Maintaining their work place and work area with cleanliness and orderliness.
- (8) Treating all visitors and church members as guests of the (Church).
- (9) Refraining from behavior or conduct in violation of Biblical principles, the STATEMENT OF FAITH of the (Church), or otherwise offensive or undesirable behavior.

- B. The following conduct is prohibited and will subject the individual involved to disciplinary action up to and including termination. This list is not comprehensive and other conduct of employees on or off the job may result in disciplinary action, up to and including termination. The ministry retains the right to use its own discretion in discipline and in termination of the employment relationship.

- (1) The use of alcoholic beverages other than for medicinal or religious purposes at any time, either on or off the job.
- (2) Possession, sale, or use of illicit drugs or other controlled substances.

- (3) The use of profanity or abusive language.
  - (4) The possession of firearms or other weapons on the (Church's) property.
  - (5) Insubordination — the refusal by an employee to follow management's instructions concerning job-related matters.
  - (6) Assault on a fellow employee, customer, or visitor.
  - (7) Theft or misuse of the (Church's) property or of another employee's property.
  - (8) Gambling on the (Church's) property.
  - (9) Falsifying any of the (Church's) records or reports, such as an application for employment, production record, time record, or shipping/receiving record.
  - (10) Unauthorized distribution or use of copyrighted material, or any other material or work in process produced by or for the (Church).
- C. The possession, sale, or use of a controlled substance other than a drug prescribed by a physician is detrimental to the health of employees, to their job performance, and to the reputation of the (Church):
- (1) Any employee found to be selling or distributing unauthorized drugs will be subject to immediate termination.
  - (2) In other cases of drug abuse, management will consider the employee's work record and his willingness to undergo treatment before deciding whether termination is required.
- D. Supervisors should be alert to signs or symptoms that may suggest drug use:
- (1) An employee who is suspected of drug abuse should be reported at once to the Administrator, Security, and Pastor of counseling.
  - (2) Supervisors should not attempt to provide counseling services to suspected drug users, since diagnosis and rehabilitation are the functions of qualified experts.

## **Disciplinary Procedure**

### 1. POLICY:

While nothing herein should be construed to limit the “At-Will” nature of employment at the (Church), it is the policy of the (Church) to discipline employees who violate the (Church’s) policies, rules, regulations, and standards of employee conduct. Employee discipline may or may not be progressive in its application and administration, depending on the circumstances. The (Church) disclaims adherence to a progressive discipline system in every situation.

### 2. GUIDELINES OF THE POLICY:

In the event the (Church) elects to use progressive discipline, these guidelines will usually be followed:

A. **FIRST VIOLATION:** On the occasion of the first violation, the employee’s supervisor will usually take the following action:

- (1) Meet with the employee to discuss the violation, formally reminding the employee of the (Church’s) expectations.
- (2) Inform the employee of the specific nature of the problem and the action needed to correct it.
- (3) Prepare a memorandum to the employee detailing the discussion, specifying the problem and the agreed upon steps for correction. The supervisor shall keep a copy of the memorandum for future reference.

B. **SECOND VIOLATION:** Should a second violation occur of either the same or different nature, the supervisor shall usually meet with the employee to:

- (1) Review the written record of the initial meeting.
- (2) Re-clarify the expectations for improved performance.
- (3) Warn the employee that a third violation could result in a more severe disciplinary action, including suspension or dismissal.
- (4) Prepare a written summary of the meeting for the employee’s signature. Copies of the written reprimand with employee’s signature are to be sent to the Administrator and to the Human Resources Department for inclusion in the employee’s personnel file.

- C. THIRD VIOLATION: Should additional violations occur, the supervisor shall usually:
- (1) Consult with the Administrator and the Human Resources Department for assistance and guidance in the next step of discipline.
  - (2) Request a meeting with the Administrator and the employee to discuss the matter.
  - (3) The supervisor, after consultation with the Administrator and the Human Resources Department may take one of the following steps:
    - (a) Place the employee on a ( ) day disciplinary suspension “with pay” during which the employee is to make a final decision whether he/she can (a) solve the immediate problem, and (b) is willing to make a total performance commitment to the (Church). (c)The employee shall return to work on the day after suspension and inform his/her supervisor of his/her decision.
    - (b) Place the employee on probation for an appropriate period of time with the understanding that further violations could lead to suspension and/or dismissal.
    - (c) Suspend the employee “without pay” for a specified period of time.
    - (d) Discharge the employee following procedures and recommendations from the Human Resources Department.
- D. In cases where serious misconduct has occurred such as dishonesty, compromise of church security, or threats to personnel or facilities, the supervisory staff in consultation with the Administrator and the Human Resources Department may move directly to suspension or dismissal of the employee. At the discretion of management, there may be immediate discharge when the circumstances warrant such action.
- E. No employee compensation or benefits shall be accrued or paid to an employee suspended “without pay” or terminated for disciplinary reasons.

## Refusal by Candidate to Submit to Drug Testing

I have been offered a position with the (Church). Illegal drug use by employees of the (Church) is not tolerated. I acknowledge that the (Church) is concerned about my ability to perform all of the essential functions for the position for which I am being considered, with or without reasonable accommodation. Whether I am able to perform those functions is based on whether I do or do not use drugs illegally. The (Church) has therefore requested that I submit to drug testing.

I understand that the testing is voluntary on my part and that I may refuse to submit to testing. I acknowledge that such refusal will result in the (Church) withdrawing its offer of employment.

With full knowledge of the foregoing, I hereby refuse to submit to drug testing.

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(Date)

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(Candidate's signature)

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(Candidate's printed name)

*Note: To be removed and placed in the employee's personnel file.*



## Disclosure to Candidates Concerning Drug & Alcohol Testing

Dear \_\_\_\_\_  
(Name of candidate)

You have been offered a position as a \_\_\_\_\_

Your refusal to submit to a drug test or failure to pass such a test means you will not be employed by the (Church). As a Christian Ministry, illegal drug use by employees of the Church is not tolerated.

Drug testing will be conducted in a manner that affords maximum privacy to the individual being tested. Neither the collector of specimens nor the medical professional that reviews the test results will be an employee of the (Church). The test results will be analyzed by an independent laboratory and all test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen, unless there are reasonable grounds to believe the individual may alter or substitute the specimen.

After you have read this disclosure, please acknowledge that you have received and reviewed this notice by signing this letter and returning it to the Human Resources Department. Your signature is an acknowledgment that you consent to pre-employment drug testing as a condition of employment. You should keep the second copy of this letter, which has been provided for your convenience.

If you have any questions concerning this letter, please contact the Human Resources Department.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

*Note: To be removed and placed in the employee's personnel file.*

## Physical Examination & Employee Drug Testing Consent

I, \_\_\_\_\_ hereby give my consent and express my willingness to undergo a physical examination as requested by the (Church). I also consent to the release of the results of the physical examination to the (Church). I understand that this physical examination may also include a drug test. With this agreement, I am also consenting to the collection of any urine sample collected from me by the (Church's) designated physician or testing representative. I understand that if such a sample is collected, it is sent to a laboratory selected by the (Church) which conducts screening tests to detect the presence of illegal narcotics, including marijuana and other drugs, as well as signs of abuse of legal drugs. I consent to the release to the (Church) of all my medical records related to this physical examination and any drug test that contains relevant information about my fitness and ability to perform the essential functions of the position in which I am employed or being considered for.

I acknowledge and understand that if I do not satisfactorily complete this examination or drug test, or if the examination results indicate that I cannot physically perform the essential functions of the position in which I am working, with or without reasonable accommodations, the (Church) has the right to decide whether my continued employment is in the overall best interests of the Church. I understand it is not the intent of the (Church) to investigate my health or physical condition for any purpose other than my suitability for employment in my position. I understand that the (Church) complies with all the requirements of the Americans with Disabilities Act (ADA), as it applies to this Church, and the (Church) will only request medical examinations, other than drug tests, when the examination is job-related and consistent with the (Church's) business needs as an employer. When medical examinations are required for employees doing a particular job, all said medical examinations or inquiries should be administered in a nondiscriminatory, uniform, even-handed manner to all such employees.

In exchange for the (Church's) scheduling and paying for these medical examinations and tests, I release and discharge the (Church) and any of its designated medical personnel, agents or authorized test laboratories from any claims or potential liability arising out of or related to any physical or medical examination or the results of such examinations or tests. I also agree not to file or pursue any complaints, claims, or legal actions of any kind against the (Church) or any of its employees, representatives, or agents arising out of their activities or actions performed in connection with these physical or medical examinations.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Candidate's signature

\_\_\_\_\_  
Candidate's printed name

## Equal Employment Opportunity

### 1. POLICY:

It is the policy of the (Church) to provide equal opportunity in employment to all employees and applicants for employment consistent with the (Church's) Statement of Faith, Mission Statement, and corporate purpose. No person shall be discriminated against in employment because of such individual's race, color, sex, age, veteran status, or national origin. Persons with handicaps will be evaluated in terms of their ability to perform their present or prospective jobs. It is required that each employee subscribe to the (Church's) Statement of Faith and/or Mission Statement

As a church, the (Church) takes full advantage of the exemption for Title VII "religious discrimination" afforded religious Churches. In so doing so, the (Church) reserves all rights allowed by law to base employment action on the grounds of religious beliefs and doctrine. Any decision made by the Ministry in this regard is not subject to review. The (Church) encourages any concerned employee to report discrimination issues to the Human Resources Department without fear of reprisal.

The (Church) is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees with questions on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal, subject to our stated goal to comply with all employment laws.

The (Church) is committed to complying fully with the Americans with Disabilities Act (ADA), as it applies to churches, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis as it relates to persons with disabilities.

All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. The Ministry is also committed to not discriminating against any qualified employees or applicants because they are related to, or associated with, a person with a disability. The Ministry will follow state or local laws that provide individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. The Ministry is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

2. GUIDELINES OF THE POLICY

- A. This policy applies to all terms, conditions, and privileges of employment including hiring, probation, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff, social and recreational programs, termination, and retirement.
  
- B. The Director of Human Resources has been appointed director of equal employment opportunity programs for the (Church) and will be responsible for formulating, implementing, coordinating and monitoring all efforts in the area of equal employment opportunity. His or her duties shall include, but not necessarily be limited to:
  - (1) Assisting management in ADA compliance.
  
  - (2) Developing policy statements and internal and external communication techniques regarding the equal employment policies of the (Church).
  
  - (3) Designing and implementing record keeping and reporting systems to ensure compliance with legal requirements and posting of notices as required by law.

## Harassment-Free; Productive Work Environment

### 1. POLICY:

It is the policy of the (Church) to provide its employees with a pleasant environment, which encourages efficient, productive and creative work.

Verbal, physical, visual and sexual harassment of co-workers, co-employees and members of the public is absolutely forbidden. Harassment can take many forms. You must be sensitive to the feelings of others and must not act in a way that might be considered as harassment by someone else. A few examples of prohibited harassment (for illustrative purposes only) are:

- A. Verbal (racial, sexual or ethnic jokes, insults).
- B. Physical (sexually suggestive or unwelcome touching, pinching, brushing against another's body or obscene gestures).
- C. Visual (insulting cartoon, sexually suggestive or lewd pictures or photographs).
- D. Retaliation for complaints of harassment.

Prohibited sexual harassment does not always require a promised exchange for sex or threat if sex is withheld. Sexual harassment may take the form of unwelcome sexual advances, deprecating sexual remarks, references to women as "honey," "doll," "dear" or any environment demeaning of women (or men). Sexually oriented teasing, kidding, jokes, foul language, or any verbalization of sexually suggestive language in the work environment is a violation of our Christian Code of Conduct, and will subject you to discipline up to and including termination.

If you think that you or one of your co-workers has been the victim of harassment, you must report the incident and the names of the persons to your Administrator, supervisor, or Pastor immediately. The incident will be investigated. If you do not report harassment, it cannot be investigated. Your cooperation is crucial. There will be no retaliation against you by management for making a complaint of sexual harassment or any other type of harassment. Your failure to fully and completely cooperate in an investigation of any employee misconduct will subject you to discipline up to and including termination.

If you are afraid to report harassment to your supervisor, you should report it to the Church Administrator or the Pastor.

2. GUIDELINES OF THE POLICY:

- A. The (Church) will not tolerate conduct by any employee that harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.
- B. While all forms of harassment are prohibited, it is the (Church's) policy to emphasize that sexual harassment is specifically prohibited. Each supervisor should maintain his workplace free of sexual harassment. This duty includes discussing this policy with all employees and assuring them that they are not required to endure insulting, degrading, or exploitative treatment because of their gender. Specifically, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development; or that their willingness to submit to sexual advances will enhance their employment.
- C. Other sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel, is also prohibited. Such conduct includes, but is not limited to:
  - (1) Unwelcome sexual flirtations, advances, or propositions.
  - (2) Verbal abuse of a sexual nature or profanity.
  - (3) Graphic verbal comments about an individual's body
  - (4) Sexually degrading words used to describe an individual.
  - (5) The display in the workplace of sexually suggestive objects or pictures.
- D. Any employee who believes that he/she has been the subject of sexual harassment should report the alleged act immediately to his/her supervisor. Supervisors should make every effort to ensure that complaints of sexual harassment are resolved promptly and effectively.
- E. If the employee is not satisfied with the action taken by the supervisor, the supervisor should advise the employee to bring the complaint to the attention of the Administrator, Pastor, or Director of Human Resources and the employee will be advised of the findings and conclusion. Employees should bring their complaint to the Church Administrator, Pastor, or Director of Human Resources when they deem necessary, even if they were not instructed to do so by their supervisor.
- F. The Administrator, Pastor, or Human resource department will attempt to resolve complaints of harassment through confidential internal investigations.

- G. Any supervisor, agent or other employee who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate sanctions depending on the circumstances, up to and including termination.

## **HIRING**

### **1. POLICY:**

It is the policy of the (Church) to hire individuals who are qualified for employment based on their aptitude, capability spiritual maturity, and character. All decisions regarding the recruitment, selection, placement, and advancement of employees are made on the basis of job-related criteria and spiritual maturity. Every effort will be made to hire new employees for positions that best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. In no event shall the hiring of an employee be considered a contractual relationship between the employee and the (Church), and such relationship shall be defined as “employment-at-will,” where either party may dissolve the relationship with or without notice.

It is the intent of the (Church) to clarify the definitions of employment classification so that employees understand their employment status and benefit eligibility. These classifications are not guaranteed for any specified period of time. Accordingly, the right to terminate the employment relationship AT WILL at any time is retained by both the employee and the (Church).

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. Vacation, holidays, lunch, and sick days do not count as hours worked for purposes of computing overtime pay. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee’s EXEMPT or NON-EXEMPT classification may be changed only upon written notification by the Administration Office or the Administrator. By law, all employees who do not meet the criteria for EXEMPT are NON-EXEMPT. Direct any questions regarding your employment classification to the Administrator or Director of Human Resources.

### **2. GUIDELINES OF THE POLICY:**

A. Job openings will be filled by promoting personnel from within the (Church) when possible and when it is in the Ministry’s best interest as determined by the Human Resources Department. When it is necessary to recruit applicants for employment from outside the (Church), all available sources of qualified personnel shall be utilized.

B. As a general matter, the (Church) will not pay any employment agency fees for unsolicited referrals of individuals to fill job openings.



- C. When a department manager or other manager or supervisor determines that there is a requirement for one or more new employees, he shall submit an Employment Requisition form signed by the Administrator to the Human Resources Department. Requisitions to fill existing jobs that are being vacated will be processed routinely.

The Human Resources Department before approval and processing will review all other requisitions with the Administrator or Pastor.

- D. To aid the process of selecting those most qualified for employment, the (Church) utilizes employment tests as a part of normal hiring procedures
- E. Job openings will be posted in accordance with procedures contained in the PROMOTION policy.
- F. If it is determined that additional personnel should be hired from outside the (Church), the following procedures shall be adhered to:
  - (1) The initial interview of applicants for employment shall be conducted by the Human Resources Department. The selection process shall include, but not be limited to, an employment application, a determination as to whether the applicant has the legal right to work in the United States, applicable employment tests, and applicable reference investigations (credit, personal, criminal, etc.).
  - (2) If the Human Resources Department determines that the applicant is eligible for employment, the department manager shall be notified. If the department manager considers the applicant eligible, an interview shall be arranged between the applicant and the department manager by the Human Resources Department. When necessary, the Human Resources Department shall initiate and coordinate all applicant travel arrangements.
  - (3) It is the department manager's responsibility to determine if an applicant is technically qualified for the position and if the applicant can work compatibly within the department and is otherwise qualified. The decision whether to hire the applicant shall be made by the department manager and the Human Resources Department.
  - (4) Offers of employment shall be approved and authorized only by the Human Resources Department prior to extending an offer of employment to a prospective employee. No other division or employee is authorized to approve offers of employment. Any and all unauthorized offers of employment will not be processed by the Human Resources Department.

- (5) Prior to a decision to hire the applicant, a medical examination may be arranged by the Human Resources Department, if the Ministry determines that need for an examination exists for the job position applied for to determine if the applicant is capable of performing the job tasks.
  - (6) If the medical examination or background investigation reveals any misrepresentation on the application form or information indicating that the individual is not suited for employment, the applicant shall be refused employment or, if already employed, shall be terminated as an employee of the Church.
  - (7) Orientation and training of a new employee shall be conducted by the Human Resources Department and the employee's supervisor in accordance with the Human Resources Department's orientation, training, and development program.
- G. All representatives of the (Church) should be aware that employment with the (Church) is "at-will." Therefore, during the recruitment, hiring, and orientation process, no statement shall be made promising permanent or guaranteed employment. No document shall be called a contract unless, in fact, an employment contract, approved by the Administrator and Human Resources Department, is to be used.
- \*H. RELATIVES: The (Church) may employ a relative of an employee provided the individual possesses the particular qualifications for employment. However, those persons shall not be given work assignments which require one relative to direct, review, or process the work of the other, or where there is substantial compromise or conflict. "Relatives" in this restriction include: parents, grandparents, children, brothers, sisters, parents-in-law, brothers-in-law, sisters-in-law, uncles, aunts, nieces, nephews, and first cousins, but shall not include spouses who are subject to Item I of this Policy. Any questions regarding the interpretation of this policy should be directed to the Human Resources Division for resolution.
- \*I. SPOUSES: Provided there is no other compromise or conflict, spouses may be hired only under one of the following conditions:
- (1) Spouses are not employed in the same department or they are not under the supervision of the same department head.
  - (2) If one employee marries another employee, and both have been employees for a minimum of six (6) months, both may continue to be employed, provided they are in different divisions and they are not in the same chain of supervision. If a specific

instance would necessitate a job transfer in order to be in compliance, a vacant position, for which the subject employee is a qualified candidate, must be available within ( ) days of the marriage in order for both to remain employed.

NOTE: Items H and I apply to all categories of employment: Regular, temporary, full-time, part-time, on-call and contract personnel. Exceptions must be approved in writing by the Pastor or Administrator.

- J. FORMER EMPLOYEES: The general policy is not to hire any former employees, whether they have been discharged or they have resigned, unless they are recommended for rehire when the employment relationship is terminated. Exceptions will be considered only after careful review by the former supervisor, Administrator, the Human Resources Division, and other applicable supervisors. The final decision to hire will be made by the hiring manager in concurrence with the Administrator and Human Resources Department.
  
- K. NOTIFICATION OF UNSUCCESSFUL CANDIDATE: Once the best qualified candidate for a position has accepted an employment offer, the Human Resources Department is responsible for notifying unsuccessful candidates that the position has been filled. The Human Resources Department is responsible for compiling and maintaining all legally required documentation relating to the (Church's) efforts to fill the open position.

## **Introductory Period and Probation**

### 1. POLICY:

It is the policy of the (Church) that all new employees hired to fill regular status jobs, and all employees transferred or promoted to new regular status jobs, shall be placed on introductory status for a period of ( ) to ( ) months. Upon successful completion of the introductory period, the employee will be given regular status.

### 2. GUIDELINES OF THE POLICY:

#### A. INTRODUCTORY PERIOD:

- (1) During the introductory period, the supervisor will carefully observe the employee's job performance. Weaknesses in performance or attitude shall be brought to the employee's attention in a manner appropriate for understanding and self-correction.
- (2) At some time after the ( ) months of the introductory period, the supervisor shall prepare a written evaluation of the introductory employee's job performance. The evaluation should include a recommendation as to granting the introductory employee regular employee status. Copies of the evaluation shall be forwarded to the department manager and the Human Resources Department for inclusion in the introductory employee's personnel file.
- (3) The department manager may grant regular status to the introductory employee at any time between the ( ) and ( ) months of the introductory period if the employee's job performance is satisfactory. An introductory employee may be granted an extension of ( ) to ( ) months of introduction if there is need for additional time to achieve satisfactory job performance.
- (4) Introductory employees, as all other employees, may be terminated at any time during the introductory period.
- (5) Employees who are terminated during or at the end of the introductory period are not eligible for severance pay.
- (6) Introductory employees during their introductory period shall not be eligible for paid absences, vacation, or educational assistance.
- (7) An introductory employee will be granted regular status only after the period of introduction has been satisfactorily completed.

B. PROBATION:

- (1) Any regular employee may be placed on probation for up to ( ) months when his or her performance has deteriorated and the supervisor believes it is necessary to impress upon the employee the need for improvement. Employees who improve satisfactorily during the probation period may be restored to regular employee status. Failure to gain a performance rating of “satisfactory” or better during probation may result in a transfer to another job more suited to the employee’s capabilities or other action up to and including termination.
- (2) Regular employees who have been placed on probation are eligible for paid holidays but may not take any vacation days during the probation period.

## **Layoff**

### 1. POLICY:

It is the policy of the (Church) to stabilize employment conditions to the extent possible. In the event that a reduction in the work force becomes necessary, employees will be selected for layoff at the discretion of the Administrator and the Director of Human Resources.

### 2. GUIDELINES OF THE POLICY:

- A. Although circumstances may require a different process, usually employees will be selected for layoff in the following order:
  - (1) Employees who have not completed the introductory period.
  - (2) Temporary, on-call, and part-time employees.
  - (3) Regular full-time employees.
- B. In the case of regular, full-time employees, seniority, performance, and training will be taken into consideration. The staffing needs of the (Church) will be of paramount concern in determining the order of layoff.
- C. Supervisors will, if possible, give notice to affected employees at least two weeks before the layoff is scheduled to occur. In addition to the notice, supervisors shall inform employees of the reason for the layoff, the estimated length of the layoff, and the employee's chances for recall, if known. This information is provided for guidance only and is not binding on the (Church).
- D. In cases where layoff is for an indefinite period and chances for recall are considered remote, the Human Resources Division shall attempt to provide assistance to affected employees, including:
  - (1) Outplacement counseling.
  - (2) Referral to employment agencies.
  - (3) Information concerning unemployment benefits and other assistance.
- E. All layoffs will be treated as termination of employment for the purpose of employee benefits.

## Medical Testing

### 1. POLICY:

It is the Policy of the (Church) to require its employees to be examined by a physician whenever warranted for the protection of other employees of the (Church). Medical examinations or inquiries concerning health will only be requested as they are related to your ability to perform your job and are consistent with the Church's business needs.

### 2. GUIDELINES OF THE POLICY:

- A. Employees may be required to have a physical examination at the (Church's) expense on occasions such as transfer, promotion, or when management determines that the interests of the (Church) and the employees will be served.
- B. The (Church) provides annual physical examinations for the (Church) executives, with a physician selected by the (Church). The Human Resources Department is responsible for advising individuals of their eligibility for this exam and for scheduling appointments with the physician's office. The (Church) will pay the cost of the examination and tests that are routinely scheduled as part of the examination. Any additional action or medical treatment recommended or required will be the responsibility of the individual.
- C. Any physical examinations administered at the request of the (Church) or medical report requested by the (Church) shall be paid by the (Church). The physician or other examiner shall be selected by the (Church).
- D. Medical examinations paid for by the (Church) are the property of the (Church). Records of such examination will be made available to public agencies if required by law or regulation, and may be made available for use within or outside the (Church), as the need arises.
- E. Employees returning from sick leave or other leave of absence may be required to have a physical examination to determine their capability to perform their regular work without endangering themselves or their fellow employees.
- F. Any expenses incurred or time lost as a result of occupational injury or illness by an employee will be handled as required through Workman's Compensation by the Human Resources Department.
- G. The Security Department, Administrator, and the Human Resources Department shall be informed immediately if an employee requires medical attention during the course of his employment.

## Outside Employment

### 1. POLICY:

It is the policy of the (Church) to review employees' requests for permission to work at a second job on a case-by-case basis, and if appropriate, to allow its employees to hold second jobs, subject to certain restrictions as outlined below. If outside employment is not prohibited, however, prior approval of management must be obtained before any such outside employment is accepted.

### 2. GUIDELINES OF THE POLICY:

- A. Request for permission to accept outside employment shall be submitted in writing to the employee's department manager and the Administrator. The request shall state the name and address of the outside employer, the nature of the job and the hours of employment. The department manager shall forward the request to the Director of Human Resources recommending either approval or disapproval. The decision of the Administrator in concurrence with the Human Resources Department with respect to the request shall be final, subject to Complaint and Appeal.
- B. In considering a request to accept outside employment, the Administrator and Human Resources Department shall be guided by the non-exhaustive following standards:
  - (1) Whether the outside employment will in any way lessen the employee's efficiency in working for the (Church) or is inherently in conflict with the teaching and tenets of the (Church).
  - (2) Whether the outside employment is with an organization that does business with or is a competitor of the (Church).
  - (3) Whether the nature of the outside employment adversely affects the (Church's) image in the community.
- C. It must be realized that employment with the (Church) is the employee's primary responsibility. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime. Should the outside employment cause or contribute to any of these situations or otherwise affect the employee's performance to the detriment of the (Church), it must be discontinued or the employee will be terminated.



- D. All employees are expressly prohibited from engaging in any activity that competes with the (Church) or compromises its interests: This prohibition includes performing any service for persons on non-working time that are normally performed by the (Church) personnel and the unauthorized use or application of any confidential trade information or techniques. In addition, employees are not to conduct any outside business during paid working time.
  
- E. Employees who have accepted outside employment are not eligible for paid absence, other than accrued sick leave, when the absence is a result of injury on the second job or illness associated with the second job.

## Pay Increases

### 1. POLICY:

The (Church) attempts to maintain competitive salaries based upon the responsibilities of each employee's job and rates paid in other ministries and church-related organizations. A "salary range" is typically set for each position according to factors such as level of responsibility, knowledge and skill required, and overall value of the position to the Church.

### 2. GUIDELINES OF THE POLICY:

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Usually, a formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are usually conducted to provide both supervisors and employees the opportunity to discuss tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. You are encouraged to frequently reflect upon and compare your performance to the goals established by the (Church) for your job position.

Performance-based pay adjustments are awarded by the (Church) in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process. The decision whether or not to award such an adjustment is entirely within the discretion of the (Church).

## Performance Appraisals (Evaluations)

### 1. POLICY:

It is the policy of the (church) that the job performance of each employee be evaluated periodically by the employee's supervisor.

### 2. GUIDELINES TO THE POLICY:

- A. The (Church's) Performance Appraisal manual sets forth the details and procedures of the performance appraisal process. Generally, the components of your work product to be evaluated are: knowledge, quantity, accuracy, judgment, innovation, appearance, habits, cooperation, initiative, reliability, and attendance.
- B. The performance appraisal may consist of:
  - (1) A completed Performance Appraisal form setting forth the rating for each task objective and the overall rating.
  - (2) The supervisor's written comments on each task objective and comments on the overall performance.
  - (3) A review session with the employee at which time the performance ratings are discussed and, if necessary, a plan for improvement is developed and tasks/objectives are established for the next appraisal period.
- C. Performance appraisals will generally be completed upon the following occasions:
  - (1) After the first ( ) months of employment (see performance appraisals).
  - (2) Every ( ) months following employee's anniversary date of hire.
  - (3) When the employee is transferred or promoted to a new job.
  - (4) At the time of the employee's termination.
  - (5) More often, as appropriate, to maintain performance or improve performance.
- D. Except in the case of probation or termination, if a performance appraisal has been completed on the employee within ( ) months prior to one of the above occasions, a new appraisal need not be completed.

- E. Supervisors may keep documentation substantiating job performance of individuals under their supervision. (Originals should be kept in the HR Department.)
- F. Each written evaluation by the supervisor shall not be final until reviewed and signed by the Administrator before the review session with the employee.
- G. After the written evaluation has been reviewed and signed by the rating supervisor and the Administrator, the supervisor and employee shall meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee shall be given the opportunity to examine the written evaluation and make written comments about any aspect of it. The employee shall then sign and date the evaluation. A copy of the approved form shall be given to the employee.
- H. If the written evaluation contains an unfavorable comment or rating which the employee believes is unfair or unjustified, and the matter has not been resolved to the employee's satisfaction during the discussion with the supervisor, the employee may take further action by using the regular complaint procedure.
- I. Nothing contained in this Policy should be construed to prohibit or discourage supervisors from discussing an employee's job performance with the employee on an informal basis whenever the need arises.
- J. Performance appraisals may be forwarded to the Human Resources Department, along with any necessary status change forms for inclusion in the employee's personnel file.
- K. The Human Resources Department may publish instructions periodically defining how performance appraisals shall be linked to compensation, promotions, transfers, and merit increases.

## **Personal Appearance of Employees**

### 1. POLICY:

It is the policy of the (Church) that an employee's dress and grooming be appropriate to their work situation. Radical departures from conventional dress or personal grooming are not permitted. The (Church) retains the sole right to determine whether an employee's dress or grooming is appropriate in the (Church's) workplace.

### 2. GUIDELINES OF THE POLICY:

- A. Every office employee has some contact with the public and, therefore, represents the (Church) in his/her appearance, as well as by their actions. The properly attired man or woman helps create a favorable image for the (Church). Accordingly, the personal appearance of office workers shall be governed by the following standards:
  - (1) Employees are expected to dress in a manner that is normally acceptable in business establishments. The wearing of dungarees, jeans, shorts, sandals, t-shirts, and similar items of casual attire are not permitted, as they do not present businesslike appearance. Exceptions to this paragraph shall be considered by the Administrator, based on the dictates of a particular job.
- B. If an employee reports for work improperly dressed or groomed, the supervisor shall instruct the employee to return home to change clothes or to take other appropriate corrective action. The employee will not be compensated during such time away from work and repeated violations of this policy will be cause for disciplinary action.

## Personal Finances of Employees

### 1. POLICY:

It is the policy of the (Church) that all employees are expected to discharge their financial obligations promptly. Failure by an employee to comply with this policy reflects poorly upon our Christian purpose and witness and subjects the (Church) to unnecessary expenditures in assisting creditors in collection of amounts owed them.

### 2. GUIDELINES OF THE POLICY:

- A. Whenever the (Church) is served a writ of garnishment or attachment, a notice of levy by the Internal Revenue Service or other taxing authority or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee, management must immediately refer the matter to the Administrator for appropriate action. Failure to act promptly may render the (Church) legally liable.
- B. In the event that garnishment or similar proceedings are instituted against an employee, the (Church) will deduct the required amount from the employee's paycheck. The amount deducted from an employee's disposable earnings will not exceed that permitted by law.
- C. Compliance with writs of garnishment and similar orders imposes an administrative and financial burden on the (Church). In addition, the failure of an employee to meet his financial obligations does not reflect favorably on the (Church) and frequently has an adverse effect on the employee's job performance.
- D. Whenever a supervisor has reason to believe that an employee is experiencing severe financial difficulties, the supervisor shall investigate the situation and, if circumstances require, proceed in accordance with the *Employee Counseling And Personal Ministry policy*.
- E. No employee will be terminated because his earnings have been subjected to garnishment for his or her indebtedness. Repeated garnishments for more than one indebtedness may result in appropriate discipline, depending upon the circumstances of the case, the employee's record of performance, and the recommendation of his supervisor.
- F. The (Church) may not deny employment to or terminate employment solely because the employee has filed a petition for bankruptcy.

## Political Activities

### 1. POLICY:

The (Church) policy encourages employees to become active individuals in public affairs and to support the party and candidates of their choice.

### 2. GUIDELINES TO THE POLICY:

- A. If an employee engages in any political activity, he must do so as a private citizen. The employee should not identify himself as a representative of the (Church) in any political activity, nor in any communication to any news source. Campaigning, fund raising, and other partisan political activities must be conducted on the employee's own time.
- B. Employees must obtain the prior approval of the Administrator before seeking public office or accepting an appointment to public office. If such activity involves an extended period of time away from the job, a leave of absence may be given, depending upon the nature of the office and any restrictions that may be imposed by state or federal laws.
- C. The (Church's) equipment and facilities may not be used for any political activity. The (Church's) letterhead should not be used in connection with political activity.
- D. The (Church) does not make contributions or expenditures in connection with any election or any political office, or in connection with any primary election or political convention or caucus held to select candidates for any political office. Under no circumstances shall expenses incurred by an employee relating to political activity be reimbursed from (Church's) funds.
- E. All solicitations of signatures, distribution of literature, posting of signs and posters, or petitions of a political nature are prohibited.

## Promotion

### 1. POLICY:

It is the policy of the (Church) to attempt to promote employees from within the organization and, thus, to train and develop the employees for promotion to higher-level positions as their abilities warrant.

### 2. GUIDELINES OF THE POLICY:

- A. Generally, job openings will be posted on the employee bulletin boards and announced in employee publications.
  - (1) Employees who desire to apply for a particular job should notify the Administrator and Human Resources Department, in writing, within five business days after the initial posting or announcement of the job opening.
  - (2) Department managers may also recommend employees for consideration as candidates for promotion, or to fill a job opening.
  - (3) In the absence of, or in addition to candidates applying or being recommended for a job opening, the Administrator or Human Resources Department may use outside sources of candidates.
- B. To ensure that the records are current and accurate, the supervisor will review the records of all employees who are candidates for a promotion or a transfer.
- C. The manager of the department in which the job opening occurs will interview qualified candidates.
  - (1) Employees are allowed time off with pay for job interviews related to promotion.
  - (2) It is the responsibility of the department manager to select the most qualified applicant for the position, subject to the approval of the Administrator and the Human Resources Department.
- D. The Administrator and the Human Resources Department may use all or any combination of the following methods to evaluate employees for promotion.



- (1) Attendance and work records.
  - (2) Performance appraisals.
  - (3) Job-related selection tests.
  - (4) A job-related medical examination arranged by the Human Resource Department.
  - (5) Personal Interviews.
- E. Employees selected for promotion will be placed on “introductory status” for a period not to exceed ( ) months.
- F. At the end of the introductory period, the supervisor will prepare a written evaluation of the promoted employee’s job performance with his recommendations to keep the employee in the new position. Copies of the evaluation will be forwarded to the Administrator and the Human Resources Department.
- G. If the promoted employee is unable to perform the job, he may be reinstated to the former job and assigned his prior rate of pay. If the employee’s former position is not available or if other circumstances so warrant, the employee will be placed on layoff status subject to recall into the prior job, or will be released from employment.
- H. Normally, an employee will not be permitted to apply for promotion to a new position until he has been in the present job for a minimum of ( ) months.

## Termination of Employment

### 1. POLICY

It is the policy of the (Church) to terminate employment because of an employee's resignation, discharge at management's sole discretion (with or without cause), retirement, or as a result of a permanent or temporary reduction in the workforce. Discharge can result from an employee's misconduct or unsatisfactory job performance or for other reasons. In the absence of a specific written agreement signed by the Administrator and the Director of the Human Resources Department, employees are employed on an at-will basis, and free to resign at any time. The (Church) reserves the right to terminate employment for any reason, or for no reason.

### 2. GUIDELINES TO THE POLICY:

A. RESIGNATION: All employees shall give written notice of their intent to resign.

- (1) Supervisory employees are expected to give ( ) weeks notice.
- (2) Clerical and administrative employees are expected to give ( ) weeks notice.
- (3) All other employees are expected to give ( ) weeks notice.
- (4) Failure to give a required notice will result in forfeiture of the (Church's) benefits, liability for damages, and ineligibility for re-employment.
- (5) Resigning employees receive no separation pay.

B. LAYOFF: Employees terminated because of a reduction in the workforce may, if possible, be given advance notice of the termination or pay in lieu of the notice. Though circumstances may necessitate less notice, in most cases the notice period will be at least ( ) weeks before the layoff is scheduled to occur.

C. TERMINATIONS: All terminations must be reviewed, in advance, by the Administrator and the Human Resources Department. The procedure to be followed will be decided upon at that time. After all levels of management have approved the termination, the last person in the chain of command will forward notices of termination to the Administrator and Human Resources Department for final review and concurrence. Then the employee shall be made aware of the decision to terminate his employment.

- (1) Where the termination is for cause, no separation pay will be paid.
  - (a) Accrued vacation pay up to the date of termination will be paid to employees terminated for cause.
  - (b) Any vacation time taken in excess of that accrued will be deducted from the final paycheck.
  
- (2) Where the termination is other than for cause or disciplinary reasons, the terminated employee will receive the following benefits:
  - (a) The Human Resources Department may make outplacement services available to these terminated employees.
  - (b) At the (Church's) sole discretion, finances permitting, separation pay may be paid. The amount of such pay, if any, shall be determined by the Human Resources Department
  - (c) Accrued vacation pay up to the date of termination will be paid to these terminated employees
  - (d) Any vacation time taken in excess of the accrued amount of time will be deducted from the final paycheck, with the exception of employees who are "laid off" because of a reduction in workforce.

D. EXIT INTERVIEWS: Generally, the Human Resources Department shall attempt to conduct termination or exit interviews no later than the employee's last working day. The interviewer will:

- (1) Attempt, if the termination is voluntary, to determine the real reason or reasons why the employee is leaving, so that, where appropriate, action may be taken to correct any issues that come to light.
- (2) Discuss, if the termination is for cause, the circumstances leading to the termination, so that misunderstandings can be minimized.
- (3) Explain any conversion or continuation of benefits under the (Church's) group insurance plans and any other vested benefits available to the employee under the (Church's) benefit plans.

- (4) Determine the employee's availability for future employment, should the supervisor's written evaluation recommend such employment.
- (5) Obtain the correct address for mailing Internal Revenue Service Form W-2.
- (6) Remind the employee to take with him or her any personal belongings and obtain any items belonging to the (Church).

E. TERMINATION INTERVIEW:

- (1) A written report of the termination interview should be prepared and placed in the employee's personnel file. Pertinent items requiring managerial review and possible change of policy should be brought to the attention of the Director of Human Resources. The supervisors will be responsible for the return by terminated employees of all of the (Church's) possessions, including the (Church's) identification badges and keys. Supervisors must inform employees that they are responsible for items issued to them by the Ministry or in their control, such as the following:
  - (a) Music, including songbooks and compact disks
  - (b) Credit cards
  - (c) Equipment
  - (d) Keys
  - (e) Manuals
  - (f) Pagers
  - (g) Tools
  - (h) Vehicles
- (2) All church property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the Ministry may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The church may also take all action deemed appropriate to recover or protect its property.
- (3) If any of the (Church's) property in the employee's possession has been lost or damaged, the cost of replacing such property shall be deducted from the employee's final paycheck where permissible.

- F. Refer to the Policy Manual for details regarding entitlement to severance allowance and benefits in event of termination.
  
- G. FINAL PAYMENT  
The Human Resources Department shall distribute the final paycheck.

## **Transfer**

### 1. POLICY:

It is the policy of the (Church) to permit transfers of employees from one job to another, either at their own request (assuming suitable openings are available in another department, and the new supervisor agrees to the transfer) or as a result of a decision of the Administrator or the Human Resources Department.

### 2. GUIDELINES TO THE POLICY:

- A. Reasons for transfers may include, but shall not necessarily be limited to, fluctuations in department workloads or production flow, the more efficient utilization of personnel, increased career opportunities, personality conflicts, reasons of health and personal situations.
- B. Temporary changes in work assignments may be made with both the transferring and the new supervisor's approvals for periods of up to ( ) months. Such temporary assignments may be extended for an additional ( ) months when the reasons for the original change in assignment continue to be applicable.
- C. An employee's eligibility for transfer is determined by the requirements of the new job and the employee's suitability for that job. Generally, an employee must have been performing in a satisfactory manner in his current job for a period of ( ) months and performed in the current job for less than ( ) months in appropriate circumstances. The Administrator's discretion prevails in approving transfers in concurrence with the Human Resources Department.
- D. While the needs of the department are primary, employees are often considered as candidates for transfer in the following order of eligibility.
  - (1) Eligible employees in the same department as the job opening.
  - (2) Eligible employees in other departments who have submitted requests in accordance with this Policy to transfer to or to be considered for job openings in the particular department.
  - (3) Eligible employees who are being considered for layoff due to the elimination of their jobs.

- E. Employees are free to inquire about possible job transfers at any time. When an employee desires a transfer to another job, the following procedure will be followed:
- (1) The employee will submit a written Transfer Request form to his department manager. The request must include the reason for the transfer. If the employee desires a transfer to a specific job, this also must be included in the request. The department manager will forward the request within ( ) days to the Administrator and the Human Resources Department recommending approval or disapproval and the reasons.
  - (2) The Administrator and the Human Resources Department will determine whether the desired job or suitable job opening exists. If a suitable job is available, the Human Resources Department will arrange an interview between the employee and the manager of the department in which the job opening exists.
  - (3) Employees will be allowed time off with pay for interviews related to transfers, with prior approval of their supervisor.
  - (4) The decision whether to effect the transfer will be made by the Administrator and the Department Manager in which the job opening exists, with the concurrence of the Human Resources Department.
  - (5) Generally, the interval between the approval of the transfer and the implementation of the transfer shall not exceed ( ) calendar days.
- F. When an employee desires a transfer to another location, the above procedure will apply. Travel expenses incurred in going to the desired location for job interviews will be handled according to the policy. The time off with pay will be limited to one day unless the manager of the department or the person considering the request needs additional interviewing time.
- G. Transferred employees will be given up to ( ) months of introduction/probation. During this period, they may be assisted in adjusting to their new jobs. In the event that the employee's performance is unsatisfactory, at the discretion of the manager in charge, acting in conjunction with the Human Resources Department, the employee may revert back to his original position, or a comparable position.
- H. Requesting a transfer does not jeopardize the employee's job.
- I. An employee who is transferred will be paid at the rate of pay authorized for the new job, effective as of the date the person begins the new job.

- J. In cases of a temporary assignment to a higher paying job, the employee may be compensated at the rate of the new position. If temporarily transferred to a lower-paying job, the employee will continue to receive the employee's regular rate of pay.
- K. Job openings will be posted on a regular basis on the employee bulletin boards and announced in employee publications.
- M. If a manager wants to solicit the transfer of a person working in another department, the manager must first coordinate directly with the Administrator and the present department manager as well as the Human Resources Department.