



# **STAFF HANDBOOK**

**EFFECTIVE: JULY 2025**

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## **INTRODUCTION**

### **WELCOME TO FAITH BIBLE CHURCH!**

We consider you to be a gift from God and look forward to working with you as a member of our team. As we share this journey, we believe every individual plays a vital role in the life of Faith Bible Church. We appreciate you and the gifts and talents you bring, and we are committed to helping you achieve your highest level of service for the Lord in this ministry. We believe employees will enjoy their work, their fellow employees, and will find Faith Bible Church a good place to work.

As employees of Faith Bible Church, we represent this ministry in both our work lives and private lives. As a result, we are expected to always be sensitive to how others may see us biblically, spiritually, and ethically. We encourage our staff to strive toward living a life that is an example to others of our relationship with God, our belief in and commitment to Faith Bible Church's Mission and Vision, Statement of Faith, and Staff Lifestyle Agreement.

### **MISSION AND VISION**

We build generations of Jesus Followers who take grace to our world.

### **CORE VALUES**

#### Follow Jesus

Everything starts with time with Jesus.

#### People

People are more important than projects.

#### Unity

Relationships are worth the hard work.

#### Humility

Leaders serve first.

#### Team

Everyone's voice is valued.

#### Dedication

Our buy-in pushes us toward excellence.

### **STATEMENT OF FAITH**

#### Scripture

Both the individual words and the whole (66 books) is inspired by God through human authors. (2 Tim. 3:16-17; 2 Peter 1:20-21) The Scriptures all find their fullest significance

in the person and work of Jesus Christ and are useful for teaching, correction, encouragement, and training in righteousness. (Romans 15:4; Deut. 32:47)

### Man

Man is created in the image of God yet is a fallen creature, born into this world without any hope of salvation or eternal life apart from the provision of God's grace, available only through the finished work of Jesus on the cross. (Gen. 1:26; Psalm 51:5; Romans 3:10-19; 8:6-8)

### Mankind

Humans, both male and female, were created in God's image for His glory. The first humans, Adam and Eve, were created without sin and appointed as caretakers of the rest of God's creations.

### Free Grace

Salvation is a free gift of God's grace that comes only through faith in Christ. At the moment of salvation, the believer is granted the perfect righteousness of Christ, declared righteous of all sin, past, present and future, made a new creation and indwelt by the fullness of the Holy Spirit. (John 5:24; Gal. 6:15; Romans 5:9; 1 Cor. 6:11) Changes in lifestyle, surrender to Christ as Lord and the bearing of fruit are results of salvation and are not conditions for gaining or keeping God's free gift. (John 6:47)

### Eternal Security

The eternal security of a believer's salvation is a clear teaching of Scripture. Once an individual places faith in the person and work of Jesus Christ, their eternal salvation cannot be lost due to sinfulness or changes in personal belief. (John 10:27-30; Romans 8:29; Hebrews 7:25)

### Assurance

Assurance of salvation is available to every believer and is based on the promise of God's Word. The believer's relationship with God is held secure by the perseverance of the Holy Spirit of God within the believer. The believer's fellowship with God may change based on the obedience they enjoy. (2 Peter 1:10-11)

### Sanctification

Growth in Christ-likeness is God's will for each believer and is progressive in nature because we retain the sinful nature. (1 Thess. 4:3; John 17:17; 2 Cor. 3:18; 1 Thess. 5:23) Progressive sanctification is accomplished by God's grace. (Titus 2:11-13)

### The Second Coming of Christ

God will fulfill His promises to Israel and establish a literal thousand-year kingdom of Christ on earth. (1 Thess. 5:1-6; Rev. 20:1-3)

### Marriage and Human Sexuality

We believe that God created mankind in specific genders: male and female (Genesis 1:27; Matthew 19:4ff). These genders are complementary and were given for enjoyment, community and procreation inside of the covenant of marriage (Genesis 2:24). This original design was corrupted by sin but not abandoned by God (Genesis 3:7-19; Romans 1:24-32). Thus we believe the Bible consistently represents that manhood and womanhood are different and God ordained. Sexual identity is therefore not determined by our corrupt nature or desires but by God's created design.

We believe that according to Scripture, marriage is a lifelong, exclusive union, ordained by God, between one man and one woman and has the great Divine purpose of illustrating the Gospel of Jesus Christ (Ex. 20:14, 17; Matt. 19:4-6, 9; I Cor. 6:15-17; Eph 5:21-33). The Bible teaches that any sexual activity outside of this biblical definition of marriage constitutes sexual immorality. The Bible speaks directly against sexual immorality and admonishes Christians to flee from it because of its destructive effects. (I Cor. 6:18-20; I Tim. 1:8-11).

All sexual activities outside of biblical marriage, including, but not limited to, premarital sex, adultery, incest, homosexuality, pedophilia, polyamory, polygamy, polysexuality and bestiality are contrary to the teachings of the Bible and the church. Lewd conduct, transgender behavior, and the creation, distribution, or viewing of pornography are incompatible with God's intention. (Ex. 22:19; Lev. 18:22-23, 20:10-17; Deut. 22:5; I Cor. 6:9-10; Jude 7) Thus we consider all of these to be sinful acts outside of the boundaries of God's best and are thus to be repented of, confessed and avoided by God's grace.

Additionally, we believe that it is not only sinful to engage in sexual immorality, but also to approve of such sins in others or encourage their practice. As a result, in order to maintain our consistent Christian witness, we cannot solemnize, condone, approve, or promote in any way adultery, sexual relationships between a man and woman who are not married to each other, pornography, pedophilia, polyamory, polygamy, polysexuality, bestiality, transgender behavior, incest, homosexual unions, or any other practice deemed as sexual immorality by the Elders of the church. (Rom. 1:18-31).

Recognizing that we all struggle with sin, our church will provide an environment that welcomes people who struggle with sexual sin. We will seek to love and extend grace to all people in Jesus' name, pointing them toward Christ's power to forgive and heal. We also recognize that sexual sin is not characterized in Scripture as being more severe than any other sin. We will seek to directly and indirectly minister and share God's love with those who struggle with sexual sin as well as with every other kind of sin. In doing so, however, we do not, and will not, in any way condone, approve or promote the continued practice of sexual immorality, or of any other sin.

## **HANDBOOK PURPOSE**

This staff handbook is a tool used to share essential information and provide clarity, including the benefits provided to our valued staff. It outlines Faith Bible Church's philosophy, employment practices, and policies, as well as conduct expectations. Though this handbook is not intended to be a book of rules and regulations or a contract, it does include important guidelines our staff should know. We hope this guide will help our staff feel comfortable with us. Faith Bible Church depends on its employees to pursue our mission; their success is our mission's success.

We encourage you to explore its contents, refer to it frequently, and reach out if you have any questions. The handbook is not meant to limit normal question and answer exchanges among us. It is through conversation that we can better know and understand each other, express our values, and work together in a harmonious relationship.

No one other than the Operations Pastor with approval from the Elder Board may alter or modify any of the policies in this staff handbook, therefore, no statement or promise by a supervisor, or other employee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee. Except for the at-will employment provisions, the handbook can be amended at any time.

Should any portion of this staff handbook be found to be unenforceable and invalid, the handbook itself is not invalidated, but only that portion.

## National Labor Relations Act

Nothing in this handbook is intended to be incompatible with the [National Labor Relations Act](#) (NLRA) or prohibits or restricts employees from exercising their rights under [Section 7](#) of the NLRA. The NLRA provides employees the right to seek better working conditions and designation of representation without fear of retaliation.

This includes "concerted activity" rights under such as the right to self-organize, to bargain collectively through representatives of their own choosing, and to engage in concerted activities for the purpose of mutual aid or protection. Employees have the right to address work-related concerns with coworkers when what is being communicated is related to and for the purpose of:

- Seeking to initiate, induce, or prepare for group action
- Bringing a group complaint to the attention of management

An employee is not protected when:

- Making egregiously offensive statements
- Knowingly and maliciously making false statements
- Publicly disparaging the employer when not related to the labor complaints



## EMPLOYMENT

### EQUAL EMPLOYMENT

It is the policy of Faith Bible Church to provide equal employment opportunities to all qualified individuals. Equal employment opportunities include, but are not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination. It also includes protection against wage discrimination, according to the Equal Pay Act.

Faith Bible Church is a religious 501(c)(3), and as such, reserves the right under Title VII of the Civil Rights Act of 1964 to make employment decisions of all types based on our religion and our Statement of Faith. Faith Bible Church will exercise a preference for employees who subscribe to Faith Bible Church's Statement of Faith and Staff Lifestyle Agreement and are members of Faith Bible Church. Faith Bible Church follows Title VII and all federal and state laws to the extent they apply to Faith Bible Church and its employees.

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, supervisors, managers, executive leadership, board members, and third parties, including congregation members, volunteers, and community members. Faith Bible Church takes allegations of discrimination, harassment, and retaliation very seriously and will promptly investigate when warranted.

In its goal to represent Christ well, Faith Bible Church seeks both to honor all people and further the mission of the Gospel, choosing to obey the law of the land to the degree that it does not conflict with the commands of Scripture. To the extent that current federal and/or state law apply to Faith Bible Church and its employees, Faith Bible Church is committed to administering all aspects and conditions of employment without regard to the following:

#### Federal

- Race
- Color
- Age (40 or older)
- Sex
- National origin
- Pregnancy
- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Citizenship or immigration status
- Child or spousal support withholding
- Any other protected class, in accordance with applicable federal, state, and local laws

#### Texas

- Race
- Hair texture or protective hairstyle associated with race
- Color
- National origin
- Age
- Sex
- Pregnancy

- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Child and spousal support withholdings
- Expunged criminal records
- Any other protected class, in accordance with applicable federal, state, and local law

#### **EMPLOYMENT OF MINORS**

Faith Bible Church may from time to time or on a regular basis hire minors when they meet all qualifications of a position. Faith Bible Church follows all applicable federal and state laws for employment of minors.

#### **BACKGROUND CHECKS**

Faith Bible Church follows the Fair Credit Reporting Act (FCRA) and will conduct background checks on employees at hire and throughout employment, with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history (when relevant to the position), or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in termination.

#### **AT-WILL NOTICE**

The employment relationship between Faith Bible Church and employees is at-will. This means employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either Faith Bible Church or the employee. Faith Bible Church policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable, unless approved by a Faith Bible Church officer with the power to create an employment contract. There is no implied employment contract created by this handbook or any other Faith Bible Church document or written or verbal statement or policy.

At-will employment means employees remain employed at their own discretion for no specified period of time, without a need to renew employment, and with the ability to end their employment at any time, with or without notice. At-will employment also means employees may be terminated at any time, with or without cause, and with or without notice.

#### **ANNIVERSARY DATE AND SENIORITY**

An employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service starting on that date. Should an employee leave Faith Bible Church and then be rehired, any previously accrued seniority or benefits will be lost and will begin to accrue again on the date of rehire, except for any legally protected leaves or

paid time off. Seniority does not accrue during leaves of absence that exceed 30 calendar days, except for any legally protected leaves or paid time off.

#### **IMMIGRATION LAW COMPLIANCE**

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

#### **INTRODUCTORY PERIOD**

The employee's first 120 days of employment with Faith Bible Church are considered an introductory period. This introductory period will be a time to get to know fellow employees, supervisors and the tasks involved in the position, as well as becoming familiar with Faith Bible Church's culture and practices. The supervisor will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for both the employee and Faith Bible Church. During this introductory period, Faith Bible Church will evaluate employees' suitability for employment and employees can evaluate Faith Bible Church as well. At any time during this introductory period, an employee may resign. If, during this period, employee work habits, attitude, attendance, performance, or other relevant factors do not meet Faith Bible Church standards, Faith Bible Church may terminate employment.

At the end of the introductory period, the supervisor will discuss job performance with the employee. During the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period:

- Does not guarantee continued employment for any specified period of time
- Does not mean an employee may only be discharged for cause
- Does not imply a contract of employment
- Does not alter the at-will employment relationship

A former employee who has been rehired after a separation of more than one year is considered an introductory employee following rehire.

#### **EMPLOYEE DESIGNATIONS**

Faith Bible Church has established employee Statuses, Classifications, and Categories for compensation and benefit purposes. An employee's supervisor will inform the employee of their Status, Classification, Category, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These designations do not alter the employment at-will status.

## **EMPLOYEE STATUS**

### Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be Exempt or Non-exempt and is generally eligible for all employment benefits offered by Faith Bible Church.

### Regular Part-Time Employee

An employee with standard work hours less than 30 hours in a workweek and may be eligible for some benefits.

### Temporary Employee

An employee who is scheduled to work on a specific need of Faith Bible Church. The employee is not eligible to receive any employer-sponsored benefits.

## **EMPLOYMENT CLASSIFICATIONS**

Faith Bible Church has established the following employee classifications for compensation and to comply with the Fair Labor Standards Act (FLSA).

### Exempt

Employees whose positions meet specific pay and duties tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are Exempt from earning overtime pay. The basic premise of Exempt status is that the Exempt employee is to work the hours required to meet their work responsibilities. Any exempt employee can ask for their position to be reevaluated if they believe they should be classified as non-exempt/hourly and entitled to earn overtime.

### Exempt by Ministerial Exception

Employees who are “ministers for tax purposes” have an automatic “ministerial exception” to FLSA classifications and can be paid by salary or hourly wage at the employer’s discretion and are not required to be paid according to FLSA minimum wage or overtime requirements.

### Non-Exempt

Employees whose positions do not meet specific FLSA, and state pay and duties tests and are paid an annual salary and *must* track their hours. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek. Unless notified otherwise in writing, all employees of Faith Bible Church are Non-exempt.

## **EMPLOYEE CATEGORIES**

All positions at Faith Bible Church play an integral part in fulfilling our mission statement. Each employee will belong to one of the following employment categories:

### Leadership Team

- Carry the qualifications of an Elder
- A part of the pastoral team
- Oversee the pastoral team and Sr. Directors
- Approved by and report to the Elder Board
- Responsible for other pastoral care duties
- Attend Elder meetings

### Pastors

Employees hired with the primary responsibility of finding, equipping, and supporting leaders for the work of ministry and have been ordained through Faith Bible Church. In addition to the ministry duties set forth above, their roles consist mostly of directing, coaching, and pastoring.

Additionally, pastors are:

- Leading a ministry in the church.
- Job Approved by the Elder Board and Leadership Team
- Under org chart of the Leadership Team
- They feel called to be a pastor
  - Desire
  - Opportunity
  - Affirmation
  - Skill/Ability
- They are shepherding a group of people in the church
- Responsible for other pastoral care duties
- Required attendance on Sunday mornings and major church-wide functions

### Senior Directors & Directors

Employees, hired with the primary responsibility of overseeing a certain ministry or department including finding, equipping, and supporting leaders for the work of ministry. In addition to the ministry duties set forth above, their roles consist mostly of directing, coaching, and leading.

Senior Directors are:

- Leading a ministry in the church
- Under the supervision of the Leadership Team
- Shepherding people involved in their ministry
- Expected to be active at Faith Bible Church. We expect all of our staff to attend on Sunday mornings, serve in a ministry, and be a part of a small group of FBC.
- Expected to attend our regular Ministry Leader meeting

Directors are:

- Responsible for leading a specific part of a ministry

- Under the leadership of a Pastor or Senior Director
- Expected to be active at Faith Bible Church. We expect all of our staff to attend on Sunday mornings, serve in a ministry, and be a part of a small group of FBC

#### Administrative Assistants

Employees hired with the primary responsibility of supporting the ministry through the fulfillment of administrative, clerical, or secretarial duties. In addition to the ministry duties set forth above, their roles are mostly task oriented, but they may also be involved in recruiting volunteers or leading teams. Additionally, Administrative Assistants are:

- Providing clerical or administrative support to Pastors and Directors
- Expected to be active at Faith Bible Church. We expect all of our staff to attend on Sunday mornings, serve in a ministry, and be a part of a small group of FBC.

#### Interns

Temporary employees engaged in a ministry learning experience with Faith Bible Church. This may or may not be for educational credit, or to fulfill educational non-credit requirement. Interns are not eligible for benefits.

#### **EMPLOYEE FILES**

Faith Bible Church maintains various employment files while an individual remains an employee of Faith Bible Church. Employee files may include personnel files, attendance files, I-9 files, and files for medical purposes. Employees are required to notify their supervisor should any of their personal information change (e.g., address, phone number, last name) so the appropriate updates can be made to the files. Faith Bible Church will take reasonable precautions to protect employee files and employees' personally identifiable information in its records.

Employee files are restricted based on who reasonably needs access to all or parts of the files. Employees may review their own personnel file by making a written request to their supervisor or Human Resources. The written request will become a part of the employee's personnel file. Review of files must take place in the presence of the employee's supervisor or Human Resources.

#### **EMPLOYEE REFERENCES**

Because a prior employee's full employment history is only accessible to Human Resources, all reference check requests should be directed to Human Resources; Human Resources will provide this information or send the request to the employee's direct supervisor. When Faith Bible Church is contacted for a reference check or employment verification, typically only the positions held, and dates of employment will be confirmed.

#### **JOB TRANSFERS**

Faith Bible Church aspires to promote qualified internal candidates to fill open positions whenever possible and practical. When job openings occur, current employees are encouraged to apply.

Faith Bible Church reserves the right to place an employee in whatever job it deems useful or necessary. All job transfers, reassignments, promotions, or lateral transfers are at the discretion of Faith Bible Church.

#### **EMPLOYMENT OF RELATIVES**

Faith Bible Church's standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, and terminating employees are based on qualifications for the position, ability, and performance.

When RELATIVES work in the same organization, certain issues and/or problems may result. Claims of favoritism, conflicts, and other issues can be a disruption and may affect the performance of other staff. Therefore, certain restrictions are in place to allow the employment of relatives without compromising the desired work environment.

Employment of RELATIVES is permitted only with the express approval and oversight of the Elder Board and by recommendation of the Lead Team as the situation dictates. Any REPORTING RELATIONSHIP within a supervisor's area of responsibility always requires the involvement of the Lead Team directly in oversight and when conflicts or other issues arise. If a problem arises, quick action shall be taken to resolve the situation. Resolution can include reassignment or, if necessary, termination of employment for one or both of the staff members involved.

In the application of this policy, the Elder Board will be kept informed of any contemplated hiring decision, at the earliest practical point in the process.

For the purposes of this policy, a RELATIVE is defined as a person related by blood, marriage, adoption or whose relationship is similar to that of a relative. Because elders function as a governing body and supervisors to the leadership team, this policy will also apply to individuals related to an elder.

A REPORTING RELATIONSHIP is defined as a RELATIVE working in the same supervisory line under a person. In no circumstances will any direct supervisor / subordinate relationships be permitted.

## **CONDUCT AND BEHAVIOR**

### **GENERAL CONDUCT GUIDELINES**

Employees are expected to exercise common sense and courtesy, for the benefit of other employees, volunteers, congregation members, and Faith Bible Church as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to follow these guidelines may be grounds for corrective action, up to and including termination.

Though this is not an exhaustive list, the following are examples of unacceptable conduct:

- Failure to follow the policies and guidelines outlined in this handbook.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Faith Bible Church premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Faith Bible Church premises, (which is not protected by Section 7 of the National Labor Relations Act and adversely affects Faith Bible Church services, operations, property, reputation, or goodwill in the community, or interferes with work).
- Use or possession of illegal drugs on Faith Bible Church premises at any time.
- Use of alcohol or other intoxicants during working hours.
- Working under the influence of intoxicants.
- Unauthorized possession of a weapon on Faith Bible Church premises.
- Illegal gambling on Faith Bible Church premises.
- Taking or giving bribes of any nature.
- Falsifying time records or recording time worked for another employee or having time worked recorded by another employee.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of Faith Bible Church property from the premises.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of Faith Bible Church, an employees, volunteer, or congregation member.
- Negligent, careless, or inconsiderate treatment of employees, volunteers, or congregation members, or their information.
- Sharing confidential information with anyone who does not have an official need to know.
- Accessing confidential information pertaining to employees, volunteers, or congregation members outside of authorized job duties.
- Changing any type of Faith Bible Church, employee, volunteer, or congregation member document or record without authorization outside of authorized job duties.
- Falsifying any type of Faith Bible Church, employee, volunteer, or congregation member document or record.
- Entering or using Faith Bible Church premises outside of authorized job duties or for personal use.



- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Insubordination or refusal to follow instructions from a supervisor.
- Refusal or unwillingness to accept a job assignment or perform job requirements.
- Leaving during scheduled work hours without notice.
- Unauthorized absence from work during scheduled work hours.
- Sleeping during working hours.

#### **DISPUTE RESOLUTION**

Faith Bible Church believes in working in a culture of honor and spiritual health. This is evident in the way we treat each other, care for one another, and handle conflict with each other. Honor values people ahead of projects. Conversations and actions should be handled with grace. To cultivate trust between co-workers and others requires dealing directly with the person, avoiding gossiping, and not making assumptions about the other person's intentions. Following the Matthew 18 principle is key.

Matthew 18:15-16 (NIV)

*If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.*

Faith Bible Church also believes in healthy, positive conflict. Faith Bible Church sees conflict as an opportunity to glorify God by trusting, obeying, and imitating Him. It provides an opportunity to serve other people by helping to bear their burdens or by confronting them in love, and it gives us an opportunity to grow to be like Christ by confessing sin and turning from attitudes that promote conflict.

God commands us in Matthew 18:15 to first go and talk privately, in grace and love, to those with whom we are in conflict.

- Pray for humility and wisdom
- Plan your words
- Choose the right time and place to talk
- Talk directly to the person rather than discussing with other staff

If an employee has done all they can to share their concern and the matter is still unresolved, they should ask one or two other people, who can maintain confidentiality, to meet with them and the person they have approached to help everyone resolve their differences. (Matt. 18:16-17)

A Dispute Resolution Policy is not a substitute for a Harassment Policy, nor is the use of a Dispute Resolution Policy an appropriate response to a report of harassment.

## **PERSONAL BOUNDARIES**

As important as it is for Faith Bible Church to set healthy boundaries at work between members of the opposite sex, employees are reminded that being above reproach is expected in all settings and situations, both work and personal. We realize this may be inconvenient at times; however, we feel our testimony and our witness for the Lord are worth any inconvenience. Our goal is to protect ourselves from personal temptation, from inadvertently finding ourselves in compromising situations, and from giving anyone a reason to be suspicious of our behavior.

Faith Bible Church employees are expected to always conduct themselves in a Christ-like manner to present good personal and spiritual testimony. Employees are to uphold the doctrines and standards found in the Bible and the Faith Bible Church Statement of Faith and Lifestyle Agreement. All the following guidelines are to be used when interacting with the opposite sex, whether they are married or unmarried, and whether they are staff, congregation members, volunteers, or community members.

### Meetings

If a one-on-one meeting is required, plan to meet on site at Faith Bible Church, in an area visible to others.

- A male or female may not be alone together in an office or other room with the door closed.
- If a door needs to be closed for confidentiality, the meeting must take place in an office or room with uncovered windows that are visible to others in the building.

If a meeting must be arranged off-site:

- Let your direct supervisor know the meeting is taking place, including time and place.
- Tell your spouse, if married.
- Meet in a public space where other people are present.

### Communication

The same concerns about being alone together apply to conversations, not just face-to-face meetings. Employees are expected to exercise caution with conversations of a personal nature between an employee and anyone of the opposite sex who is not their spouse.

- Whenever possible, conversations should be mainly ministry-related and conducted via work email.
- One-on-one conversations (in person, on the phone, by text or other direct messaging) should be brief and focused.
- Should the conversation need to be lengthy or include personal topics, include a 3rd party, such as your spouse or supervisor.

### Travel

A male and a female are not to ride alone together in a car. When short, distance work-related travel is required, travel in groups. When males and females are traveling overnight for Faith Bible Church purposes:

- A minimum of three employees will travel together.
- At all times, actively avoid any situation that would cause two employees of the opposite sex to be alone.
- Employees of the opposite sex must book separate rooms for lodging, without adjoining rooms.
- The appropriate supervisor must approve the travel.
- Inform your spouse, if married.

### **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

Faith Bible Church is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class. Applicable federal and state law defines harassment as unwelcome behavior based on someone's inclusion in a protected class. Sometimes language or actions were not expected to be offensive or unwelcome, but they are. Employees should err on the side of being more sensitive to the feelings of their co-workers rather than less.

The following are examples of harassment; behaviors not in this list may also be considered harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Retaliation or threats of retaliation for refusing advances or requests for favors
- Leering, making sexual gestures or jokes, or commenting on an employee's body
- Displaying sexually suggestive content
- Displaying or sharing derogatory posters, photographs, or drawings
- Making derogatory epithets, or slurs
- Ongoing teasing about an employee's sex
- Physical conduct such as touching, assault, or impeding or blocking movements

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor, or harassment by persons doing business with or for Faith Bible Church, such as congregation members, community members, volunteers, or vendors.

### Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation, is strictly prohibited. A complaint made in good

faith will under no circumstances be grounds for corrective action. Individuals who make complaints that they know to be false may be subject to corrective action, up to and including termination.

#### Enforcement

All supervisors are responsible for:

- Implementing Faith Bible Church's harassment policy
- Ensuring that all employees they supervise have knowledge of and understand Faith Bible Church policy
- Reporting any complaints of misconduct to the Operations Pastor, so they may be investigated and resolved internally
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy
- Conducting themselves in a manner consistent with the policy.

#### Addressing Issues Informally

Employees who witness offensive behavior in the workplace - whether directed at them or another employee - are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive. An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

#### Harassment Complaint Procedure

Employees are encouraged to use the Harassment Complaint Form to report behavior they feel is harassing, regardless of whether that behavior is directed at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate corrective action will be taken against those who are determined to have engaged in harassing behavior.

#### **ABUSIVE CONDUCT**

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

Abusive conduct in the workplace is unacceptable and will not be tolerated. Employees should report abusive conduct to a supervisor or Human Resources. Supervisors are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to corrective action, including

termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

#### **COMPLAINT PROCEDURE**

Faith Bible Church has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to the person or department supervisor. If the complaint involves their supervisor, or if the employee feels the supervisor would not provide an impartial resolution to the problem, then they may take the issue to the Operations Pastor.

#### **CORRECTIVE ACTION**

A high level of job performance and professionalism is expected from each employee. Should an employee's job performance not meet the standards established for the position, they violate Faith Bible Church policies or procedures, or their behavior is otherwise unacceptable, corrective action may be taken. Corrective action may include, but is not limited to coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion. Employment is at-will, and Faith Bible Church is not required to take any corrective action before making an adverse employment decision, including termination.

#### **WHISTLEBLOWER PROTECTIONS**

Faith Bible Church is committed to upholding protections for employees who report any activity they consider to be illegal or dishonest and will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Operations Pastor immediately.

Any employee who has knowledge of, or a concern regarding, illegal or dishonest fraudulent activity may take their concern directly to their supervisor. If the complaint is related to their supervisor, they may take the issue to the Operations Pastor. Whenever possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, including termination.

## **COMPENSATION**

### **PAY PERIODS**

The standard seven-day payroll workweek for Faith Bible Church will begin at 12:00 a.m. Sunday. The designated pay frequency for all employees is semi-monthly. Paydays are the 15<sup>th</sup> and the last day of the month. Except as otherwise communicated, if any paycheck date falls on a holiday or weekend, employees will be paid on the preceding business day.

### **TIMEKEEPING**

Non-exempt employees are required to record and submit actual hours worked. Accurate timekeeping and calculating hourly pay are a federal and state wage/ hour requirement for non-exempt employees and are therefore mandatory. Failing to record time worked in an accurate and timely manner is unacceptable job performance. All forms of timekeeping will be referred to as clocking in or out.

#### Meal Breaks and Timekeeping

When a non-exempt employee is relieved of all duties during a meal break, the employee should clock out and the meal period will be unpaid time.

#### Requirements

Non-exempt employees are required to:

- Honor the schedule and the budgeted hours of their position.
- Submit an accurate record of time worked on a daily, work week, and pay period basis
- Clock in immediately upon starting work for the day and clock out immediately upon finishing work for the day
- Clock out immediately upon stopping work for a meal break and clock in immediately upon resuming work after a meal break
- Notify their supervisor as soon as possible if an entry into the timekeeping system has been missed and needs correction
- Clock in and out personally. No employee may clock in and out for another employee, except a supervisor that is correcting their employee's timekeeping entry.
- Get prior approval from their supervisor to work any unscheduled time
- Get prior approval before working through a scheduled break or lunch period

### **OFF-THE-CLOCK WORK**

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Doing work that is not reported in the timekeeping system (off-the-clock work) is prohibited. No employee or supervisor may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to Human Resources.

### **EMPLOYEES AND VOLUNTEER ACTIVITIES**

Time spent in service to Faith Bible Church as a job expectation is time worked as an employee and is paid time. Time volunteered at Faith Bible Church is time given freely as a gift from an individual, and not paid time.

An employee may volunteer at Faith Bible Church only if all the following conditions are met:

- Volunteer work or service must be solely at the employee's initiative, not at the request or suggestion of the employer.
- The employee must be performing a task or service outside of their regular job functions performed for Faith Bible Church.
- Volunteer work or service must be performed outside the employee's normal or regular work hours.
- The employee must be performing a religious, charitable, or other community service without contemplation of payment.

### **OVERTIME**

Faith Bible Church complies with all applicable federal and state laws with regard to payment of overtime work for non-exempt employees. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

A defined workweek determines when overtime has been earned. Faith Bible Church will not authorize compensatory time off for non-exempt employees to avoid paying time already worked or overtime that has already been earned. Faith Bible Church may alter the schedule of a non-exempt employee to pre-emptively avoid earning overtime. Faith Bible Church may also schedule unpaid time off outside the same workweek as overtime was earned to help the employee regain personal time lost while working overtime and to maintain the budgeted cost for the employee's position.

Non-exempt employees may be required to work overtime from time to time. Any overtime worked must be authorized by a supervisor in advance. Working unauthorized overtime or the refusal to work assigned overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

### **EXEMPT EMPLOYEE PAYROLL DEDUCTIONS**

Faith Bible Church complies with Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. The FLSA only allows deductions from the salaries of exempt employees for the following circumstances, which Faith Bible Church may or may not make:

- When an employee is absent from work for one or more full days for personal reasons other than sickness or disability

- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- To offset amounts received as jury or witness fees, or for temporary military duty pay
- For penalties imposed in good faith for infractions of safety rules of major significance
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions
- In the employee's initial or terminal week of employment if the employee does not work the full week
- For unpaid leave taken by an FMLA-eligible employee under the Federal Family and Medical Leave Act

Most other deductions from an employee's pay must be voluntary and authorized in writing by the employee. However, Faith Bible Church will comply with garnishment ordered by agency or court orders.

If an employee believes an improper deduction has been made, they should immediately report this to their supervisor or the person responsible for payroll processing. Reports will be promptly investigated and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

#### **PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS**

Periodic pay increases may be given based upon merit, economic factors, and the sustainability of Faith Bible Church. There may not be an automatic annual cost of living adjustment. Pay also may be adjusted downward when there is job restructuring, job duty changes, job transfers, or adverse economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in pay rate. If demotion occurs, employees will maintain their seniority with Faith Bible Church.

#### **PERFORMANCE EVALUATION**

In addition to other coaching conversations, employees will generally receive a review of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at the exact same time each year, at the discretion of the employee's supervisor.

If the employee receives an evaluation sheet or other written document, they will be required to sign it. An employee's signature confirms they have been given the opportunity to examine the evaluation and discuss it with their supervisor and does not necessarily indicate the employee agrees with the content. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation.



**WORK ASSIGNMENTS**

On occasion, employees may be required to perform duties that are not part of their job description or usual tasks. This may happen for many reasons, including a co-worker being absent, a position being temporarily vacant, or department or Faith Bible Church is particularly busy. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Employees should speak with their supervisor if they have questions about processes or procedures that are not part of their regular duties. Employees will be paid their regular rate of pay unless notified otherwise by their supervisor.

**ACCOUNTABLE EXPENSE REIMBURSEMENT**

Faith Bible Church covers the cost of necessary ministry expenses, either through direct purchase or by reimbursement, according to any applicable state or federal laws. Employees must follow the Accountable Reimbursement Policy when spending money in a ministry-related capacity.

Some examples of covered expenses include purchasing items, tools, and services needed to perform work, and traveling for ministry.

Employees who are issued ministry credit cards are required to use them for ministry purchases whenever possible and follow the Accountable Reimbursement Policy, which will be provided upon issuance of the credit card.

Expenses needing reimbursement require pre-approval from the employee's direct supervisor, submission of receipts, and a completed reimbursement request form. Contact the Finance Director to receive the current Accountable Reimbursement Policy and reimbursement forms.

**ADVANCES AND LOANS**

As a non-profit, Faith Bible Church does not give advances or loans to employees.

## **BENEFITS**

### **HEALTH AND WELFARE BENEFITS**

Faith Bible Church complies with all applicable federal and state laws regarding benefits administration. All regular employees scheduled and generally working at least 30 hours a week are entitled to health insurance and other Faith Bible Church-sponsored health benefits, when in effect. Faith Bible Church reserves the right to change or terminate health plans or other benefits at any time.

New qualifying employees will be eligible for coverage first day of the month following hire/eligibility. New employees may elect not to be covered, with the permission of Faith Bible Church, provided the percentage of employees not covered is within the benefit plan specifications.

### **CONTINUATION OF BENEFITS**

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), or a state mini-COBRA law, employees may be allowed to continue their health insurance benefits, at their own expense, for a set number of months after experiencing a qualifying event. Length of coverage may be dependent upon the qualifying event.

To qualify for continuation of health benefits, the covered individual must experience a qualifying event that would otherwise cause them to lose group health coverage. The following are qualifying events:

#### For Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

#### For Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

#### For Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

See Human Resources for additional information.

**GROUP LIFE AND DISABILITY INSURANCE**

All full-time employees are entitled to Life and Disability Insurance benefits effective the first day of the month after their date of employment. Life insurance limits will be determined at the time of hire. Employee contributions to the plans are paid by payroll deduction, which must be authorized in writing.

Detailed information about the plans will be made available at time of enrollment and employees may also refer to the Summary Plan Description for more information.

**RETIREMENT**

Beginning the first day of employment, regular staff working 20 or more hours per week are eligible to contribute to Faith Bible Church's retirement plan through payroll deduction. Faith Bible Church will make matching contributions of up to 5% of an eligible employee's annual salary. Pastoral staff receive an additional 3% fixed contribution if they also contribute. Detailed information about the plans will be made available at time of enrollment.

## **LEAVES AND TIME OFF**

### **HOLIDAYS**

All employees are entitled to the following paid holidays, during which the office will be closed:

- New Year's Day
- Martin Luther King, Jr. Day
- Easter Monday
- Memorial Day
- Fourth of July
- Labor Day
- Wednesday before Thanksgiving
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

### **CHRISTMAS TO NEW YEAR'S CLOSURE**

Faith Bible Church offices will be closed the week between Christmas and New Year's Day. Employees may take this time off only if their job allows it or if urgent work needs are completed. Some employees' ministry responsibilities may require them to work during this time or to be called in during this time. This is not considered vacation time so unused hours are not accrued and do not roll over.

### **Church Wide Event Attendance**

Church-wide events are an integral part of community and growth at Faith Bible Church. Church-wide events include Good Friday, Easter Sunday, Christmas Eve, and other events where all the church is invited to attend.

Employees with roles that are ministerial in nature or integral to production are required to attend all church-wide events and participate in the roles or responsibilities assigned to them during these events.

Employees who are considered support staff or non-exempt based on their role are not required to attend church-wide events unless explicitly requested by church leadership. If non-exempt employees are asked to attend, they will be compensated for their time, including any applicable overtime, as per federal and state labor laws.

If you need clarification on your employment status or are unsure if an event is considered "church-wide", please verify with your supervisor.

## **VACATION**

Faith Bible Church values a work-life balance and offers paid vacation time, which we encourage our staff to use. Employees will not be paid wages in lieu of unused vacation.

### Leave Amounts and Eligibility

All regular employees are eligible for vacation. Full-time employees scheduled to work 40 hours per week will earn vacation according to the schedule below. Pastors and directors receive vacation time based on their years of experience in ministry at time of hire. Employees scheduled less than 40 hours per week will earn a prorated amount based on hours scheduled.

In the year an employee's anniversary moves their vacation to the next benefit level, the full higher rate will be implemented at the beginning of the next year.

### Other Staff

<b>Employment Years</b>	<b>Weeks Earned</b>	<b>Hours Earned</b>
Years 1 – 5	2 weeks	80 hours
Years 6 – 10	3 weeks	120 hours
Years 11 +	4 weeks	160 hours

### Mid-Year Hires

- New employees will receive a pro-rated amount based on their start date.
- New employees may begin using vacation at the completion of the introductory period, pending supervisor approval.

### Vacation Earning Method

A lump sum of vacation will be awarded at the beginning of each calendar year.

### Rollover and Caps

Up to 1 week of unused vacation may be carried over into the following year up to the maximum bank of 5 weeks.

### Sundays and Blackout Dates

Pastors and Directors for whom Sunday is a regular workday may take off up to 4 Sundays a year in vacation, and 6 total if Ministry Engagements or Mission Trips are included. Time-off will generally not be approved for Christmas Eve, Easter and Good Friday. Any exceptions must be approved on a case-by-case basis by the Leadership Team.

### Approval

Vacation requests should be submitted to the appropriate supervisor for approval, with as much notice as possible, to minimize disruption in the workplace.

### Employment Separation

Unused vacation will be paid out upon employment separation.

### **PAID SICK LEAVE**

Faith Bible Church understands that illnesses and healthcare needs are a part of every employee's life and provides paid sick leave according to the policy below. Sick leave is granted for the purpose of supporting Faith Bible Church staff. Employees will not be paid wages in lieu of unused sick leave.

All regular full-time and part-time employees will receive 2 weeks of paid sick leave annually. Sick leave amounts for part-time employees will be prorated based on their regularly scheduled weekly hours. Any unused sick leave will expire on December 31 each year and new hours of sick leave will be issued on January 1 of each year.

### New Hires

- New employees will receive the full annual amount (2 weeks).
- New employees may begin using sick leave as soon as it is awarded, pending supervisor approval.

### Sick Leave Uses

Sick leave may be used for:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, for either an employee or an employee's family member
- An employee who is a victim of domestic violence, sexual assault, or stalking

For the purposes of this policy, family members include spouse, parents or children who are biological, adopted, step or foster, and any family member living within the same household.

### Notification

To be eligible for paid sick leave, employees must provide proper notification of absence as discussed under the Attendance and Tardiness policy. Employees must give this notification for each day they are absent. Employees may be required to submit, in writing, the reason or reasons for their continued sick leave, the estimated date of return, and whether any supplemental income payments are being received or whether application for them is pending. When the need for sick leave is known in advance, employees should provide the most notification possible under the circumstances. In the

case of certain absences exceeding three consecutive workdays, Faith Bible Church may request a note from the employee's doctor.

#### **PAID PREGNANCY LEAVE AND PAID PARENTAL LEAVE**

Faith Bible Church offers paid leaves to provide support to full-time employees who are in need of pregnancy-related disability leave and to provide support to parents to bond with a new child.

Employees should give notice no later than the 20th week before the baby is expected, or within 7 days of the adoption or foster agency notifying the employee that they have been matched with a child. If for any reason the employee wishes to change the start date of the leave, they should give 30 days' notice of the change, unless this cannot reasonably be done.

For birth moms using both pregnancy and parental leave, prior to the start of the leave, the employee and Faith Bible Church will create a Return-to-Work plan. The employee is expected to communicate with Faith Bible Church if the leave plan or Return-to-Work plan needs to change while on leave.

Employees who are eligible for other paid pregnancy or parental leave benefits outside of this employer-sponsored policy will have their Faith Bible Church leave pay reduced so that the total amount of leave pay received does not exceed regular pay.

#### **Paid Pregnancy Leave**

The purpose of this medical leave is to provide paid time off at the regular rate of pay for a pregnancy-related disability. Employees are entitled to a maximum of 4 consecutive weeks of paid pregnancy disability leave for a regular birth and a maximum of 6 consecutive weeks for a cesarean birth, to run concurrently with FMLA (when applicable). Employees should give notice no later than the 20th week before the baby is expected. If for any reason the employee wishes to change the start date of the leave, they should give 30 days' notice of the change, unless this cannot reasonably be done.

#### **Paid Parental Leave**

The purpose of this leave is to provide paid birth, adoptive and foster parents time off at the regular rate of pay for the purpose of bonding with a new child. Upon completion of 1 full year of service, full-time employees are entitled to a maximum of 2 consecutive weeks of paid parental leave within a 12-month period, to run concurrently with FMLA when applicable. Parental leave must be taken within the first twelve months following the birth or placement of the child.

## **FAMILY AND MEDICAL LEAVE ACT**

### Leave Entitlements

Under the Family and Medical Leave Act (FMLA), an eligible employee can take up to 12 weeks of *unpaid, job-protected leave* in a 12-month period. To be eligible, an employee must meet the following three criteria:

- Have worked for Faith Bible Church for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where Faith Bible Church has at least 50 employees within 75 miles of the employee's worksite.

Eligible employees can take leave for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

### Using Leave

An employee does not need to use leave in one block. When it is medically necessary or Faith Bible Church otherwise approves, employees may take leave intermittently or on a reduced schedule. Employees on FMLA leave may be required to report periodically to Faith Bible Church regarding their status and intent to return to work. An employee who fails to return to work at the expiration of the leave without an approved extension will be considered to have resigned.

Employees must inform Faith Bible Church if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employees may choose, or Faith Bible Church may require, use of available Faith Bible Church paid leave while taking FMLA leave. If an employee uses available Faith Bible



Church leave for FMLA leave, they must comply with Faith Bible Church's normal paid leave policies.

Employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify their supervisor as soon as possible.

#### Combined FMLA Limits for Spouses

Eligible spouses who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child,
- The placement of a son or daughter with the employee for adoption or foster care and bonding with the newly placed child, and
- The care of a parent with a serious health condition.

Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (commonly referred to as "military caregiver leave") if each spouse is a parent, spouse, son or daughter, or next of kin of the servicemember. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.

#### Documentation

Faith Bible Church may require a certification from a health care provider, and periodic recertification, supporting the need for leave. If certification is requested, employees will have 15 days to provide it. If we determine that the certification is incomplete, we will provide a written notice indicating what additional information is required.

Employees do not have to share a medical diagnosis but must provide enough information so that Faith Bible Church can determine if the leave qualifies for FMLA protection. Sufficient information could include a doctor's note informing Faith Bible Church that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary.

If we become aware that an employee's need for leave is for a reason that may qualify under the FMLA, we will notify the employee if they are eligible for FMLA leave and, if eligible, provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, we will provide a reason for ineligibility. Faith Bible Church will notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### Benefits

While employees are on FMLA leave, health insurance coverage will continue as if the employees were not on leave. Employees are responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance (or on the schedule established by the payroll department) may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

Faith Bible Church reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by Faith Bible Church while the employee was on FMLA leave if the employee fails to return from FMLA. Faith Bible Church will not seek reimbursement if the failure to return is due to continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member that would otherwise qualify for FMLA leave, or other circumstances beyond the employee's control.

Faith Bible Church will not interfere with an employee's FMLA rights or retaliate against them for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Employees who believe they have not received the benefits to which they are entitled under FMLA are strongly encouraged to speak to another member of management or Human Resources for clarification or resolution. Failing that, an employee is able to file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private action. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

### **TEMPORARY DISABILITY LEAVE**

Knowing that a temporary disability may prevent employees from coming to work for a period of time, Faith Bible Church may grant a temporary, unpaid disability leave. This leave does not have a minimum or maximum time frame. Rather, Faith Bible Church will attempt to reasonably accommodate the needs of the employee as well as the needs of Faith Bible Church. If a leave is granted, any extensions will be subject to the same considerations.

Employees requesting a temporary disability leave submit a written request to Human Resources. That request should be accompanied by a doctor's statement identifying how the temporary disability limits the employee's ability to work, the date and the estimated date of return. Should the expected return date change, the employee should notify the Faith Bible Church as soon as possible. Prior to returning to work, the employee will be required to submit written medical certification of their ability to return to work, including any restrictions. Depending on position availability at the time of return, and if the employee's medical certification verifies the employee's ability, they will be reinstated to their former position or one that is substantially the same.

The leave will be unpaid, except that employees must use any available paid sick leave concurrently and may choose to use other accrued paid time off concurrently once their sick leave has been exhausted.

#### **COMPASSION LEAVE**

All employees are provided with up to 5 days of paid compassionate leave each year as needed in the event of an immediate family member's death. Compassionate leave should be requested of the employee's ministry area leader as soon as possible upon learning of the death.

The use of compassionate leave is also allowed for short-term crisis events with an immediate family member. Compassionate leave for short-term crises will be granted on a case-by-case basis and must be approved by the Director of Operations and the employee's supervisor. Proof of the need for leave may be required. The annual limit of 5 days still applies.

Employees become eligible to use compassionate leave immediately. While on compassionate leave, employee's will receive their base rate of pay and regular benefits.

For the purposes of this compassionate leave policy, "immediate family" is defined as parent, spouse, child, sibling, grandchild, parent-in-law, grandparent, all corresponding step-relatives, and anyone living within the same household.

#### **PERSONAL LEAVE OF ABSENCE**

When not detrimental to the ministry of the church, a leave of absence without pay will be considered for extraordinary circumstances. This can be granted only with the approval of the Leadership Team and Elder Board. Faith Bible Church will consider all factors, including the necessity of the leave and the impact on business operations, and provide written approval or denial of the request at its sole discretion.

Employees may request a leave of absence for compelling reasons not included in the family/medical leave policy, such as:

- Extended family crisis
- Extended short-term missionary service

Employees should request a leave of absence by contacting the Director of Operations. Unpaid leave for other than family or medical leave may be granted from 1 week up to a maximum of 8 weeks. If more than 8 weeks is requested, it may be granted, but employees will be financially responsible for any medical, life, and long-term disability premiums for which they are eligible.

If approved, employees must use their leave of absence for the approved purpose. Sick leave, vacation time, seniority and other benefits will not accrue during an unpaid leave

of absence. Holidays that occur during the leave of absence will not be paid. If an employee fails to return to work on the scheduled date of return, Faith Bible Church will assume the employee has resigned.

Nothing in this policy is intended to authorize a violation of state or federal laws. The applicable law will always supersede any provision of this policy.

#### **VOTING LEAVE**

If an employee does not have two or more consecutive hours during which the polls are open, either before or after their regularly scheduled work hours, then the employee will be given up to two hours to vote in any state or federal election. The two hours will be compensated at the employee's regular rate of pay.

#### **ELECTED OFFICIAL LEAVE**

Employees who attend political conventions as a delegate will be given unpaid time off to carry out this duty. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

#### **JURY DUTY LEAVE**

To fulfill their civic duty, employees will be provided time off to report for jury duty. Faith Bible Church may ask the employee to request to be excused from service, or request postponement, if their absence from work would create a serious hardship to Faith Bible Church.

A copy of the original summons must be submitted to the employee's supervisor as soon as it is received. Faith Bible Church may require the employee to provide proof of jury duty service to the extent authorized by applicable federal, state, or local law. Employees should report for work on any day, or partial day, not actually spent attending jury duty, unless the time spent in jury duty has met or exceeded the employee's expected work hours.

Employees may keep any fees received for jury duty. Jury duty leave is paid for up to 4 weeks. Jury leave in excess of 4 weeks is unpaid, though employees will be allowed (not required) to use earned, unused vacation, if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act, meaning they will be paid their full weekly salary unless they are on leave for an entire workweek during which no work is performed. If so, they may use earned, unused vacation. Upon return to work, the employee will be reinstated to their prior position without loss of seniority and will be treated as if they have been on a leave of absence.

#### **WITNESS LEAVE**

Employees who are required to appear in court (as a witness, to appear with a minor, or because they are the victim in a criminal case) will be granted leave for the time needed to fulfill their obligations. Faith Bible Church may require the employee to provide proof of the court appearance to the extent authorized by applicable federal, state, or local law.

Employees should report for work on any day, or partial day, not actually spent attending jury duty, unless the time spent in jury duty has met or exceeded the employee's expected work hours.

Witness leave is unpaid, though employees will be allowed (not required) to use earned vacation if any is available. Exempt employees will be paid in accordance with the Fair Labor Standards Act, meaning they will be paid their full weekly salary unless they are on leave for an entire workweek during which no work is performed. If so, they may use earned, unused vacation. These protections may not cover an employee who is a defendant in a criminal case.

#### **MILITARY LEAVE**

Employees on a military leave of absence are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided they meet the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

USERRA generally applies to employees who are in the:

- Army, Navy, Air Force, Marines, and Coast Guard (both active and reserve components)
  - Army and Air National Guard
  - Space Force
  - Commissioned Corps of the Public Health Service
  - Federal Emergency Management Agency reserves
  - Any other category designated by the President in time of war or emergency
- National Guard members on State Active Duty are covered by USERRA when they meet any of the following criteria: a.) Serving for a period of 14 days or more, or b.) in support of a national emergency declared by the President under the National Emergencies Act, or c.) in support of a major disaster declared by the President under section 401 of the Stafford Act.

In certain circumstances, a letter from the employee's commanding officer may be requested to establish the dates of duty.

## **ADDITIONAL LEAVES AND BENEFITS**

### **PROFESSIONAL DEVELOPMENT TIME**

Employees are encouraged to continually learn, and study topics related to their positions to foster career growth as well as keep Faith Bible Church on the cutting edge. To be eligible for professional development time an employee must be full-time and employed for six months continuously.

Some examples of professional development time use include:

- Taking an online class related to the employee's job
- Attending a conference related to the employee's job
- Other pre-approved professional development courses

Interested employees should contact Human Resources for further information.

### **TUITION REIMBURSEMENT**

Full-time staff members wanting to pursue continuing education to develop or expand their role at Faith Bible Church may request financial assistance through their supervisor, and the Director of Operations, for review by the Personnel Advisory Team. Faith Bible Church will reimburse 100% of tuition and fees up to \$3,200 per calendar year upon approval by the DOP and the employee's supervisor. Courses must be satisfactorily completed for reimbursement.

Requests for support must be made at least two months in advance of each semester and are subject to budget availability at the time of request.

### **MINISTRY ENGAGEMENTS LEAVE**

Pastoral staff may request up to two weeks of leave, including a Sunday, for ministry engagements. Examples of ministry engagement include serving as a guest pastor or being a leader or participant in training conferences, classes, conventions, etc. Consecutive Sundays must be approved by the Operations Pastor. Sundays used for ministry engagement leave and not directed as a work assignment on behalf of Faith Bible Church will be counted toward the maximum annual Sunday absences.

### **MISSION TRIP LEAVE**

Faith Bible Church recognizes the value of an employee's participation in local, national, and global missions and would like to facilitate this area of service for those whose roles do not include mission trips as a job requirement. For this reason, regular full-time employees who have been employed full time by Faith Bible Church longer than one year may request up to five working days off with pay every year to participate in a Faith Bible Church-sanctioned mission trip. If the trip is longer than five workdays, vacation days may be used for the remainder of the trip. For employees whose roles include required participation, time and expenses are paid.

This time off is at the discretion of the employee's supervisor and should not interfere with the employee's responsibilities. A paid leave of absence to participate in a mission trip will be dependent upon the timing of the trip with relation to the employee's responsibilities as well as upon the employee's past job performance. Employees are expected to be aware of peak work periods in their ministry and shall not request time off during such periods. Sundays used by pastors for mission trip leave and not directed as a work assignment on behalf of Faith Bible Church will be counted toward the maximum annual Sunday absences.

Each employee may be required to pay all related costs for the trip such as airfare, meals, housing, etc. This policy relates only to compensation for time off from work.

Unused mission trip time is not reimbursable as salary and is not transferable as vacation time. It is not being provided for employment services but is a benefit to encourage local, national, and global outreach.

## **HEALTH, SAFETY, AND SECURITY**

### **NON-SMOKING**

Smoking, vaping, and the use of tobacco products are not permitted in any Faith Bible Church buildings, work sites, or vehicles.

### **SUBSTANCE USE**

Faith Bible Church is dedicated to providing employees with a workplace free of drugs and alcohol. While on Faith Bible Church premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), if they do not create safety issues or impair an employee's ability to do their job.

Employees are strictly prohibited from possessing illegal drugs, cannabis, or excessive quantities of prescription or over-the-counter drugs while on Faith Bible Church premises, performing Faith Bible Church-related duties, or operating any Faith Bible Church equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their supervisor of any resulting job limitations. Once notified, Faith Bible Church will make reasonable efforts to accommodate the limitation.

Faith Bible Church reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at Faith Bible Church's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

Violation of this policy may result in discipline, up to and including termination.

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

### **REASONABLE ACCOMMODATIONS**

#### Disability

If Faith Bible Church is made aware of an employee's disability and resulting need for accommodation, Human Resources or the employee's supervisor will engage with them in the interactive process. This process will determine what, if any, accommodations are



necessary and reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. Human Resources will provide employees with the [necessary form](#).

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

### Pregnancy

This policy reflects an employee's right to accommodations under the federal [Pregnant Workers Fairness Act](#) and does not override any additional rights or accommodations provided by existing or future state or local law.

Faith Bible Church will provide reasonable accommodation to pregnant employees for known limitations related to affected by, or arising out of pregnancy, childbirth, or other related medical conditions, whether or not such condition meets the definition of disability, provided that such limitations have been communicated by the employee or their representative and provided accommodations would not create an undue hardship.

Examples of potential accommodations include, depending on the nature of the position:

- Seating or modification of seating
- Additional break time to use the bathroom, drink or eat, and rest
- Time off for healthcare appointments
- Leave or time off to recover from childbirth or miscarriage
- Limitations on strenuous activities
- Temporary reassignment
- Flexible hours or remote work

If you need an accommodation, notify your supervisor or Human Resources. You may be asked to provide additional information, such as how it will address limitations caused by pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, Faith Bible Church will engage with you in the interactive process to accurately understand your limitations and find reasonable accommodations.

If leave is provided as a reasonable accommodation, it may run concurrently with other leave(s) provided by federal, state, or local law.

**INJURY AND ACCIDENT RESPONSE AND REPORTING**

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available supervisor. Employees should provide any assistance requested by that supervisor. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to Human Resources as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources, including a determination as to whether the injured employee may return to work.

When questions are asked by law enforcement or fire officials making an investigative report, employees should provide factual information, not speculation, including speculation regarding individual or organization liability.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, Faith Bible Church has an independent interest in making its facilities a safe and healthy place to work. Faith Bible Church recognizes that employees may be in a position to notice dangerous conditions and practices and encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a supervisor immediately. Appropriate measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

**WORKERS' COMPENSATION**

Failure to report an injury within a reasonable period of time could jeopardize an employee's claim for benefits. Faith Bible Church carries insurance that covers work-related injuries and illnesses. State law and the workers' compensation insurance carrier govern the benefits provided. These benefits will not be limited, expanded, or modified by any statements of Faith Bible Church personnel or Faith Bible Church documents. In the case of any discrepancy, the insurance carrier's documents will take precedence.

**WORKPLACE VIOLENCE AND SECURITY**

Faith Bible Church expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, volunteer, congregation member, or Faith Bible Church property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on Faith Bible Church premises, will be subject to discipline, up to immediate termination.

Employees share the responsibility of identifying and alleviating threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence,

should immediately report this information to a supervisor. Threats will be investigated, and appropriate disciplinary action will be taken.

#### **DRIVING SAFETY**

Employees who drive on Faith Bible Church business are expected to drive safely and responsibly and to use common sense and courtesy. Besides being required to follow all current state laws, employees are also subject to the following rules and conditions:

- A valid driver's license must be maintained as a condition of continued employment for positions that require driving. Faith Bible Church may request to see an employee's license at any time.
- Employees who drive their own vehicles for work must maintain the minimum amount of insurance required by state law as a condition of continued employment. Faith Bible Church may request proof of insurance at any time.
- Employees must wear seat belts.
- Use of electronic devices while driving is prohibited unless using a hands-free or voice-operated feature in compliance with current law. Employees are permitted and encouraged to communicate to coworkers and community members the reason why calls may not be returned immediately.
- Employees using a device for navigation purposes should complete all set up before starting the vehicle.
- Use of electronic devices for purposes other than navigation is strictly prohibited. This includes, but is not limited to, phone calls, text messages, e-mails, browsing the internet, and reading. If an employee needs to engage in any of these activities, they must pull over to a safe location.
- Employees should not engage in other distracting activities such as eating, shaving, or applying makeup, even in stopped or slow-moving traffic.
- The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited. This includes, but is not limited to, over-the-counter cold or allergy medications and sleep aids that have a residual effect.
- Employees must follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- Employees must not allow anyone to ride in any part of the vehicle not specifically intended for passenger use or any seat that does not have a working seat belt.
- Employees must promptly report any accidents to local law enforcement as well as Faith Bible Church.
- Employees must promptly report any moving or parking violations received while driving on Faith Bible Church business or in Faith Bible Church vehicles.

#### **INCLEMENT WEATHER AND OUTAGES**

This policy establishes guidelines for operations during periods of extreme weather and similar emergencies. Faith Bible Church will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to

report to work. However, employees are not advised to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment regarding road conditions and other safety concerns.

#### Designation of Emergency Closing

Only by the authorization of designated managers will Faith Bible Church cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of Management to release employees. Employees will generally be expected to remain at work until the appointed closing time.

#### Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

#### Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be excused from work without pay for partial days, with the option of using paid time off for the remainder of the day.
- Exempt employees will be expected to continue work from home if their job duties allow. Faith Bible Church will pay the exempt employee's regular salary regardless, as outlined in the Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

#### Other Work Options

During closures, supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

## **WORKPLACE GUIDELINES**

### **HOURS OF WORK**

Employees will be given their work hours upon hire, and at the time of any change in position, and are expected to be at their work area, ready to work at their scheduled time. If the normal work hours are changed or if Faith Bible Church changes its operating hours, employees will be given notice.

### **LUNCH PERIODS**

Lunch periods are unpaid for non-exempt employees and are a time when the employee is relieved of all job duties. Lunch periods:

- May not be waived if the waiver would result in overtime.
- Lunch times should be approved by the supervisor and should not exceed the approved duration

### **LACTATION ACCOMMODATION**

Faith Bible Church provides a supportive environment to enable breastfeeding employees to express breast milk during work hours for up to one year following the birth of a child. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public which may be used by an employee to express breast milk. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

### **ATTENDANCE AND TARDINESS**

Employees are expected to be at work and ready to go when their scheduled shift begins or resumes. If an employee is unable to be at work on time, or at all, they must notify their supervisor before the start of their scheduled workday. If an employee's supervisor is not available, the employee should contact another member of management. If an employee is physically unable to contact Faith Bible Church, they should ask another person to make contact on their behalf. Leaving a message with a co-worker or by voicemail is not considered proper notification. Excessive tardiness or absences are unacceptable job performance.

When an employee calls in absent, they should provide their expected time or date of return. Faith Bible Church reserves the right to require proof of the need for absence, if allowed by law. If an employee is absent for three consecutive days and has not provided proper notification, Faith Bible Church will assume that the employee has voluntarily quit their position and will proceed with the termination process.

If an employee becomes ill during their scheduled workday and feels they may need to leave before the end of their shift, they should notify their supervisor immediately. If an employee is unable to perform their job at an acceptable level, they may be sent home until they are well enough to work.

Absences should be arranged as far in advance as possible. When an employee needs to be absent during the workday, they should attempt to schedule their outside appointment or obligation so that their absence has the smallest impact possible on business operations.

#### **PERSONAL APPEARANCE**

Employees are to present an approachable and respectable image, both through behavior and appearance, and should wear work-appropriate attire during work hours, or any time they are representing Faith Bible Church. Clothing should be clean and neat in appearance. When determining what attire is appropriate, employees should consider their level of congregation and public contact and the types of meetings they are scheduled to attend.

The following are generally not considered work-appropriate:

- Any attire that presents a safety hazard or interferes with performing work
- Bare feet or flip flops
- Clothing with offensive slogans or pictures
- Visible tattoos with inappropriate content
- Sagging pants
- Sexually provocative clothing or exposed undergarments

Employees are to maintain appropriate general hygiene, including oral hygiene and keeping hair neat and clean (including facial hair). Please keep in mind that the use of perfume or cologne may trigger allergies and that some scents may be disruptive or unpleasant to others. For this reason, Faith Bible Church may find it necessary to ask a staff member to refrain from use of perfume or cologne or other highly scented products.

Supervisors are responsible for ensuring their department follows personal appearance guidelines. Any employee who does not follow these guidelines may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change.

#### **CONFIDENTIALITY**

Faith Bible Church desires to be good stewards of not only their financial resources but also the information with which they have been entrusted. As a condition of employment, employees may not disclose confidential information to anyone outside Faith Bible Church without appropriate authorization. Confidential information may include financial information, tithing details, internal communication or reports, congregation member lists, employee and congregation member personal information, and counseling details (except when necessary due to mandated reporting responsibilities), as well as information regarding the development of systems, processes, products, design, and technology.

Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of the public, congregation members, or volunteers. Employees are expected to remember the need for discretion at all times. This policy is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act.

#### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Faith Bible Church is not a covered entity as defined by HIPAA. Faith Bible Church may, however, maintain certain health information that is subject to HIPAA requirements. Thus, Faith Bible Church will follow HIPAA privacy and security provisions with respect to that protected health information (PHI). HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security, and health information electronic transmission. Faith Bible Church will consider any breaches of privacy and confidentiality with respect to PHI to be serious, and disciplinary action will be taken in accordance with the corrective action policy.

#### **CONFLICT OF INTEREST**

A conflict of interest arises when an employee is engaged in activity that could be detrimental to Faith Bible Church. This includes when an employee improperly uses their position with Faith Bible Church for personal gain or the gain of someone with whom they have a relationship. *Improper use* includes behavior that is illegal, as well as behavior that is unethical or questionable to a reasonable person.

These are some examples of a conflict of interest:

- An employee requesting or requiring gifts or discounts in exchange for starting or continuing a business relationship with a congregation member or vendor.
- An employee selecting a relative's business as a supplier when they have not produced the best proposal.
- An employee taking a second job and sharing confidential information with the employer.
- An employee taking a second job that interferes with their ability to do their work for Faith Bible Church at their full potential, whether due to scheduling, exhaustion, or some other factor.

How things appear, whether accurate or not, has a significant impact on Faith Bible Church's reputation, and employees should avoid the appearance of a conflict of interest. Each employee will be given a separate Conflict of Interest policy which provides greater detail and requires an employee signature.

**OUTSIDE ACTIVITIES**

Employees may engage in outside employment during non-working hours. However, if that position constitutes a conflict of interest or interferes with the employee's job at any time, the employee may be required to limit or end their outside employment in order to retain their position at Faith Bible Church. Prior to accepting outside employment, employees should give written notice to their supervisor, including the name of the employer, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours.

**REPORTING IRREGULARITIES**

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of Faith Bible Church funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it will be considered part of the problem and corrective action will be taken accordingly.

**EXPECTATIONS OF PERSONAL PRIVACY**

Any items brought to or taken off Faith Bible Church premises, whether property of the employee, Faith Bible Church, or a third party, are subject to inspection or search unless prohibited by law. Desks, workstations, work areas, computers, hard drives, files, e-mails, voice mails, etc. are subject to inspection or search, as are all other property owned or controlled by Faith Bible Church. Any inspection or search conducted by Faith Bible Church may occur at any time, with or without notice. Failure to submit to a search will be grounds for discipline.

To promote the safety of employees and visitors, as well as the security of its facilities, Faith Bible Church reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras may be positioned in *appropriate* places within and around Faith Bible Church buildings. Exceptions to this policy include private areas of restrooms, showers and dressing rooms.

**HARDWARE, SOFTWARE, AND SYSTEMS USE**

Faith Bible Church policies are always in effect when Faith Bible Church Systems are in use. For this policy, Faith Bible Church Systems include, but are not limited to, Faith Bible Church-issued hardware, software, platforms, applications, internet, email, productivity tools, messaging tools, cloud-based storage, networks, and any other tool or program provided by or through Faith Bible Church or its hardware or internet connection. It is the policy of Faith Bible Church to respect all computer software rights and to adhere to the terms of all software licenses.

The following guidelines have been established for using Faith Bible Church Systems:

- Faith Bible Church Systems may not be used for transmitting, retrieving, or storing any communications of a defamatory, abusive, profane, discriminatory, harassing, pornographic, or obscene nature.



- Employees may not independently download new programs, applications, or browser extensions without prior approval or upon request of the IT department.
- Emails/messages on Faith Bible Church accounts are not guaranteed to be private or confidential, are considered business records, and may be subject to discovery in the event of litigation. Faith Bible Church reserves the right to examine, monitor, and regulate communication, emails, directories, and files, and internet usage.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Because most content is or could be copyrighted (a notice of copyright is not required), employees should proceed with caution when using or reproducing materials.
- Except as necessary for work, employees should avoid viewing videos, mass-forwarding emails, or engaging in other Systems activities that create distractions.
- Each employee is responsible for the content of all text, audio, or images they send through Faith Bible Church's internet and email system.
- Employees may not send emails or messages in which they are not identified as the sender.
- Access to non-essential technology and programs may be limited or revoked at any time.

#### **SOLICITATION AND DISTRIBUTION**

Solicitation during work time and in work areas is prohibited. Solicitation is defined as the act of asking for something, selling something, urging someone to do something, petitioning, or distributing persuasive materials. This could include, but is not limited to, asking for donations for a child's school (including through sales of a product), distributing political materials, or collecting signatures. Work time includes time scheduled to be performing work duties, for either the person soliciting, or the person being solicited. Work areas include all areas where employees generally do work, such as cubicles, offices, or conference rooms, and does not include areas such as the lunch or break room.

This policy does not prevent employees from using their approved breaks and rest periods to solicit outside of working areas and is not intended to infringe an employee's Section 7 rights. Those not employed by Faith Bible Church are prohibited from solicitation on Faith Bible Church property.

#### **SOCIAL MEDIA**

- When engaging in and sharing content online and using social media, employees should:
- Use discernment about the things you post, promote, or endorse publicly.
- Use common sense and good judgement by ensuring your profile and related content is consistent with how you wish to present yourself to the public and how you are called to represent Christ.
- Always adhere to Faith Bible Church's confidentiality policies.
- Post in the spirit of strengthening relationships rather than something that might unnecessarily stress your relationships with your colleagues, elders, deacons,

volunteers, or other church members (e.g., harsh language against groups to which colleagues belong).

- Comply with the Code of Ethics & Conduct in the Employee Handbook when posting on social media.
  - This conduct includes adherence to Faith Bible Church's anti-harassment policy.
  - Employees are expected to use good judgment and high ethical principles in making decisions, and this expectation applies to posting and/or responding on all social media platforms.

What you communicate and how you behave in public spaces (including online) can easily be perceived as representation of Faith Bible Church's belief and/or position. Staff should be strategic and intentional with their online and social media use considering whether it furthers the vision and mission of Faith Bible Church. Because of this, we have specific expectations for staff regarding their social media use:

- Blogging, vlogging, social media, and participation in online communities for personal reasons should not interfere with the staff member's job/ministry or the mission of Faith Bible Church.
- Staff should not use social media to share or create original content that contain any of the following:
  - Vulgarity
  - Offensive or derogatory content
  - Content of a sexual nature
  - Disparagement
  - Defamation/Libel
  - Discriminatory remarks
  - Threats of violence
  - Unlawful conduct
- Behavior that detracts from others' relationships with Christ, including scenes/scenarios, clothing, photos, or use of alcohol that can be misconstrued by others.
- If Faith Bible Church employees encounter a situation while using social media that may become antagonistic, employees should disengage from the dialogue in a polite manner immediately.

For more detailed guidance on the use of social media see our full policy on the staff policies page.

#### **INTELLECTUAL PROPERTY**

It is the desire of Faith Bible Church to create an environment where creativity and innovation is encouraged and rewarded. To avoid appearances of impropriety, alleviate

potential misunderstandings with its staff and promote unity the Faith Bible Church Intellectual Property Policy is as follows:

Intellectual property includes, but is not limited to, creative designs (i.e. web and stage designs), music, lyrics, original works of authorship, sermons, devotions, adult and children program curriculums, graphics, logos, data, member lists, marketing ideas, computer programming and reporting, sketches, drawings, models, video and audio productions, dramas, scripts, inventions and/or other materials related to Faith Bible Church. Staff & Contractors shall consider all work created under the doctrine of “work made for hire” to be owned by Faith Bible Church. There is a general presumption under the law that intellectual property created by a church employee or contractor is owned by the church. Faith Bible Church is free to copyright any material created by Staff and Contractors under “Work made for hire”. Exceptions to this policy can be made for specific works with Staff & Contractors under the following circumstances but not limited to:

- Teaching Pastor: Sermons
- Worship Pastors: Music & Lyrics
- Contractors: Software, work created under contract
- Other Staff: Curriculum and Class Materials

All exceptions must be documented in an agreement specific to the intellectual property and agreed to by the elders and leadership team of Faith Bible Church. If an employee of Faith Bible Church feels an exception or specific agreement is needed, they should contact their supervisor beforehand to start the process of coming to an agreement.

Material created by more than one staff person or a combination of staff and contractors will always be considered “work made for hire” and not eligible for a separate agreement. Faith Bible Church reserves the right to change or modify this policy at our own discretion and convenience.

#### **PERSONAL PROPERTY**

Faith Bible Church is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should check with their supervisor before having personal items delivered to the workplace and should not have their personal mail sent to Faith Bible Church, as it may be automatically opened.

#### **PARKING**

Parking is at the employee’s own risk. Employees and visitors are asked to lock their vehicles and remove valuables from them if appropriate under the circumstances. When the congregation is present on campus, employees are not to park in areas reserved for visitors.

## **REMOTE WORK**

All regular staff members may be allowed to perform up to 20% of their working hours remotely. This ensures availability for teamwork, congregational support and day-to-day operations. Depending on the nature of someone's role, remote work may not be an option if being present in the office is a core function of their job.

Employees may be exempt from this requirement when their job responsibilities include:

- Pastoral Care Visits
- Community Outreach
- Off-site meetings
- Event Leadership
- Sermon/Lesson preparation

Exceptions for non-pastoral staff may be considered on a case-by-case basis for reasons such as remote projects, medical accommodations, or temporary personal needs. Such arrangements should be approved by the supervisor and operations pastor and include a clear plan to ensure job responsibilities are met.

To be eligible to WFH, an employee must have:

- Access to reliable internet
- A space that is free from excessive noise or distraction
- The needed degree of privacy to maintain confidentiality during virtual meetings

## **Security**

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary Faith Bible Church and congregation member or volunteer information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Computers should be locked when you walk away, and any other household members should not be allowed access to or use of Faith Bible Church property.

## **CHILDREN AT WORK**

Our goal is to create a professional, productive work environment while supporting our employees' needs. This policy outlines the circumstances under which children may be present in church offices during our working hours.

This policy applies to all employees who may wish to bring their children to the workplace, including full-time, part-time, and temporary staff.

#### General Principles:

- Church offices are primarily designed to support professional activities and should remain a focused environment.
- While we understand that unforeseen circumstances may arise, bringing children to work should be considered a secondary option rather than a routine practice

#### Approval Process:

- In cases where the primary childcare option becomes unavailable, employees must obtain prior approval from their supervisor and the Operations Pastor before bringing a child to the workplace.
- Approval will be considered on a case-by-case basis, taking into account the nature of the work, current office conditions, and the impact on colleagues.
- Any approval of children in the workplace is granted on a temporary basis and will not supersede point 1 above.
- Supervisors should verify the following before approval:
  - Is the need temporary
  - Where will the child be during the workday
  - Do they require supervision
  - Will the child's presence be disruptive to that area
  - How long will it be necessary to bring the child to work

#### Behavior and Supervision:

- Employees must ensure their children adhere to appropriate behavior standards, minimizing noise and disruption.
- If a child's behavior becomes disruptive, the employee may be asked to make alternative arrangements

## **CHURCH DISCIPLINE**

A Biblical Church must faithfully exercise church discipline. Church Discipline is an authoritative movement towards a person in the Faith Bible Church family because of beliefs or conduct that Church Leadership (Pastor and/or Elder) deem harmful or divisive. Church Discipline is for believers and is about a friend rescuing a friend from the danger of sin. (See Matt 5; 18; Rom 16; 1 Cor 5; 2 Cor 2; Gal 6; 2 Thess 3; 1 Tim 1; 2 Tim 2; Titus 3; Heb 12)

High level categories may include:

### Doctrine

Individuals that hold unorthodox beliefs about critical theological matters, beliefs contrary to our foundational and expanded statements of faith, and those individuals that teach, share or spread these beliefs.

### Division

Individuals that cause division in the church body by means of divisive complaint, forming of factions, disrespect of leadership, disruptive public behavior and the spreading of attitudes that disrupt church unity. (NOTE WELL: Contrary opinions can be held and shared. Pastors and Elders will always remain open to criticism, contrary ideas and disagreement. But disagreement that becomes divisive behavior will not be tolerated.)

### Destructive Behavior

All people, including believers, will continue to struggle with sin this side of heaven. Biblical church discipline is not intended to create a legalistic or retributive environment, but to provide an avenue for honest engagement towards persistent pernicious sin, with the goal of holiness, not perfection. We will cautiously but intentionally engage individuals that persist in destructive sinful behavior that cause harm to themselves, their families, their children, their community or the church at large (i.e. addiction, adultery, abuse, violence, immoral or illegal behaviors, etc.).

The goal of Church Discipline at Faith Bible Church is restoration to full health, fruitfulness and fellowship in the Body of Christ. Sadly, there are some situations where restoration to the family is not possible or wise. This does not change the goal of church discipline.

### Church Discipline Protocol

Most discipline in a local church should happen within a loving community committed to truth and grace (1 Cor 5-6). Brothers and sisters should hold each other accountable to the standard of holiness to which Jesus calls His disciples. No member of the Body of Christ should take sin lightly. Approaching brothers and sisters, in love, with the expressed goal of holiness and spiritual growth, is the responsibility of the whole church. If this first-line of discipline is not successful, or the individual is not a part of a community in which these conversations should happen, Church Leadership will become involved. Church Leadership will fully abide by all pertinent legal requirements. Faith Bible has other

policies (i.e. Sexual Abuse Policy) which may overlap or require different actions. Steps through the following process will be fully communicated to the Lead Pastor and Elder Chair.

#### Discovery and Prayer

Discovery of actions/beliefs in question will be communicated directly to Leadership. Specific prayer for healing, repentance, openness, protection and grace should be the first action taken. If action is deemed necessary, an initial engagement will be pursued.

#### Initial Engagement

Leadership (Elder and/or Pastor) will engage the individual privately and in person, confirming or dismissing reports through direct questions (Matt 18:15). If confirmed, Leadership will ask the belief/behavior to change and will specify the truth and steps forward. Repentance and alignment will be celebrated.

If the initial engagement is not successful, or the individual denies the sin, then more action is necessary.

#### Subsequent Engagement(s)

After more prayer, at least two members of Leadership approach the individual or party directly (Matt 18:16). They ask, again, for alignment with true belief and/or practices. Repentance and alignment will be celebrated.

#### Follow-Up

Leadership will directly and personally follow up to ensure the goal of discipline is met and the individual is fully and fruitfully returned to fellowship within the church family.

The following potentialities may be employed by Church Leadership at any time in the process, and will be communicated personally, with grace.

- Removal from a Leadership Role within the church will be prayerfully assessed, decided and communicated as soon as is necessary. Return to leadership in the future, if appropriate, is dependent upon factors such as response, correction, healing and length of time.
- Removal from Fellowship: In the extreme case of refusal or obstinance, an individual may be asked to refrain from gathering with the family of the church, in large corporate gatherings, smaller groups or both. Return to fellowship will be joyfully received when the individual or party has demonstrated repentance and reconciliation to the true belief/practice.
- Church-wide Communication: In some cases, communication of a discipline case or disciplinary action should be communicated to the church body (Matt 18:17). In this

case, the Lead Pastors and Elders will pray, consult and unanimously agree on the course of action.



## **EMPLOYMENT SEPARATION**

### **RESIGNATION**

Faith Bible Church requests employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an employee's supervisor. Dependent upon the circumstances, an employee may be asked not to work for any or all of their notice period, in which case they will be allowed to use up to two weeks of any available paid time off, from the time notice is given. An exit interview may be requested.

### **TERMINATION**

All employment with Faith Bible Church is "at-will." This means either Faith Bible Church or the employee can terminate the employment relationship at any time, to the extent permitted by law, with or without notice, for any reason allowed by law, or for no reason at all. An employee's at-will status can only be changed by a written, signed contract presented by a person or persons authorized to execute contracts on behalf of Faith Bible Church.

### **STATE UNEMPLOYMENT**

Because Faith Bible Church does not participate in state unemployment, employees are not eligible for unemployment benefits based on their earnings while employed at Faith Bible Church.

### **PERSONAL POSSESSIONS AND RETURN OF FAITH BIBLE CHURCH PROPERTY**

All Faith Bible Church property, such as computer equipment, keys, tools, parking passes, or Faith Bible Church credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees should ensure that they take all of their personal belongings with them.

## STAFF HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of the Faith Bible Church Staff Handbook and agree to follow the guidelines within it. I also acknowledge the following:

- This staff handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Faith Bible Church.
- Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; Faith Bible Church or I can end the employment relationship at any time, with or without notice, and with or without cause.
- I am not entitled to any sequence of corrective actions prior to termination.
- Any delay or failure by Faith Bible Church to enforce any policy in the handbook does not constitute a waiver or affect the right of Faith Bible Church to enforce the policy in the future.
- Except for the at-will employment policy, this handbook may be modified at any time.
- Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for corrective action, up to and including termination.
- This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, subject to corrective action, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
- Should any provision in this handbook conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
- If I have questions regarding any policy in this handbook, or other expectations related to my behavior or performance, it is my responsibility to speak with my supervisor or Human Resources.

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Signature

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Printed Name

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Date