



CROSSROADS

COMMUNITY CHURCH

Employee Handbook

Our mission is to help people KNOW Jesus, GROW in faith, and GO do great things.

Doylestown Campus
700 Gates Street
Doylestown OH 44230
330.658.1200

Wadsworth Campus
1055 Reimer Road
Wadsworth OH 44281
330.336.3801

Barberton Campus
588 W Tuscarawas Ave
Barberton OH 44203
330.658.1200

Crossroads Community Church

I acknowledge, having-received a copy of Crossroads Community Church's Employee Handbook, and I agree to become familiar with its contents. I understand that neither this handbook nor any other policy, practice, or procedure of Crossroads Community Church (CCC) is intended to provide any contractual obligations relating to continued employment, compensation, or employment in a particular position and should in no way be construed as creating any sort of employment contract.

I further understand that my employment relationship may be terminated by CCC or by me at any time, with or without notice, and for any or no reason. I also understand that all of the policies, rules, and regulations in the handbook may be changed at any time at the sole discretion of CCC with or without prior notice to employees. In addition, I understand that this acknowledgement form will be placed in my personnel file.

If I do not understand or have any questions about any statements or policies within this Employee Handbook, I will consult my supervisor.

Employee Name

Employee Signature

Date

Received by

Crossroads Community Church

Date

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WELCOME

Welcome to Crossroads! When someone accepts a position at Crossroads, they are not only accepting employment, but a commitment to the Core Values and the Mission of our church. Our greatest desire is that through our work as a team and our dedication to Christ we can help people **Know** Jesus, **Grow** in Faith, and **Go** do Great Things.

We are glad you have chosen to work with us and trust our efforts together will produce a work atmosphere compatible with the Christian principles we represent. If you have any questions about this handbook don't hesitate to ask your supervisor.

INTRODUCTION

This employee handbook does not intend to create a contract of employment. Rather, it intends to describe Crossroads Community Church (CCC) and its present policies and procedures. These policies and procedures, which supersede all prior policies and procedures, may and likely will change with time as CCC deems appropriate. CCC has the right to revise any policies at any time, and this employee handbook does not alter the employment-at-will policy. Further, the employee's employment and compensation can be terminated, with or without cause and with or without notice, at any time at the option of CCC. Any such agreement with the Senior Pastor must be an individual agreement in writing and signed by the employee and the Senior Pastor. No one other than the Senior Pastor has the authority to enter into any agreement, oral or written, with any individual for employment for any specified period of time. No one except the Senior Pastor has the authority to make verbal statements of any kind that are legally binding on the Church.

Unless otherwise stated, the provisions of this handbook apply to all CCC employees.

Employee Prerequisites

As a religious organization, CCC has the right to hire in accordance with our religious beliefs. All employees of CCC must be a Christian, and as such, must consistently seek to live by biblical standards, and agree to demonstrate unity within the church with a humble and teachable spirit.

Employees also must fully support our beliefs, as described on the CCC web site and must commit to partner with CCC by making Groups a high priority, serving on the campus, and committed to tithe. An essential function within every position held by a staff member or intern at CCC is to uphold and represent CCC and our beliefs in all areas of personal and professional life.

Mission

Our mission is to help people KNOW Jesus, GROW in faith, and GO do great things.

Core Values

At Crossroads, we hold to several core values that each employee will be expected to promote and support within their prospective areas of responsibility.

1. Jesus is the Center
 - a. John 14:6
 - b. Every person should have a personal relationship with Jesus.
2. Invest in People
 - a. Matthew 22:37-39
 - b. We believe we accomplish this through building community, promoting discipleship among believers, corporate worship, and serving.
3. Equip the Next Generation
 - a. Proverbs 22:6
 - b. This is accomplished through exciting Biblical teaching, practice of personal disciplines, and by empowering parents/grandparents/guardians to help equip the next generations of their own families.
4. Strive for Excellence
 - a. 1 Corinthians 10:31
 - b. If something is worth doing, it is worth doing well!
 - c. Deliver the "WOW!" factor, but keep it simple in the process.
5. Serve Others
 - a. Galatians 5:13
 - b. Christ calls all of us to live out our faith by loving and serving those around us.
6. Engage the Unchurched
 - a. Matthew 28:19-20
 - b. Each Crossroads employee is expected to be investing in the lives of those who do not have faith in Christ and to be inviting them into faith.
 - c. We operate under the assumption that there are always "guests" in the room.

Team Culture

A vital part of our culture at Crossroads is our "All Hands on Deck" approach to work. We believe that we are at our best and most efficient when we all join in to accomplish goals, effectively plan/setup/run events, and complete projects. Any employee that wishes to feel "at home" with our staff should embrace this mentality and be willing to jump in to help others on staff/teams as often as their schedule and workload allows.

GENERAL INFORMATION

Team Member Records

All regular staff will have a Personnel File maintained by the office administrator. The Personnel File will contain documentation related to their employment, including but not limited to: employment applications, pre-employment testing materials, Authorization to Release Background Information, Completed Background Check, Payroll Status Changes, Performance Reviews, correspondence related to their employment and attendance records, etc. While employees are permitted to review their personnel files, the files are the property of CCC. As a result, employees are not authorized to make or receive copies of the personnel files. Additionally, former employees of CCC are not permitted access to their personnel files.

CCC collects personal information for Human Resource purposes. CCC respects the privacy of personal information and therefore maintains it securely.

Possession, Use, or Distribution of Controlled Substances

CCC is committed to a drug-free workplace and prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by employees, clients, prospects, or visitors. Anyone with a concern about a possible violation of this policy should immediately contact the supervisor.

A drug-free policy and testing procedure promotes employee safety, health, productivity, and the prevention of workplace injuries. Employees who violate this policy are subject to suspension without pay if not termination. CCC reserves the right to random drug test an employee. An employee's refusal to submit to testing is equivalent to a positive result.

If an injured employee tests positive or refuses to test for drugs or alcohol, the employee will have to prove that the use of drugs or alcohol did not cause the accident. The burden of proof is on the employee. An employee may not be eligible for worker's compensation benefits if injured while intoxicated or under the influence of a controlled substance not prescribed by the employee's physician.

Smoking

Smoking is prohibited on CCC's premises in accordance with State of Ohio regulations. This includes e-cigarettes, vaping, etc. See www.odh.state.oh.us for more information.

Alcohol

Alcoholic beverages may not be served anywhere on a CCC campus; or at gatherings sponsored by CCC.

We recognize that it is not sinful for someone of a legal age to consume alcohol in a responsible manner, with moderation, and with sensitivity to others for whom alcohol use may create an offense.

Considering the higher standard of responsibility placed on staff, and recognizing the devastating impact over consumption of alcohol has had on others, we ask that while on staff at CCC you forfeit your freedom of public and personal alcohol consumption.

1 Corinthians 8:9

Romans 14:21

1 Corinthians 9:19

Harassment Policy

CCC is committed to maintaining a work environment that is free of discrimination. CCC will not tolerate harassment of its employees by anyone, including any supervisor, manager, co worker, vendor, client, contractor, customer, or other regular visitor of CCC.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual. CCC will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment. Such harassment may include, for example, jokes, kidding, teasing, or practical jokes. The prohibited conduct also includes:

- Epithets, slurs, negative stereotyping, or intimidating acts
- Written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- submission to the conduct is an explicit or implicit term or condition of employment
- submission to or rejection of the conduct is used as the basis for an employment decision
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All CCC employees are responsible for avoiding harassment. If an employee feels that she/he has experienced or witnessed harassment, the employee is to notify the supervisor or any other member of CCC management immediately. CCC forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If an employee feels she/he has been retaliated against, the employee is to notify the supervisor.

CCC will investigate all complaints of harassment thoroughly and promptly. To the fullest extent practicable, CCC will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of this policy has occurred, CCC will take appropriate, corrective action including discipline up to and including immediate termination of Employment.

Points of Accountability For Staff Members

1. Staff members should pray for other staff members.
2. Staff members will have meaningful accountability relationships.
3. All staff members should use caution – and married team members should use extreme caution – when engaging with members of the opposite sex via social media, emails, text messages, etc. Social media will play an increasingly important part in productive ministry, and

at the same time will escalate risk for our team members. There have been – and will continue to be – countless marriages destroyed by relationships born in a virtual environment. We must be increasingly vigilant and set a standard that is above reproach.

4. Staff members should not discuss personal marital issues with anyone of the opposite sex.
5. Staff members should never be alone with a minor of the opposite sex.
6. Married staff members should not be alone with the opposite sex.
7. Married staff members should not ride in vehicles alone with the opposite sex.
8. Married staff members should not have intimate physical contact, or show affection that could be questionable, with anyone of the opposite sex.
9. Staff members should not visit the opposite sex alone at home.

Policy for Pastoral Care

Staff should not provide pastoral care to the opposite sex alone at the office or elsewhere. This means pastoral care for someone of the opposite sex should be conducted during regular office hours or at other times when people are in proximity to the location of the meeting. If more than one session is needed with a person of the opposite sex, refer them to the CCC staff responsible for counseling, have another staff member join you in the room, or seek permission to continue providing pastoral care to the individual from your campus pastor.

The CCC staff counselor will follow all of the above guidance, but has permission for more than one meeting with a person of the opposite sex. The Senior Pastor is to be informed of these meetings.

Conflicts of Interest

Every CCC employee has an obligation to avoid engaging in any activity, including public service or political office that significantly impedes or is otherwise detrimental to CCC's mission and operations. It is recognized, however, that not all apparent conflicts of interest will have an adverse effect upon CCC, and this policy is intended to provide guidance to employees who are presented with a situation resulting in such conflicts of interest.

In order to engage in any activity that represents or presents the appearance of a conflict between the employee's interests and CCC's interest, the employee must:

- disclose to the Senior Pastor all material facts relating to the activity.
- obtain the consent of the Senior Pastor after the Senior Pastor determines the activity does not adversely affect CCC's interest

Nepotism

No applicant shall be rejected and no employee shall be restricted in matters of pay, promotion, work assignment, working conditions, or any other factor solely due to a familial relationship with any other employee of CCC. In the same manner, no applicant shall be accepted and no employee shall be favored in matters of pay, promotion, work assignment, working conditions, or any other factor solely due to a familial relationship with any other employee at CCC.

No Solicitation/No Distribution Policy

Solicitations are not permitted during work hours or non-work hours in areas where it will disturb other working employees. Distribution or circulation of printed material by any employee is not permitted during work hours or non-work hours in areas where it will disturb other working employees, nor is distribution permitted at any time, including work and non-work hours, in work areas. Work hours are the portion of any workday during which an employee is supposed to be performing actual job duties; it does not include other duty-free periods.

Solicitation and distribution by non-employees on CCC property or within the confines of CCC premises is strictly prohibited unless directly authorized by the Senior Pastor.

Security of Personal Items

CCC does not assume liability for any personal items brought onto its premises. Other employees may need to access the employee's office, desk, and/or computer when the employee is absent from work. Make sure any personal items are tucked safely away. If an employee has a personal item of value (used for ministry purposes and left on the premises) that they would like insured by the church, it is their responsibility to communicate with the Campus Pastor so that a policy can be put in place and the equipment can be regularly and safely secured.

CCC does not assume responsibility for any personal mail sent to CCC. There is no guarantee that it will not be opened along with CCC mail or that it will be forwarded to the employee's attention.

Workplace Violence Policy

An act or threat of violence is considered to have taken place when and if it occurs on CCC's premises or property and is undertaken by an employee, client, prospect, or visitor of CCC against another employee, client, prospect, or visitor of CCC.

The supervisor will investigate complaints of threatening, intimidating, or violent acts including hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, possession of weapons on CCC premises or property, or any other act that, in CCC's Senior Pastor's opinion, is inappropriate to the workplace.

CCC requests the support and cooperation of all employees, clients, prospects, and visitors in helping to keep CCC a safe and healthy place to work. Any behavior constituting a potentially violent situation should be reported immediately to the supervisor. The supervisor may act immediately to suspend the individual(s) involved. After appropriate investigation, the person(s) will be notified of action to be taken. Documentation of the incident will be placed in the personnel file of any employee(s) involved in such incidents.

Incident Reporting

For accidents on CCC premises to persons not employed by CCC every reasonable and prudent effort should be made to assist persons injured on the church premises. The campus pastor should be notified promptly. For anyone 17 years of age or under, every effort should be made to

contact the parents with notification on the incident. Using the incident report, a full report of the accident by all witnesses should be obtained promptly, together with their names and addresses. Team members will not make any statements or discuss the accident and injury with anyone except their immediate supervisor and/or campus pastor.

Concealed Carry Law

Ohio's Concealed Carry Law does not negate or restrict a rule, policy, or practice of a private employer concerning or prohibiting the presence of firearms on the private employer's premises or property, including motor vehicles owned by the private employer. The law does not require a private employer to adopt a rule, policy, or practice concerning the presence of firearms. CCC is not liable for any injury, death, or loss allegedly caused by a licensed firearm carrier bringing a firearm onto CCC's premises or property. CCC is not liable for any injury, death, or damage caused by its decision to prohibit a licensee from bringing a firearm onto its premises or property.

Violations for Misconduct or Performance Problems

Misconduct or performance problems are subject to employee discipline at the discretion of the supervisor and/or Senior Pastor. Employee discipline may be but is not limited to verbal warnings, written warnings, probation, suspension with or without pay, or termination. Conduct Not Covered by the Handbook

It is impossible for CCC to create an employee handbook that covers every possible workplace situation. CCC has the right to respond on an as-needed basis to situations not covered within this employee handbook.

Reporting violations of policies

All employees are expected to promptly notify their supervisor if they witness another employee violating policies stated in this handbook.

EMPLOYEE DRESS CODE

CCC employees should represent the church with a professional image. Therefore, employees must dress appropriately for their work environments (for example: Youth, Sunday morning on stage, VBS, etc...). Inappropriate dress will be discussed with individual employees.

Guidelines

Employees will wear clean and well-maintained attire appropriate to the type of work they do. Shoes must be well-maintained. Good grooming is required.

Unacceptable clothing includes but is not limited to:

- Halter tops
- Tank tops
- Muscle shirts (or shirtless)
- Strapless tops or dresses
- Skirts more than three inches above the knee
- Yoga pants uncovered by long shirt or tunic
- Form-fitting tops or body-suits

Acceptable clothing includes but is not limited to:

- Jeans or other slacks
- Sweaters and blouses
- T-shirts (void of controversial or vulgar slogans)
- Skirts and dresses of appropriate length

JOB CLASSIFICATIONS & WAGES

For purposes of salary administration and employee benefits, CCC classifies its employees as follows:

- **Regular Full-Time Employees:** Employees hired to work CCC's normal, full-time forty-(40) hour workweek on a regular basis. Such employees may be exempt or nonexempt as defined by applicable wage and hour laws.
- **Regular Part-Time Employees:** Employees hired to work fewer than forty (40) hours per week on a regular basis. Such employees may be exempt or nonexempt as defined by applicable wage and hour laws.
- **Temporary Employees:** Employees engaged to work full-time or part-time by CCC for a specified period or for a specific assignment. A temporary employee may be offered and may accept a new temporary assignment with CCC and still retain temporary status. Employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of CCC.

Wage Payment Policies

CCC employees are paid once a week on Thursdays; and checks are directly deposited into employees' bank accounts. All required deductions, such as for federal, state, local taxes, and all authorized voluntary deductions, such as 403B contributions, will be withheld automatically from paychecks. Employees should review paychecks for errors and immediately report any errors to the supervisor.

SALARY & PERFORMANCE REVIEWS

Salary Reviews

At any time, CCC may revise its job descriptions, evaluate individual job rates and salaries, and review job specifications. Salaries will be reviewed on an annual basis. If employees receive a salary increase, it will normally be effective at the start of the new year, coinciding with the church's annual budget process. Salary increases are not automatic and are given at CCC's discretion. Employees' total compensation at CCC consists not only of the paid salary but also of various benefits, such as group health benefits.

Lateness

Excessive or habitual lateness is not permitted. Employees are considered late if they are not at work at their agreed upon starting time.

Performance Reviews

CCC will evaluate employees' performance on an ongoing basis and provide employees with periodic written evaluations of their performance. Evaluations will normally occur annually. Additional performance reviews may be scheduled as needed depending upon the length of service, job position, past performance, change in job duties, recurring performance, or disciplinary problems.

All written performance reviews will be based on overall performance in relation to job responsibilities and knowledge and will take into account conduct, demeanor, record of attendance, and tardiness. The performance review will help employees become aware of their progress, areas of needed improvement, and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in compensation or promotions. The amount and frequency of any compensation increase received will be based upon job performance, CCC financial standing, current salary or wages, and the length of time since the last increase.

The employee is asked to sign the written evaluation report after the review to acknowledge that the employee has received it, is aware of its contents, and has discussed it with the supervisor. The employee has the opportunity to provide a written response to the evaluation.

BENEFITS

Group Health Benefits

CCC's benefits include a group health cost sharing membership. Full-time employees may be eligible for these benefits. If eligibility requirements are met, CCC will pay 100 percent of the eligible employee's group health cost sharing membership plan and group preventative dental plan. Additional information including summary plan descriptions that explain coverage of benefits in more detail is available from the office manager.

The actual plan documents are the final authorities in all matters relative to the benefits described in this handbook or the summary plan descriptions and will govern in the event of any conflict. CCC reserves the right to change or eliminate benefits at any time in accordance with applicable law.

Health Reimbursement Account

Employees participating in the employer-funded group health plan are also entitled to an HRA, funded by CCC. A health reimbursement arrangement is a plan set up by an employer to cover medical expenses for its employees. Employees can use the HRA to be reimbursed tax-free for qualified medical expenses up to a fixed dollar amount per year. (All employees in the same class will receive the same HRA contribution, but dollar amounts are subject to change, and will be discussed annually by the Senior Pastor.) A list of qualified medical expenses will be provided by the office manager.

An HRA is not an account. Therefore, employees cannot withdraw funds in advance and then use them to pay medical expenses. Instead, they must incur the expense first, then have it reimbursed. An employee who uses up all the allocated funds in the HRA before year-end will have to cover any subsequent health bills out-of-pocket.

Employees may submit qualified medical expenses to the office manager using the HRA Office Form, and can expect to receive reimbursement within two (2) working days. Receipts are not required when turning in the HRA Office Form, but it is recommended that they be filed by the employee in case of audit.

Monies are accrued by each qualified employee annually and said monies cannot be rolled from year to year. An HRA is not portable; meaning employees will lose this benefit if they leave CCC.

403(b) Benefits

CCC sponsors a 403(b) investment retirement plan for full-time employees who have worked 90 days, and part-time employees who have completed at least one year of service. Employees may elect to contribute to the plan through regular payroll deductions. CCC will match up to four (4) percent of the employee's salary. As this plan changes, the employees will be advised and will be given a chance to meet privately with the plan's broker to make adjustments.

HOLIDAYS, VACATION, and ATTENDANCE

Holidays

CCC provides at least seven (7) paid holidays each year:

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

When a holiday falls on a Sunday, the following Monday is observed; when it falls on a Friday or Saturday, it is observed on the preceding Thursday. At the beginning of each calendar year, employees will receive in writing the exact days off for that calendar year.

Holiday pay for full-time employees is based on regularly scheduled straight-time hours (not to exceed eight hours). Holiday pay for employees working between twenty (20) and forty (40) hours per week will be only for the number of hours scheduled on the day the holiday is observed.

While there is no holiday pay for employees working under 20 hours per week, employees are encouraged to work with their supervisor to flex their weekly schedule in order to observe a holiday falling on a regularly scheduled work day.

Workweek Attendance

For all full time employees, a typical CCC work week includes Sunday (prior to and during services), and Monday - Thursday 8am- 5pm, with a 1 hour lunch break. CCC realizes that work hours may look different for each employee. Employee work hours can be adjusted with the agreement of their supervisor. A part-time employee's work week will be determined by the Senior Pastor and/or the campus pastor where employed.

Employees are expected to report to work whenever scheduled. If an employee is unable to report to work because of illness or emergency, the employee must call the Campus Pastor or in his absence, the office manager, as far in advance as possible prior to his/her scheduled work time, or in the event of an emergency, as soon as practicable.

Such notification should include a reason for the absence or tardiness and an indication of when the employee is expected to report to work. The absent employee is responsible for ensuring that proper advance notice of absence or late arrival is given.

Failure to provide proper notification of an absence or lateness, unexcused absences, late arrivals, or early departures from work may result in disciplinary action, up to and including discharge.

Any employee who fails to report to work for up to three (3) consecutive work days and fails to notify the pastor or office manager in advance of the reason for the failure to report to work will be considered to have resigned his/her position with CCC.

Work From Home

Crossroads is primarily a work from office environment. Exceptions to work at home will be dealt with on an individual basis. However, any work from home must be communicated to your supervisor and approved.

Vacation

The amount of vacation for which employees are eligible depends upon the length of service as determined by hire date:

- Employees with up to five (5) years of service are entitled to two (2) weeks of vacation.
- Employees with five (5) to ten (10) years of service are entitled to three (3) weeks of vacation.
- Employees with ten (10) or more years of service are entitled to four (4) weeks of vacation.
- Employees may take the same number of Sundays off as their weeks of vacation. For example if you have 2 weeks of vacation that will include 2 Sundays. Additional Sundays may be granted by special request.

Part-time employees are entitled to vacation time proportionate to the above schedule based upon the hours they normally work.

The Campus Pastor must approve each employee's vacation schedule at least thirty (30) days in

advance. The Campus Pastor will determine the number of employees permitted to take vacation at the same time in order to maintain efficient operation. Vacations will be scheduled according to individual employee choice on a first-request, first-serve basis and in accordance with staffing needs. In the case of conflict, the employee with the longest service with CCC will usually be given preference.

Employees are required to take their earned vacation in order to receive vacation pay. No payments will be made in lieu of taking vacation, except for earned, unused vacation time at the time of termination. Employees may not carry over any earned, unused vacation time from one calendar year to the next unless expressly authorized in writing by the Campus Pastor.

There are certain crucial times of year that are considered "Black-Out Dates" for vacation due to the amount of work involved. Black-out dates include VBS Set-up, the week of VBS, the week prior to and including Easter Sunday, and Christmas Eve. Rare exceptions may be approved only by the Campus Pastor. CCC reserves the right to add a black-out date, if needed.

Vacation Purchase

An employee may purchase five (5) days of vacation per calendar year at the discretion of the Campus Pastor. The employee must sign up for these days before the beginning of the new calendar year, and no fewer and no more than five (5) days can be purchased. The employee will forfeit his/her pay for those days as payment for the additional vacation days. The forfeiture will be deducted from the employee's wages over the course of the year.

Compensation Time

Compensation time may be awarded to employees solely at the discretion of the Senior/Campus Pastor.

Sick Time

CCC may excuse a full-time employee for up to six (6) days of illness during a calendar year. Part-time employees who work more than twenty (20) hours but less than forty (40) hours per week may be excused for up to four (4) days during a calendar year. Sick pay will not be computed as time worked for overtime purposes. Employees hired on an occasional basis, and

part-time employees on a schedule of less than twenty (20) hours per week are not eligible for, nor do they earn, sick-time benefits. Sick days can be taken in full day or half day increments. Employees who require more than three (3) consecutive days for sick time may be required to provide a doctor's note. Sick time may be utilized for doctor and hospital visits, personal illness or injury, or illness or injury in the employee's immediate family (spouse, child, father, mother, father-in law, mother-in-law, or grandparents).

The sick-time benefit is intended to protect earnings and is not an entitlement. Sick-time benefits are not payable upon termination.

An employee's sick-time benefits are integrated with any workers' compensation and state disability insurance payments the employee may be entitled to receive.

Absenteeism is not permissible merely because an employee has sufficient sick time available to cover all or a portion of the time off. Due to the size of the CCC work force, absenteeism causes productivity problems for the Church and all its employees. If absenteeism becomes excessive, it may be a factor in the pastor's determination of salary increases and may lead to disciplinary action up to and including dismissal.

Unused sick time may not be applied toward vacation or personal time.

To maintain records of employees' absences, employees are asked to complete an Absence Report Form when returning from a sick day. This form is to be signed by the employee's supervisor and submitted to the Office Manager.

Personal Days

CCC may excuse a full-time employee for up to three (3) personal days during a calendar year. Part-time employees who work more than twenty (20) hours but less than forty (40) hours per week may be excused for up to one (1) personal day during a calendar year. Personal days must be approved by the employee's supervisor ahead of time. Personal days can be taken in full day or half day increments.

Jury/Witness Duty

Leave with pay is authorized for full-time employees called to jury duty or subpoenaed as

witnesses. Leave with pay is authorized for part-time employees if jury duty or subpoenaed days coincide with their usual scheduled work days with the understanding that they will work as available on non-scheduled work days. The summons for jury duty should be presented to the supervisor on the next working day after it is received. The employee is expected to report to work if excused from jury duty during normal work hours. Employees on jury duty are expected to work as many hours as possible to maintain their workload. The supervisor may require the employee to furnish documentation from the court regarding days served. For each day of jury duty or court service, the employee will receive regular straight time compensation. Jury duty pay is not computed as time worked for overtime purposes. The employee may retain any jury duty fees received.

Bereavement Leave

In the event of the death of an employee's immediate family member (spouse, child, step-child) bereavement leave will be 3 weeks. In the event of the death of a close family member (parent, step-parent, sibling, step-sibling, grandchild, grandparent) bereavement leave will be 1 week.

Family & Medical Leave Act Policy

Unless greater rights are provided for under applicable state law, employees who work in a facility where there are fifty (50) or more employees employed within a seventy-five (75) mile radius may be eligible for unpaid Family & Medical Leave.

Medical Disability Leave (Non-FMLA)

Any employees who require leave for:

- A serious health condition that makes the employee unable to perform his/her job
- Care of the employee's spouse, child, or parent who has a serious health condition
- Care of the employee's child after birth, adoption placement, or foster care placement

May be provided with up to six (6) weeks of unpaid leave during any twelve- (12) month period if the employee has worked for CCC for at least twelve (12) months.

When the leave is foreseeable, the employee must provide at least thirty (30) days' notice of the leave. In the case of an emergency or when thirty (30) days' notice cannot otherwise be provided, the employee or a member of the employee's immediate family must notify the employee's supervisor as soon as possible.

CCC requires medical certification to support a claim or leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform at least one of the functions of his/her position and the estimated length of time that the employee will be out of work because of the disability. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care. This medical certification generally must be provided at the time of the request for leave but no later than fifteen (15) days after the request for leave is made.

Medical leaves of absence under this policy are unpaid. However, an employee on medical leave must substitute his/her accumulated sick days and/or vacation time for the beginning of a leave taken in order to care for a seriously ill spouse, child, or parent, or because of the employee's own serious health condition. The paid time will be included in the six- (6) week leave and not added onto it.

An employee on unpaid disability leave does not accrue vacation time or sick leave and is not eligible for holiday pay. Group health benefits will continue in force for up to six (6) weeks.

Return from Leave

CCC requires certification from the health-care provider of an employee on leave stating that the employee is fit to return to work in full capacity. CCC, at its discretion, may require an employee to be examined by a physician designated by CCC before the employee is permitted to return to work. The final decision on whether an employee is ready to return to work rests with CCC.

Upon return from leave, the employee will be restored to the same or equivalent position. If the employee is unable to return to work after six (6) weeks, CCC cannot guarantee reinstatement of the employee. Nonetheless, CCC will make every effort to return the employee to a comparable position, subject to budgetary restrictions, the employee's qualifications, CCC's need to fill vacancies, and CCC's ability to find qualified temporary replacements.

Failure to return upon the expiration of the leave period will be considered a voluntary

resignation from CCC.

Parental Leave

Full time employees are entitled to paid parental leave following the birth or adoption of a child. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child.

Mothers: You will be eligible for up to eight (8) weeks of leave at base pay. In general, the period of paid and unpaid parental leave should not extend beyond 12 weeks of paid and unpaid leave for the primary caregiver. If medical reasons merit an exception, they can be made after a discussion and approval of the Campus Pastor. Expectant mothers may begin parental leave up to 2 weeks before the due date if the need arises.

Fathers: You will be eligible for up to two (2) consecutive weeks of leave at base pay, beginning at the child's birth.

Before taking parental leave employees must adhere to the following procedure:

- He/She must give formal written notice to his/her immediate supervisor about the pregnancy (or adoption), at least 8 weeks prior to the date of expected childbirth/adoption Date.
- The employee must also arrange a meeting with his/her supervisor to agree on ways of keeping in touch and who will be covering ministry responsibilities while on leave.

If both parents are full time employees of CCC at the time of the birth or adoption of the child, both parents are eligible for the paid parental leave.

The occurrence of a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event.

While on paid parental leave you will continue to receive all employee benefits previously provided.

Eligible employees must use the paid parental leave for the purpose of caring for or bonding with the newborn or newly adopted child.

In addition to the period of paid parental leave, qualifying employees may request up to an

additional six (6) weeks of parental leave without pay, using Medical Disability Leave. (See Above.)

When you are ready to return from parental leave, CCC will make every effort to reinstate you to your former position or one with equivalent pay, benefits, and other employment terms. You are entitled to reinstatement, however, only if you would have continued to be employed had parental leave not been taken. For example, you are not entitled to reinstatement if, because of a layoff, reduction in force or other reason, you would not be employed at the time you seek to return to work.

Upon termination of the individual's employment, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

If you fail to return to work at the end of the approved leave period, you will be considered to have voluntarily resigned, effective the day following the last day of the authorized leave period. Part time employees are not eligible for paid parental leave.

Military Leave

Employees other than those classified as temporary or occasional are eligible for military training leave and for active duty military leave. Military leaves of absence will be granted to employees for military or reserve duty in accordance with applicable law. Employees called to active/training duty or to Reserve or National Guard training, or who volunteer for the same, should submit copies of their military orders to the supervisor as soon as possible.

Eligible employees called for annual or special Reserve or National Guard duty training during their regularly scheduled workdays may receive the difference between their regular pay and military service pay for up to a maximum of three (3) weeks per year. To be eligible for this military leave pay, an employee must be a full-time regular employee who has completed twelve(12) months of employment, is actively employed and on the payroll up to the time he/she reports for duty, and returns to CCC after completion of such duty.

In accordance with applicable law, employees on military leave will be reinstated upon satisfactory completion of military service and timely notice of intent to return to work provided the employee is qualified and CCC's circumstances have not changed to the extent that it would be impossible or unreasonable to provide reemployment.

PRIVACY & USE OF TECHNOLOGY

Searches

To safeguard the property of employees, church members, and the Church, CCC reserves the right to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from CCC's property by employees and all other persons entering and leaving the premises. In addition, CCC reserves the right to search any employee's office, desk, files, or any other area or article on the premises. All offices, desks, files, etc. are the property of CCC and are issued for the use of employees only during their employment with CCC.

Inspections may be conducted at any time at the discretion of CCC. CCC is not liable for the loss of personal property. Removal of CCC property from the premises requires a signed release that can be obtained from the supervisor.

Persons desiring entrance to the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on the premises, entering the premises, or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be sent immediately to the supervisor and will be subject to disciplinary action up to and including discharge.

Email & Communications

Email and other electronic or telephonic communications are the property of CCC and employees should have no expectation of privacy in such communications. CCC provides various information technology resources to its employees to facilitate the creation and communication of business-related data in the most effective and efficient manner possible. CCC maintains the accuracy, security, and control of data. While passwords and deletion functions create the illusion of privacy and control, CCC must ensure that use of CCC-information technology resources is appropriate and professional.

CCC establishes the following parameters for proper use of information technology resources. Employees who do not comply with this policy are subject to the revocation of their access to CCC information technology resources and disciplinary action up to and including discharge.

This policy applies to all CCC employees and other persons authorized to use CCC information technology resources. This policy applies to all forms of information technology resources and the information created by their use.

Information Technology Resources Use

All data that is entered, created, received, stored or transmitted via CCC-provided information technology resources, including all email messages, are and will remain CCC property. No data may be used for any purpose unrelated to CCC business, nor may it be sold, transmitted, conveyed, or communicated in any way to anyone outside of CCC without the Senior Pastor's authorization. CCC has the right to monitor employee e-mail messages at any time. All workplace policies and rules, including but not limited to rules against harassment, discrimination, violence, solicitation, and theft of trade secrets, apply to employee use of the email system.

When an employee is no longer employed by CCC he or she must return all devices to CCC along with any passwords relating to the devices. He or she may be given the option to purchase the device they used during their employment, but they must first make it available to CCC so any data, files, software or information from it can be stored by the church.

Privacy

Employees should have no expectation of privacy in connection with the entry, creation, transmission, receipt, or storage of data via CCC information technology resources. CCC employees waive any right to privacy in data entered, created, received, stored, or transmitted via CCC information technology resources, and consent to access and disclosure of such data by authorized CCC personnel.

As with all other CCC property, CCC information technology resources and all data entered, created, transmitted, received, or stored via CCC information technology resources are subject to inspection, search, and disclosure at all times by the network administrator and supervisor. In the course of their duties, the network administrator and supervisor may monitor use of the CCC information technology resources. However, no one other than the network administrator and supervisor may inspect, search, or disclose such data without the express consent of that employee.

No-Solicitation/No-Distribution Policy

CCC policy strictly forbids employees from soliciting any other employee during their work hours or the work hours of the employee being solicited to support any individual or organization. It also forbids employees from distributing any literature on behalf of any individual or organization on CCC property. This includes the distribution of chain letters of all kinds. Use of CCC information technology resources, including e-mail, must be consistent with this policy.

CCC information technology resources may not be used for such prohibited solicitation or distribution purposes.

Harassment & Discrimination

The creation or transmission of any data that may be construed to violate CCC's harassment-free workplace policy is strictly prohibited. This prohibition includes sexually explicit or offensive messages, cartoons or jokes, ethnic or religious slurs, racial epithets, or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, or disability.

Critical or Derogatory Statements

CCC information technology resources may not be used to transmit critical or derogatory statements regarding employees. All disciplinary communications and performance evaluations are strictly confidential and therefore may not be communicated via CCC information technology resources.

Intellectual Property (Copyright & Patent) Laws

Employees may not violate any copyright, patent, or other intellectual property law, including restricted software laws. Unless permission has been expressly and officially provided, employees may not post or download any data (including but not limited to email, files, documents, graphic files, newsgroup messages, bulletin-board messages, Web pages, applications software, operating system software, or any other intellectual property) protected by copyright or patent law. If copyright, patent, or other ownership status is unknown,

employees may not post, upload, download, or otherwise use any data, content, software or other property and should consult the network administrator with any inquiries.

Confidentiality

Team members may receive information about CCC or its employees, volunteers, contractors, agents, and attenders which is confidential in nature. This might include, but is not limited to, financial activities, compensation and benefits, giving records, business plans, personal information of attenders or staff members, and leadership decisions. Ask permission before reporting on conversations or meetings that are meant to be private or for internal use only. Do not disclose any information, pictures, or videos that are confidential, including information that will become public but has not yet been announced or posted. The requirements of this section shall apply during and after your employment with CCC.

Social Media

While Crossroads generally views creating or contributing to personal websites, blogs, social networks, and other kinds of social media positively, it's imperative to remember that as a Crossroads employee, you may be seen by our members and outside parties as a representative of our organization.

Communication should honor the Core Values of CCC:

- Do not disclose any information that is confidential or proprietary to CCC.
- Staff should not communicate any libelous, defamatory, offensive, racist or obscene remarks.
- Blogging and participation in online communities for personal reasons should not interfere with the staff member's job or the mission of CCC.

Good Judgment Guidelines

- **Is "online you" a Christian?** Ask yourself this: would people be surprised to hear that I'm a follower of Christ after looking at my social media accounts?
- **Don't stir the pot.** Posting about lightning rod issues or responding to controversy can draw unwanted attention to you and the church, which can require substantial time to manage.

- **Spread news, don't break it.** Make sure what you talk about is ready for public consumption. If we've talked about it in an experience, posted it on our website, in the app, or on an official CCC social media account, you're good to go.
- **Be smart.** From a legal perspective, you're responsible for what's on your personal channels, so make sure you follow copyright rules and any other relevant laws.
- **You've got backup.** If a member of the press contacts you regarding content on your blog or social media channels, we're here to help. Your first step is to contact your supervisor and together we'll work out the best way to respond.
- **Share with care.** Before you post something that someone else wrote, double check that it's from a trustworthy source. Make sure to watch the whole video or read the whole article.
- **When in doubt, go positive.** Whether you're responding to a harsh comment, frustrated with a vendor, or trying to decide if you should write about something that's bothering you, you'll never regret taking the high road (and sometimes that road is not saying anything at all). Ask yourself this before you post: Am I posting anything that could lose me the opportunity to share Christ with someone? Remember, people need your love far more than they need your opinion.
- **Remember what you write is public.** Assume it will be read by your boss, your co-workers, church volunteers and attendees, your parents, your children, your spouse, an attorney ... Make certain you are comfortable with all these people reading what you plan to post.
- **What you write is your responsibility** and you are legally responsible for your comments. Write as yourself. Use your real name.
- **Be accurate.**
- **Sarcasm doesn't translate well.** Be careful with humor.
- **Respect your audience.** Don't post pictures of others without permission. Don't refer to volunteers or attendees by name without permission. Don't use ethnic slurs, personal insults, obscenity, or other unacceptable communication.

- **Some ideas are best discussed in a personal conversation** rather than a public forum. These might include political views and the church's stance or policy on certain topics. Don't allow your posts to hinder someone's spiritual growth.

EXPENSES

Pre-Approval

All expenses must be pre-approved by the Campus Pastor prior to purchase.

For Travel

Travel expenses (for missions trips, conferences, etc.) including airfare, meals, vehicle rental, and lodging will be pre-arranged and pre-approved by the Senior/Campus Pastor on an as-needed basis.

Spouse/guest expenses are not reimbursed by the church and are to be paid by the employee.

Reimbursements

If an employee needs to be reimbursed for a purchase related to church business the original receipt must accompany all submissions for reimbursement.

Credit Card Reports

Employees who use a credit card will complete a credit card report for each month. All credit card reports are to be submitted to the supervisor within a week. All receipts must be included with the report.

The employee may be held responsible to CCC for non-receipted expenses.
CCC credit cards are not for personal use.

DISCIPLINE & TERMINATION

Employee Conduct/Discipline

CCC is committed to providing a safe and productive work environment. Employees are expected to report to work each day fit to perform their jobs. Any employee conduct that interferes with the effective operation of CCC's business is prohibited. The performance standards listed below and others that may be established from time to time are not all-inclusive. Rather, they provide a general understanding of what CCC considers unacceptable conduct.

These performance standards are merely examples of the types of misconduct for which employees may be disciplined or dismissed.

CCC may impose disciplinary action in those instances where the Senior/Campus Pastor decides it is appropriate. Disciplinary actions include, but are not limited to, verbal warnings, written warnings, probation, suspension with or without pay, and termination. CCC retains the right to determine what discipline will be imposed in each individual situation.

Violations of any of the following performance standards may result in disciplinary action and/or immediate discharge:

- Failure or refusal to follow the written or oral instructions of a supervisor or manager
- Insubordination
- Neglecting job duties and responsibilities
- Engaging in unauthorized personal business during work hours
- Falsifying or misrepresenting CCC or employment records
- Discourtesy or rudeness in dealing with employees of CCC and/or representatives of clients or prospects
- Failure to give proper notice when unable to report for or continue work as scheduled
- Unexcused or excessive absenteeism
- Abuse of sick time privileges
- Theft, abuse, or misuse of CCC property, materials, or supplies
- Unauthorized use of CCC property and equipment including telephones, copy machines, and mail service
- Threatening, harassing, or inflicting bodily harm to fellow employees
- Making false and malicious statements concerning employees of CCC
- Intentionally discriminating against employees in violation of applicable laws and/or

engaging in harassment of any employee

- Possession, use, purchase, consumption, transfer, or sale of alcoholic beverages, controlled substances, or illegal drugs at any time during working hours, on CCC premises, or while representing CCC, or reporting to work under the influence of alcohol, controlled substances, or illegal drugs.
- Sexual immorality
- Violating any CCC policies, rules, regulations, or practices.

Violations for Misconduct or Performance Problems

Misconduct or performance problems are subject to employee discipline at the discretion of the supervisor and/or Senior Pastor. Employee discipline may be but is not limited to verbal warnings, written warnings, probation, suspension with or without pay, or termination.

Resignation

An employee who intends to resign his/her employment with CCC is requested to provide at least two (2) weeks' advance written notice to his/her supervisor. Failure to provide advance notice may affect subsequent re-employment consideration.