



RIVERSIDE CHURCH

STAFF HANDBOOK

RIVERSIDE BAPTIST CHURCH OF FORT MYERS

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INTRODUCTION

WELCOME TO RIVERSIDE CHURCH!

We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of Riverside Church, you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in Riverside Church's Mission Statement and Statement of Faith.

HISTORY

Riverside Church was founded December 23, 1916, as a mission church of First Baptist Church of Fort Myers. It was located on Tarpon Street, two blocks from the Caloosahatchee River. In its first few years, the church was called Second Baptist. Eventually it was renamed Riverside Church.

Riverside Church prospered for many years in that location. Hundreds were led to faith in Christ and baptized into His church. Numerical and spiritual growth marked the church's history. It was the first church in the area to find a Christian radio station. The church owned and operated the station for over 25 years before selling it to the Moody Bible Institute in 1998. Riverside pioneered in other kinds of ministry as well: outreach through a growing Sunday school, televising its services, special music productions, ministering to those with special needs, and planting other mission churches.

Riverside Church has been known for its willingness to take risks in order to aggressively pursue its ministries. Perhaps one of the biggest was the decision to relocate to Southern Lee County in 1991. The church met in Three Oaks Middle School for just over eight years before finally moving into the current 36+ acre property on Daniels Parkway in December 2000.

Riverside Church, from its inception, was a Southern Baptist church. Over the years we have contributed to the SBC's cooperative missional efforts. With that being said, we no longer operate like a traditional Baptist Church, nor do we contribute to the convention. We wanted to support missionaries personally and not just write a check to a convention. So, the decision was made to now operate as an autonomous, Elder-governed/Staff-led church.

As much as we greatly appreciate and respect the rich heritage and doctrine of the Baptist faith, we do not want to be defined by a denomination, but rather as followers of Jesus. We desire for visitors to make a decision about attending Riverside based on what they

experience and what we believe. The reason Baptist was taken out of our name is because we are not trying to reach more Baptists. We want to reach people...people who are spiritually lost, have been turned off to church, or are looking for a place to belong and grow spiritually.

MISSION AND VISION

Our Mission

To Make and Send Disciples who Love and Live like Jesus.

Who We Are

We place Intentional Disciple-Makers into Relational Spaces. We raise up willing disciples and resource relational spaces-the kinds of spaces where kids thrive, people get health and generations work together; the kinds of spaces where people grow closer to Christ.

CORE VALUES

Jesus Wears the Crown

Jesus is the king of kings. The Bible reveals his grace and truth so we can know him and follow him as he works in us and through us.

Risk the Ocean

We live by faith and sail for deeper water. We are boldly generous with God's resources and our lives.

Prayer is Plan A

Jesus sent us the Holy Spirit to be an advocate and help us pray. To trust God, we start with prayer and everybody is on the prayer team. Prayer is plan A because there is no plan B.

People not Projects

We make disciples by being friends. We invite people into intentional relationship to draw near and follow Jesus.

Pass the Flame

We are part of something bigger, the word "you" is plural. We pass on what we have been given and reproduce ourselves in ministry. We equip the next generation and work together to make disciple-makers.

Champion Children

Jesus paid attention to kids and drew them to himself. We equip kids and families and fight for young people to know Jesus and thrive.

Cross the Street

Jesus said, “Go.” He walked, sailed, and tore down walls to reach people who needed him. We do more than wave at our neighbors and pray for the people of the world—we go to where they are so we can share His grace and truth.

It's Okay to not be Okay

“Come as you are” is not just a dress code. God has called us into a community of redemption. We welcome the devout and the desperate, whatever your background. You don’t have to be okay, but don’t expect to stay that way!

STATEMENT OF FAITH

It is our sincere conviction that our Statement of Faith is an accurate summary of what the Bible teaches.

God

We believe that there is one true, perfect God. God eternally exists as one God in three persons: the Father, the Son, and the Holy Spirit. The Bible also clearly teaches that there is only one God (not three Gods). We understand these three persons to share the exact one and only divine nature. The term often used to describe this is “Trinity”. We believe that in the beginning, God created the universe out of nothing (“ex nihilo”) and by His power He sustains the Universe and all that is in it. God is sovereign over all His creation and has been working out His plan since its beginning.

Scriptural References: Genesis 1:1, 26-27; Genesis 3:22; Psalm 90:2; Matt 28:19; 1 Cor 8:6; Col 1:17; 1 Peter 1:2

Jesus Christ

We believe Jesus Christ is the eternal Son of God. He was conceived of the Holy Spirit and born of the virgin, Mary. He lived a perfect, sinless life on earth and was obedient to God the Father. He voluntarily paid the price for the sins of all people by dying on the cross as our substitute. After His death, He was raised to life with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. Jesus then ascended into heaven and is now at the right hand of God where He is the only mediator between God and man. Jesus makes intercession for His own. He will one day personally and visibly come again to earth to consummate history and judge the world.

Scriptural References: Matt 1:22, 23; Isaiah 9:6; Isaiah 53; John 1:1-5; Rom 1:3, 4; Acts 1:9-11; Col 2:9; 1 Timothy 6:14, 15; Titus 2:13; Hebrews 4:14, 15; 1 Cor 15:3, 4

Holy Spirit

Once we enter into a personal relationship with God, through faith in Jesus Christ, the Holy Spirit comes to permanently reside (indwell) within each believer. The Holy Spirit is the Spirit of God and is thus fully and eternally God. The role of the Holy Spirit is helping us understand the Bible, convicting us of wrong and sin, giving us confidence in God, and

enabling us to help others. Even though the Holy Spirit immediately came to live within (indwell) us when we placed our faith in Christ, we must also seek to be filled by the Spirit on a daily basis. This requires us to submit our will to God's and to be available to be used by God. He gives us spiritual gift(s) to enable us to serve Him effectively. In essence, the Holy Spirit exists to lead us to Christ, help us accept Christ, and to live a Christ-like life.

Scriptural References: John 14:16-17; John 16:7-14; Acts 1:8; 1 Cor 2:10-14; 1 Cor 3:16; 2 Cor 3:17; Eph 1:13-14; Gal 5:25; Eph 5:18

The Bible

We believe that the Bible is God's Word to us. The Bible was written by human authors, under the supernatural guidance of the Holy Spirit. It is in essence, God's manual for our lives. The Bible is the mechanism by which the revelation of God to man has been recorded. It is our primary source for Christian beliefs. The Bible is comprised of 66 books of the Old and New Testament. It speaks with the authority of God, but is not God. We believe the Bible is completely trustworthy (truth without any mixture of error) and is inerrant in the original manuscripts. The Bible must be the final authority on all matters of faith and practice.

Scriptural References: 2 Timothy 3:16; 2 Peter 1:20-21; Psalm 12:6; Psalm 119:105, 160; Proverbs 30:5; Rom 15:4; Rom 16:25-26; 1 Thes 2:13

Salvation

We believe that salvation is the major theme of God's revelation in the Bible. In the Bible, we discover that throughout history man has been made right with God on the basis of faith. In the Old Testament, this faith looked forward to the coming of Christ, who would provide the ultimate payment for sin. Because of His great love for us, God provided forgiveness and eternal life through his Son, Jesus. When a person places their faith in Jesus Christ as the forgiver of their sins, they receive salvation as a free gift. This is the most important decision we will ever make in our life.

Scriptural References: John 2:25; John 3:16; Matt 25:32-46; 1 John 5:11-13; Hebrews 9:15; Rev 20:15; Genesis 3:15; Rom 3:23; Rom 6:23; Eph 2:8-9; John 1:12; John 14:6; Rom 5:1; Titus 3:4-5; Gal 3:26; 1 Peter 1:3, Rom 3:10-12

Eternal Security

Because God gives us eternal life through Jesus Christ, the believer is secure in that salvation for eternity. If you have been saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

Scriptural References: John 10:29; 2 Timothy 1:12; Hebrews 7:25; Hebrews 10:10, 14; 1 Peter 1:3-5

Church

The result of accepting Jesus Christ as Lord and Savior is that we become a part of His body, or “the Church” universal. The Church universal is not limited by denominations, but is limited only by whether or not we have placed our faith in Jesus Christ. All Christians are a part of the “the church” in this sense of the word. However, the Bible clearly commands and teaches that believers are to gather together and form local bodies or churches. The local church is a living organism; the body of Christ. All healthy organisms grow and as such, a healthy church should grow. The local church must be founded on the truths of Scripture, but remain culturally relevant. Riverside Church will make every effort to avoid developing a culture of its own that excludes others from finding the hope in Christ Jesus.

Scriptural References: Matt 16:15-19; Matt 18:15-20; Acts 2:41-47; Acts 5:11-14; Acts 13:1-3; Acts 14:23; Eph 1:22-23; Eph 2:19-22; Col 1:18

HANDBOOK PURPOSE

This staff handbook is presented as a matter of information and has been prepared to inform employees about Riverside Church’s philosophy, employment practices, policies, and the benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time.

This staff handbook will not answer every question employees may have, nor would Riverside Church want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this guide will help employees feel comfortable with us. Riverside Church depends on its employees; their success is our success. Please don’t hesitate to ask questions. We believe employees will enjoy their work and their fellow employees here. We also believe that employees will find Riverside Church a good place to work.

No one other than authorized leadership may alter or modify any of the policies in this staff handbook. No statement or promise by a supervisor, or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this staff handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire staff handbook, but only the subject provision. Nothing in this handbook is intended to infringe upon employee rights under Section 7 of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

We ask that employees read this guide carefully, become familiar with Riverside Church and our policies, and refer to it whenever questions arise.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the policy of Riverside Church to provide equal employment opportunities to all qualified individuals and to administer all aspects and conditions of employment without regard to the following:

- Race
- Color
- Age
- Sex
- National origin
- Pregnancy
- Genetic information, including family medical history
- Physical or mental disability
- Child or spousal support withholding
- Marital status
- Sickle cell trait
- AIDS/HIV
- Military or veteran status
- Citizenship and/or immigration status
- Any other protected class, in accordance with applicable federal, state, and local laws

Riverside Church is a religious 501c3, and as such, reserves the right under Title VII of the Civil Rights Act of 1964 to make employment decisions of all types on the basis of religion and our statement of faith. Riverside Church will exercise a preference for employees who subscribe to Riverside Church's Statement of Faith and are partners of Riverside Church.

Riverside Church takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.

BACKGROUND CHECKS

Riverside Church may conduct a background check on any employee with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history, 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 discipline, up to or including termination.

AT-WILL NOTICE

The employment relationship between Riverside Church and employees is at-will. This means that 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 Riverside Church or the employee. Riverside 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 an officer with the power to create an employment contract. There is no implied employment contract created by this Handbook or any other Riverside Church document or written or verbal statement or policy.

ANNIVERSARY DATE AND SENIORITY

The 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 Riverside Church and then be rehired, previously accrued seniority will be lost and seniority will begin to accrue again on the date of rehire. With the exception of certain protected leaves and paid time off, seniority does not accrue during leaves of absence that exceed 30 calendar days.

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.

EMPLOYMENT CLASSIFICATIONS

Riverside Church has established the following employee classifications for compensation and benefit purposes only. An employee's supervisor will inform the employee of their classification, status, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will 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 40 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by Riverside Church.

Regular Part-Time Employee

An employee who is scheduled to work less than 40 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 Riverside Church. The employee will not receive any benefits unless specifically authorized in writing.

Exempt

Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements.

The basic premise of exempt status is that the exempt employee is to work the hours required to meet their work responsibilities.

Non-Exempt

Employees whose positions do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of Riverside Church are non-exempt.

EMPLOYEE CATEGORIES

All positions at Riverside Church are considered ministry positions and each employee plays an integral part in fulfilling our mission statement. Each employee will belong to one of the following employment categories:

Pastors

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

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.

Coordinators, Managers & Support Services

Employees hired with the primary responsibility of supporting the ministry through the fulfillment of administrative, technical, clerical, secretarial, or facility care 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. Coordinator, Manager, and Support Service positions may be hourly or salaried employees depending on the nature of their position.

PERSONNEL RECORDS

Riverside Church maintains various employment files while an individual remains an employee of Riverside Church. Such files may include employee 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. Riverside 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 the Director of Operations. 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 the Director of Operations.

EMPLOYEE REFERENCES

All employee reference check requests should be forwarded to the Director of Operations; only authorized members of management or the Director of Operations may provide this information. When Riverside Church is contacted for a reference check or employment verification, generally only positions held and dates of employment will be confirmed.

JOB TRANSFERS

Riverside 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.

Management 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 Riverside Church.

EMPLOYMENT OF RELATIVES

Riverside Church does not have a general prohibition against hiring relatives. However, an employee will generally not be hired, transferred, or promoted into a position where they will be managed, directly or indirectly, by a family member or romantic partner. Other factors may also be considered when hiring a relative or romantic partner of a current employee, placing them in a particular position, or creating reporting relationships. Riverside Church may transfer an employee or otherwise change their employment status at any time for any reason, including to avoid the appearance of favoritism or other conflict of interest.

CONDUCT AND BEHAVIOR

WHAT RIVERSIDE EXPECTS FROM YOU

All church employees are expected to work with the highest standards of Christian conduct. This includes personal integrity, honesty, discipline, and Christ-like behavior. Employees are expected to maintain positive Christian attitudes and actions towards fellow employees, partners of Riverside church, and guests. An employee's demeanor is reflective not only of his/her personal character but reflects upon Riverside Church and the environment and culture Riverside wishes to set. Any act deemed to bring harm to the name of Jesus and Riverside Church could be grounds for disciplinary action.

The following list provides examples about how Riverside expects employees to carry out their day-to-day activities and work responsibilities:

- Take ownership of the role you have been called to and the church you are privileged to serve.
- Fully use your time, talents, and gifts on behalf of the church and its mission.
- Understand the mission of the church and the importance of your role in moving the mission forward.
- Lead with humility and curiosity so the church body and co-workers will know that their questions and concerns are welcomed.
- Foster a spirit of continuous learning and improvement in your position and as a leader. Seek to improve yourself professionally by gaining new knowledge, skills, and ways of carrying out your work.
- Encourage others to offer you constructive feedback so you can continue to grow professionally.
- Pursue biblical resolution for work conflicts with a goal of reconciliation.
- Comply with work rules and ask questions when you are unclear about a policy or procedure.
- Actively peruse Riverside's Mission and be involved in its Ministries.

GENERAL CONDUCT GUIDELINES

Employees are expected to exercise common sense and courtesy at all times, for the benefit of partners and volunteers, co-workers, and Riverside Church as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to meet these expectations may be grounds for discipline, up to and including termination. The following are examples of unacceptable conduct, but this is not an exhaustive list.

- Failure to follow the policies outlined in this handbook.
- Negligent, careless, or inconsiderate treatment of partners and volunteers or their information.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.

- Unauthorized removal of Riverside Church property from the premises.
- Sharing confidential business information with anyone who does not have an official need to know.
- Accessing, without authorization, confidential information pertaining to partners and volunteers or employees.
- Falsifying or changing any type of Riverside Church, partner, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of Riverside Church, a partner, or an employee.
- Taking or giving bribes of any nature.
- Entering Riverside Church premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for Riverside Church business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on Riverside Church premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off Riverside Church premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects Riverside Church services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Insubordination or refusing to follow instructions from a supervisor; refusal or unwillingness to accept a job assignment or to perform job requirements.
- Leaving during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- Sleeping during regular working hours.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on Riverside Church premises at any time.
- Use of alcohol or illegal drugs during working hours, or working under the influence of intoxicants.
- Unauthorized possession of a weapon on Riverside Church premises.
- Illegal gambling on Riverside Church premises.
- Soliciting, collecting money, vending, and posting or distributing bills or pamphlets during working hours in work areas. Such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the regular operation of business, is orderly, lawful, in good taste, conducted in an orderly manner, and does not create a safety hazard or a mess. Non-employees are prohibited from all forms of solicitation on Riverside Church property at all times.

SPECIFIC STANDARDS OF CONDUCT

As representatives of Riverside Church and Jesus Christ we are called to a higher standard of moral conduct and obedience to the scriptures. An important reminder for all of us is to avoid not only evil but all appearances of evil as well. The following standards of

conduct must be expressly followed. Staff members can expect to be disciplined and possibly dismissed from their position if any of the following standards are not adhered to.

Emotional and Physical Purity

- It is to be our practice that we will not travel, even in a car, alone with a person of the opposite sex. We recognize that there may be unique occasions where it is appropriate or necessary for this to occur but again, it is not to be a practice. In such times, spouses or a supervisor should be notified. This does not affect two single adults or dating partners. This does include riding with students.
- We are not to meet with members of the opposite sex for counseling type issues:
 - At times when others are not around
 - For more than a few occasions
 - In a room with a closed curtain or no window
- We are not to meet in public with one member of the opposite sex, if either is married.

Financial Accountability

Financial stress leads to many poor decisions and in fact is a destructive force in our lives. Therefore, as a church and as employees, we must take steps to honor the Lord with our finances. The following will help to further ensure sound financial accountability and integrity.

- Riverside Church will utilize reasonable measures to protect the church and our staff from embezzlement and the abuse of expense accounts.
- Staff will adhere to all established procedures relative to timecards, budgeted expenses, turning in receipts, and reimbursements.

Drug and Alcohol Use

Substances that alter our thinking and decision-making are by nature hazardous and if abused could lead to significant consequences relationally, physically, and financially. Riverside Church's desire is to guard our team from such consequences but also to restore to health and freedom those ensnared by such influences in their lives.

Drug Use/Drug-Free Workplace

Riverside Church prohibits the unlawful possession, use, or distribution of illicit drugs by employees on church property and/or ministry contact sites or as a part of Riverside Church's activities. Riverside Church will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be considered on a case-by-case basis.

It is the goal of Riverside Church to maintain a drug-free workplace.

Riverside has adopted the following policies:

- Employees who violate this prohibition or refuse to be tested are subject to corrective or disciplinary action as deemed appropriate, up to and including discharge.
- As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his supervisor of any criminal drug statute conviction they receive.
- If an employee receives such a conviction, Riverside Church may take appropriate personnel action against the employee, up to and including termination.
- Riverside Church provides information about drug counseling and treatment.
- Riverside Church reserves the right to search and inspect church property for the maintenance of a safe workplace.
- Riverside Church reserves the right to require a drug test in the case of reasonable suspicion.
- There should be no drug use outside of the care of a physician.
- Should addiction or substance abuse occur, Riverside Church will seek to support the rehabilitation process in conjunction with the repentant and determined spirit of the staff member.

Alcohol Use

Within Christianity there are different views about alcohol consumption. Alcohol consumption is a matter of conviction except for the clear directive of scripture not to be drunk. We must exercise both grace and wisdom in our personal lives and as leaders of the church regarding this matter, and we must recognize the great risks associated with alcohol consumption.

- At no time is a person to be drunk, whether in public or private settings. Ephesians 5:18 - Don't be drunk with wine, because that will ruin your life. Instead, be filled with the Holy Spirit. (NLT)
- In order to avoid the appearance of evil, to guard the reputation of Riverside Church, to protect yourself, and to care for others, alcohol should not be a part of formal events, activities, or gatherings of Riverside Church.
- At no time is alcohol permitted on Riverside Church's campus.
- Riverside Church will provide support and assistance to those struggling with substance abuse and addiction.

CONFLICT RESOLUTION

Riverside Church commits to resolve conflict biblically. When conflict or sin issues arise, we want to make sure that we are honoring God and each other in the way we deal with these issues. Matt.18:15-20 is the scripture we follow.

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

MALE-FEMALE INTERACTION

Riverside Church employees are expected to conduct themselves in a Christ-like manner at all times in order to present good personal and spiritual testimony. Employees are expected to uphold the doctrines and standards found in the Bible and the Riverside Church Statement of Faith. All of the following policies are to be used when interacting with the opposite sex, whether they are staff, partners, or volunteers.

Meetings

- Make arrangements to meet on site at Riverside Church if a one-on-one meeting is required.
- Meet in an area visible to others.
- A male or female may not be alone together in an office with the door closed, unless the office has a window.
- If an office door needs to be closed for confidentiality, office windows need to be uncovered.
- If a meeting must be arranged off-site, take the following steps:
 - Let your direct supervisor know the meeting is taking place, including time and place.
 - Inform your spouse, if married.
 - Meet in a public space where other people are present.

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 Riverside Church purposes:

- A minimum of three employees will travel together.
- Situations where only two employees of the opposite sex are alone are to be actively avoided at all times.
- Employees of the opposite sex must book separate rooms for lodging, without adjoining rooms.
- Inform your spouse, if married.

Though it is important to have healthy boundaries at work between members of the opposite sex, employees are reminded that being above reproach is expected whether at work or not. We realize that at times this may be inconvenient; however it is our goal to give no one a reason to be suspicious of our behavior.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Riverside 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 that were not expected to be offensive or unwelcome actually are, so 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 Riverside Church, such as partners, 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 disciplinary action. Individuals who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Enforcement

All supervisors are responsible for:

- Implementing Riverside Church's harassment policy;
- Ensuring that all employees they supervise have knowledge of and understand Riverside Church policy;
- Reporting any complaints of misconduct to the designated Riverside Church representative, the Director of Operations, 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; and
- 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 that they feel is harassing, whether or not that behavior is directed at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate disciplinary 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.

Riverside Church considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a supervisor or the Director of Operations. 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 discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

COMPLAINT PROCEDURE

Riverside 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. If the complaint is related to their supervisor or if the employee feels their supervisor would not provide an impartial resolution to the problem, then they may take the issue to the Executive Team or Elder Board.

CORRECTIVE ACTION

A high level of job performance and professionalism is expected from each employee. In the event that an employee's job performance does not meet the standards established for the position, they violate Riverside Church policies or procedures, or their behavior is otherwise unacceptable, corrective action may ensue. 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 and Riverside Church is not required to take any disciplinary action before making an adverse employment decision, including termination.

COMPENSATION

PAY PERIODS

The standard seven-day payroll workweek for Riverside Church will begin at 12:00 a.m. Sunday. The designated pay period for all employees is semi-monthly. Paydays are on the 15th & the last day of the month. Except as otherwise provided, if any date of paycheck distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

TIMEKEEPING

All non-exempt employees are required to use the timekeeping system to record their hours worked. For the purpose of this policy, all forms of timekeeping will be referred to as clocking in or out.

Employees must record their time at the end of their workday. The length of the lunch period will be designated by the employee's supervisor; alteration or waiver of the lunch period requires supervisor approval. Lunch periods are unpaid time.

Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Employees may not ask another employee to clock in or out for them. Should an employee miss an entry into the timekeeping system, they must notify their supervisor as soon as possible for correction.

Non-exempt employees are not permitted to work unscheduled time without prior authorization from their supervisor. This includes clocking in early, clocking out late, or working through scheduled break or lunch periods.

OVERTIME

Riverside Church complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of 1.5 times the regular rate of pay for all hours worked over 40 in a workweek. Manual laborers will be compensated at 1.5 times their regular rate of pay for hours worked in excess of 10 per day.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor, in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, including but not limited to termination.

PAYROLL DEDUCTIONS

Riverside Church complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt

employees. There are, however, certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide sick leave plan that provides compensation for salary lost due to illness
- To offset amounts received as witness or jury fees, or for military pay
- For disciplinary suspensions of one or more full days imposed in good faith for serious workplace policy violations
- For penalties imposed in good faith for serious safety infractions
- When an employee is on unpaid leave under the Family Medical Leave Act
- During an employee's first and last week of employment, if they work less than a full week

If an employee believes that 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

All pay increases are based upon merit, economic factors, and the sustainability of Riverside Church. There may not be an automatic annual cost of living or salary adjustment. Employee pay also may be adjusted downward. Salary decreases may take place 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 salary. If demotion occurs, employees will maintain their seniority with Riverside Church.

PERFORMANCE REVIEWS

Employees will generally receive an appraisal of their job performance annually. This evaluation may be either written or oral. Such evaluation may not occur at exactly the same time each year, but thereabout, 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 does not necessarily indicate that the employee agrees with all the comments, but that they have been given the opportunity to examine the evaluation and discuss it with their supervisor. 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.

In addition to performance evaluations, informal coaching sessions may be conducted from time to time.

Although there is no mandatory retirement age, performance reviews may result in the need for retirement or change of employment classification.

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 because a co-worker is absent, a position is temporarily vacant, Riverside Church or a department is particularly busy, or for other reasons. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Should questions about process or procedure arise, employees should speak with their supervisor. Unless informed otherwise, employees will be paid at their regular rate of pay.

EXPENSE REIMBURSEMENT

Riverside 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 Ministry Expense and Reimbursement policies when spending money in a ministry-related capacity.

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

Expenses needing reimbursement should follow the Purchase Requests and Reimbursement Policy. Contact the Director of Operations to receive the current Ministry Expense and Reimbursement policies and reimbursement forms.

ADVANCES AND LOANS

Riverside Church does not give advances or loans to employees.

BENEFITS

HOLIDAYS

Regular full-time employees are entitled to the following paid holidays observed by Riverside Church:

- New Year's Day
- Martin Luther King, Jr. Day
- Monday After Easter
- Memorial Day
- Independence Day
- Labor Day
- Wednesday Before Thanksgiving
- Thanksgiving
- Christmas Day

Most Riverside Church employees do not work on Fridays and Saturdays. If a holiday falls on a Friday, Saturday, or Sunday, the holiday may be observed on the following Monday. 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.

WEEK BETWEEN CHRISTMAS & NEW YEAR'S

Riverside Church's 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.

SUNDAY TIME-OFF LIMITS

Employees with primary Sunday roles will be limited to 6 Sundays off per year, unless approved by their supervisor. Please contact the Director of Operations with any questions.

SICK LEAVE

Regular full-time employees are eligible for sick leave and will accrue 2 hours of sick leave per pay period. Sick leave may be used for illnesses, doctor, or dental appointments.

In the case of certain absences in excess of three consecutive workdays, Riverside Church may request a note from the employee's doctor.

Unused sick leave will be carried over each year up to the maximum accrual bank of 200 hours. Unused sick leave will be forfeited upon employment separation.

VACATION

Vacations provide a break beneficial to both Riverside Church and the employee. Therefore, employees are encouraged to take vacations annually.

Regular full-time employees are eligible for vacation and will earn vacation according to the following schedule:

Employment Years	Vacation Earned
Less than 12 months	40 hours (5 working days)
Years 1 – 4	80 hours (10 working days)
Years 5 – 9	120 hours (15 working days)
Years 10 +	160 hours (20 working days)

Unused vacation will be carried over each year up to the maximum of 40 hours. Unused vacation will be paid out upon employment separation.

Vacations need to be scheduled with the appropriate supervisor with sufficient notice so as to not disrupt the workplace.

HEALTH AND WELFARE BENEFITS

Riverside Church complies with all applicable federal and state laws with regard to benefits administration. All full-time employees are entitled to health insurance and other Riverside Church-sponsored benefits. Riverside Church reserves the right to change or terminate health plans or other benefits at any time. Employees will be eligible for coverages after the established minimum waiting period of 30 days. Detailed information for each plan will be made available at the time of enrollment. Employees may decline coverages provided appropriate paperwork is completed.

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 the Director of Operations for additional information.

TEMPORARY DISABILITY LEAVE

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

Employees requesting a temporary disability leave must document their request in writing. 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 and, where appropriate, diagnosis and prognosis. Should the employee's expected return date change, the employee should notify Riverside Church as soon as possible. Prior to returning to employment with Riverside Church, employees will be required to submit written medical certification of their ability to work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is substantially the same, depending upon the availability of any position at that time.

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.

PREGNANCY LEAVE

Full-time employees are entitled to a maximum of 6 consecutive weeks paid pregnancy leave. The purpose of this leave is to provide paid time off at the regular rate of pay for a pregnancy-related disability. Employees should give notice no later than the 20th week before the baby is expected. When making a request for leave, the employee may be required to provide documentation to support the birth of the child. If for any reason the employee wishes to change the start date of the leave period, they should give 30 days' notice of the change, unless this is not reasonably practicable.

PARENTAL LEAVE

Riverside Church provides parental leave for adoptive and natural parents. Full-time employees are entitled to a maximum of 2 consecutive weeks paid parental leave for the

purpose of bonding with the child. This leave must be taken within the first twelve months following the birth or placement of the child.

Employees should give notice no later than the 20th week before the baby is expected, or within 7 days of the adoption 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 period, they should give 30 days' notice of the change, unless this is not reasonably practicable.

MILITARY LEAVE

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

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. In certain circumstances, a letter from the employee's commanding officer may be requested to establish the dates of duty.

JURY SERVICE LEAVE

Employees will be allowed time off to attend jury duty. Riverside Church may request that the employee ask to be excused from service, or request postponement, if their absence from work would create a serious hardship to Riverside Church.

Employees must submit a copy of the original summons to their supervisor as soon as it is received. For periods of service longer than two days, Riverside Church may require proof that the employee attended jury service. Employees should report for work on any day, or partial day, not actually spent attending jury duty.

Jury duty leave is a paid time away. Employees will be paid for their regularly scheduled hours.

WITNESS LEAVE

If an employee is absent from work to serve as a witness in response to a subpoena, the employee will be granted a witness leave without pay for such time as it is necessary to comply with the request. Employees are to report to work on any day, or portion thereof, which is not actually spent in the performance of serving as a witness. Riverside Church may ask for proof of the need for leave.

BEREAVEMENT LEAVE

A regular full-time employee of Riverside Church may request a leave of absence with pay for a maximum of 10 working days upon the death of their spouse, child, parent, or other

family member living in the household. Up to 5 working days will be provided upon the loss of a sibling, grandchild, grandparent, parent-in-law, aunt/uncle, and corresponding step-relatives. Pay will not be granted for any day in which the employee is otherwise compensated (such as paid holiday) or for any day the employee otherwise would not have been at work. Proof of the need for leave may be required.

SABBATICAL LEAVE

After 7 years of continual full-time employment at Riverside Church any Pastor or Director is eligible to request a sabbatical leave. Approval should not be assumed but is at the discretion of the Executive Team and Elder Team. Sabbatical leaves are intended to provide opportunity for relaxation, family time, soul care, personal development and/or professional development. The structure is as follows:

- Sabbatical leave is granted in 30-day increments, not to exceed 90 days.
- A sabbatical proposal must be submitted to the Executive Team explaining the need, the timing and the purpose of the sabbatical.
- Once the sabbatical has been completed, a brief summary of the experience should be given to the Executive Team and the Elders.

Any Pastor or Director is eligible to take a sabbatical every 5 years after the first sabbatical has been completed.

MISSION TRIPS

Riverside Church recognizes the value of an employee's participation in global missions and would like to facilitate this experience. For this reason, regular full-time employees who have been employed full time by Riverside Church longer than one year may request up to five (5) working days off with pay every year to participate in a Riverside Church - sanctioned mission trip. If the trip is longer than five (5) workdays, vacation days may be used for the remainder of the trip.

This time off is at the discretion of the employee's ministry supervisor and should not interfere with the employee's ministry 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 ministry 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.

Each employee must pay any and 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 global outreach.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking, vaping, and the use of tobacco products are not permitted in any Riverside Church buildings, work sites, or vehicles. Employees wishing to engage in these activities may do so during their designated break times, off of Riverside Church property, and in accordance with local ordinances.

DRUG AND ALCOHOL

Riverside Church is dedicated to providing employees with a workplace that is free of drugs and alcohol. While on Riverside 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), as long as 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 Riverside Church premises, performing Riverside Church-related duties, or operating any Riverside 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, Riverside Church will make reasonable efforts to accommodate the limitation.

Riverside 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 Riverside 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

If Riverside Church is made aware of an employee's disability and resulting need for accommodation, the Director of Operations 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. The Director of Operations 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.

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 render 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 the Director of Operations 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 the Director of Operations or the Safety and Security Coordinator, including a determination as to whether the injured employee may return to work.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

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

WORKERS' COMPENSATION

Riverside Church carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided. These benefits will not be limited, expanded, or modified by any statements of Riverside Church

personnel or Riverside Church documents. In the case of any discrepancy, the insurance carrier's documents will control.

WORKPLACE VIOLENCE AND SECURITY

Riverside 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, partner, community member, or Riverside 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 Riverside 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 remedial or disciplinary action will be taken.

DRIVING SAFETY

Employees who drive on Riverside Church business are expected to drive safely and responsibly and to use common sense and courtesy. 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. Riverside 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. Riverside Church may request proof of insurance at any time.
- Employees must wear seat belts at all times, whether they are the driver or a passenger.
- With the exception of a phone being used only for navigation purposes, employees are required to turn off cell phones or put them on silent before starting their car. Employees are permitted and encouraged to communicate to partners and volunteers, associates, and community members the reason why calls may not be returned immediately.
- Employees who are 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, making or receiving phone calls, sending or receiving text messages or e-mails, browsing the internet, reading books, and downloading information from the web. If an employee needs to engage in any of these activities while driving, they must pull over to a safe location and stop the vehicle prior to using any device.

- Employees should not engage in other distracting activities such as eating, shaving, or putting on 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 Riverside Church.
- Employees must promptly report any moving or parking violations received while driving on Riverside Church business or in Riverside Church vehicles.

INCLEMENT WEATHER AND OUTAGES

This policy establishes guidelines for Riverside Church operations during periods of extreme weather and similar emergencies. Riverside 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, Riverside Church does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment with regard to road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of designated supervisors will Riverside Church cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of the Executive Team 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 sent home for partial days with the option of using paid time off for the remainder of the day. If paid time off is not available, employees will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to continue work from home if their job duties allow. Riverside 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

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

OFF-THE-CLOCK WORK

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

LACTATION ACCOMMODATION

Riverside 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 as soon as possible before the start of their scheduled work day. If an employee's supervisor is not available, the employee should contact another member of management. If an employee is physically unable to contact Riverside Church, they should ask another person to make contact on their behalf. Leaving a message with a co-worker or answering service 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. Riverside 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, Riverside 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.

REMOTE WORK

Employees may be permitted to work from home (WFH) occasionally or regularly, depending on a number of factors and the arrangements they've made with their supervisor. Working from home is a privilege that may be revoked at any time. Riverside Church may request that an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home based on business needs, employee performance, or viability of doing the work from home. To be eligible to WFH, an employee must have access to reliable internet and a space that is free from excessive noise or distraction and enables the employee to attend virtual meetings with a degree of privacy that maintains confidentiality.

Security

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary Riverside Church and partner 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. Unless you live alone, computers should be locked when you walk away, and other household members should be not allowed access to or use of Riverside Church property.

Expectations

When working from home employees must:

- Work their full, typical schedule
- Attend all meetings in a virtual capacity
- Achieve the same level of production as in the office
- Maintain equivalent availability for colleague and partner communication, supervisor questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods
- Respond promptly to communication via messaging app, email, and phone
- Take all required break and rest periods, as if they were in the office
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.)
- Follow all Riverside Church procedures and policies
- Refrain from using alcohol or illegal drugs

PERSONAL APPEARANCE AND HYGIENE

Employees are expected to present a professional image, both through behavior and appearance. Accordingly, employees must wear work-appropriate attire during the

workday or any time they are representing Riverside Church. Clothing does not need to be expensive, but should be clean and neat in appearance. Employees should consider their level of partner and public contact and the types of meetings they are scheduled to attend in determining what attire is appropriate.

All employees are expected to maintain appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others or may exacerbate allergies.

Supervisors are responsible for enforcing dress and grooming standards for their department. Any employee whose appearance does not meet these standards may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change into something more appropriate.

CONFIDENTIALITY

Employees may not disclose any confidential information to anyone outside Riverside Church without the appropriate authorization. Confidential information may include internal reports, financials, partner lists, methods of production, or other internal business-related communications. It may also include information regarding the development of systems, processes, products, design, instrument, formulas 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, partners, or volunteers.

This policy is intended to alert employees to the need for discretion at all times and 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.

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 when either the person soliciting, or being solicited to, is scheduled to be performing their work duties. Work areas include 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 Riverside Church are prohibited from solicitation on Riverside Church property at all times.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Riverside Church is not a covered entity as defined by HIPAA. Riverside Church may, however, maintain certain health information that is subject to HIPAA requirements. Thus, Riverside 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. Riverside 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 Riverside Church. This includes when an employee improperly uses their position with Riverside 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 Riverside Church partner or vendor
- An employee selecting a relative's company 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 Riverside Church at their full potential, whether due to scheduling, exhaustion, or some other factor

Because how things appear, whether accurate or not, has a significant impact on Riverside Church's reputation, employees should also avoid the appearance of a conflict of interest. If questions arise as to whether a certain activity or behavior is a conflict of interest, employees should speak with the Executive Team.

OUTSIDE ACTIVITIES

Employees may engage in outside employment during non-working hours, provided doing so does not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees should notify their supervisor in writing. The notice must include 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. If the position constitutes a conflict of interest or interferes with the employee's job at any time, they may be required to limit or end their outside employment.

REPORTING IRREGULARITIES

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of Riverside 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 disciplined accordingly.

INSPECTIONS AND SEARCHES

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

HARDWARE AND SOFTWARE USE

The following guidelines have been established for using the Internet and email in an ethical and professional manner. For the purpose of this policy, Riverside Church Internet includes productivity software, instant messaging applications, Riverside Church cloud and networks, the intranet, and any other tool or program provided by or through Riverside Church or its internet connection.

- Riverside Church Internet and email may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing, or obscene nature.
- Disparaging, abusive, profane, and offensive language are forbidden.
- Employees must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Almost every piece of content is or could be copyrighted (a notice of copyright is not required), so employees should proceed with caution when using or reproducing materials.
- Unless necessary for work, employees should avoid sending or receiving large files, watching videos, mass-forwarding emails, or engaging in other activities that either consume large amounts of bandwidth or create electronic clutter.
- Employees may not download any programs, applications, browser extensions, or any other files without prior approval or upon request of a supervisor.
- Each employee is responsible for the content of all text, audio, or images they place on or send over Riverside Church's internet and email system. Employees may not send messages in which they are not identified as the sender.
- Email is not guaranteed to be private or confidential. Riverside Church reserves the right to examine, monitor, and regulate email messages, directories, and files, as well as internet usage.
- Internal and external email messages are considered business records and may be subject to discovery in the event of litigation.

All Riverside Church-issued hardware and software, as well as the email system and Internet connection, are Riverside Church-owned. Therefore, all Riverside Church policies are in effect at all times when they are in use. Access to the internet through Riverside Church's network is a privilege of employment that may be limited or revoked at any time.

SOCIAL MEDIA

The Guiding Rule

Employees of Riverside Church are always seen as representatives of Christ and the church and held to a higher standard of accountability than members or attendees. This applies on or off the job, including personal social media accounts. We expect all employees to be respectful, honest, accurate, and Christ-honoring in all forms of communication. Conduct that negatively affects an employee's job performance, the job performance or reputation of fellow employees or Riverside Church's reputation may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's Section 7 rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward Riverside Church partners or volunteers, employees, or other people or organizations affiliated with Riverside Church. This includes, but is not limited to, posts that could contribute to a hostile work environment on the basis of race, sex, disability, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about Riverside Church or anyone associated with it, including fellow employees, Riverside Church partners, and volunteers. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain the confidentiality of Riverside Church confidential information, including but not limited to, information regarding the development of systems, products, and technology. Private and confidential information includes, but is not limited to, Riverside Church partner lists, financial data, and private personal information about other employees, Riverside Church partners, or volunteers that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for Riverside Church unless requested to do so by the Executive Team. If Riverside Church is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the fact that they are employed with Riverside Church but that their views do not necessarily represent those of Riverside Church.

Accounts

Employees must not use Riverside Church email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of Riverside Church should ensure that at least one member of management has all the login information needed to access the account in their absence.

PERSONAL PROPERTY

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

CREATIVE WORKS OWNERSHIP

Copyright and royalty policies, coupled with assistance from Riverside Church's legal counsel, provide guidance for the determination of copyright and royalty ownership. The employee who develops a creative work and the employee's immediate supervisor will discuss and agree about ownership rights and royalties in advance of its development. A written agreement must be executed before the creative work is started to avoid misunderstandings later.

Though copyright and royalty policies are defined, they are not considered implemented until formalized through a written agreement for a specific application. All such agreements and contracts are subject to the approval of the Elder Board and Legal counsel.

COPYRIGHT AND ROYALTY POLICY

Copyright/Royalties retained by Riverside Church

- When a creative work is commissioned by Riverside Church, accepted as an assignment and developed by an employee, with or without compensation.
- When a Riverside Church employee develops a creative work, at the employee's initiative, that is ministry-oriented and related to the employee's field of Riverside Church service.
- When an employee develops a creative work of ministry nature, related to the employee's field of Riverside Church service, without having consummated a written agreement or contract with Riverside Church in advance.

- Unless otherwise agreed in advance by Riverside Church and the employee.

Copyright/royalties retained by the creator

- When a Riverside Church employee, at his or her initiative without a Riverside Church assignment, independently develops a creative work of ministry nature unrelated to the employee's field of Riverside Church service, on non-compensated, personal time and does not use Riverside Church funds, facilities, personnel or other resources in that development.

Copyright/royalties shared

- When an employee utilizes Riverside Church facilities, equipment, personnel, or other resources when developing a creative work of ministry nature.
- When an employee offers to develop a creative work on behalf of and donates the work to Riverside Church.
- When an employee develops a creative work, related to the employee's field of Riverside Church service, on personal, non-compensated time, for which the potential market value of the creative work is enhanced because of status, visibility, networking and contacts developed as Riverside Church's employee.
- When an employee's prospective creative work is deemed to be of such value to Riverside Church's ministry that agreement is reached to share in its development and copyright.
- As agreed in advance at the time of copyright ownership agreement. Determination of the sharing of royalties will include, but is not limited to, provisions of copyright ownership.

No intellectual property rights policy can anticipate every possible, specific application. Therefore, it is incumbent upon Riverside Church and all its employees to faithfully and diligently communicate with their supervisor or the Executive Leadership team while creative works are contemplated rather than after they are initiated.

PARKING

All parking is at an employee's own risk. Employees and visitors should lock their vehicles and take appropriate safeguards to protect their valuables, including removing them from the vehicle if appropriate under the circumstances.

EMPLOYMENT SEPARATION

RESIGNATION

Riverside Church requests that 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 to not work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

TERMINATION

All employment with Riverside Church is "at-will." This means that either Riverside Church or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all.

STATE UNEMPLOYMENT

Because Riverside Church does not participate in state unemployment, employees are not eligible for unemployment benefits.

PERSONAL POSSESSIONS AND RETURN OF RIVERSIDE CHURCH PROPERTY

All Riverside Church property, such as computer equipment, keys, tools, parking passes, or Riverside 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 Riverside Church Staff Handbook and agree to follow the guidelines within it. I also acknowledge the following:

1. Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; Riverside Church or I can end the employment relationship at any time, with or without notice, and with or without cause.
2. I am not entitled to any particular sequence of disciplinary measures prior to termination.
3. With the exception of the at-will employment policy, this handbook may be modified at any time.
4. Violation of any policy in this handbook, or any policy included as an addendum, may be grounds for discipline, up to and including termination.
5. This handbook does not include every process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, disciplined, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
6. Should any provision in this handbook be in conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
7. 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 the Director of Operations.

Signature

Printed Name

Date