ALL SAINTS

PRESBYTERIAN

STAFF HANDBOOK

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INTRODUCTION

WELCOME TO ALL SAINTS PRESBYTERIAN 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 All Saints Presbyterian Church (All Saints), 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 All Saints' Mission Statement and Statement of Faith.

HISTORY

All Saints Presbyterian Church is a congregation of the Presbyterian Church in America (PCA). Founded as a church plant in 2003, All Saints was particularized as its own church in May 2005. All Saints worshipped in rented facilities until moving into its own campus in August 2016.

MISSION AND VISION

All Saints is a community of God's People called to live and to love as the body of Christ in Austin for the world through worship, spiritual formation, and service.

STATEMENT OF FAITH

The following Statement of Faith is a distillation of the Apostles Creed, the Nicene Creed, the Athanasian Creed, and the teachings of the Westminster Confession of Faith.

We believe the Bible is the written word of God, inspired by the Holy Spirit. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.

We believe that salvation is by God alone as He sovereignly chooses those He will save. We believe His choice is based on His grace, not on any human individual merit, or foreseen faith.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.

We believe that God is gracious and faithful to His people not simply as individuals but as families in successive generations according to His Covenant promises.

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself.

We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ.

HANDBOOK PURPOSE

This staff handbook is presented as a matter of information and has been prepared to inform employees about All Saints' 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 All Saints 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.

No one other than All Saints Human Resources 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 All Saints and our policies, and refer to it whenever questions arise.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the policy of All Saints 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
- National origin
- Age
- Sex
- Pregnancy
- Genetic information, including family medical history
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Child and spousal support withholdings
- Expunged criminal records
- Any other protected class, in accordance with applicable federal, state, and local laws

All Saints is a religious 501(c)(3), and as such, reserves the right under Title VII of the Civil Rights Act of 1964 to make employment decisions of all types on the basis of religion and our statement of faith. All Saints will exercise a preference for employees who subscribe to All Saints' Statement of Faith and are members of All Saints.

All Saints 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

All Saints will conduct background checks on all employees. 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 will be grounds for immediate termination.

AT-WILL NOTICE

The employment relationship between All Saints and employees is at-will. This means that employment may be terminated at any time, with or without cause, and with or without notice, by either All Saints or the employee. All Saints policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable, unless made in a written contract signed by both the employee and the Senior Pastor (or, in the Senior Pastor's absence, the Clerk of the

Session). There is no implied employment contract created by this Handbook or any other All Saints document or written or verbal statement or policy.

EMPLOYMENT CLASSIFICATIONS

All Saints 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 30 hours). The employee may be exempt or non-exempt and is generally eligible for all employment benefits offered by All Saints.

Regular Part-Time Employee

An employee who is scheduled to work less than 30 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of All Saints. 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.

Ministerial Exception

Employees may qualify for a ministerial exception based on their role in conveying the organization's message and carrying out its mission. Employees with a ministerial exception are exempt from the FLSA's wage-and-hour requirements including overtime.

EMPLOYEE CATEGORIES

All positions at All Saints 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 ordained through the Presbyterian Church in America. Their roles consist mostly of pastoring, directing, and coaching.

Directors & Managers

Employees hired with the primary responsibility of overseeing a certain ministry, department, or support team, including finding, equipping, and supporting leaders for the work of ministry. Directors typically oversee a ministry area, while Managers oversee a support team and/or processes. Their roles consist mostly of directing, coaching, and leading.

Coordinators & Support Services

Employees hired with the primary responsibility of supporting the ministry through the fulfillment of administrative, technical, clerical, secretarial, or facility care duties. Their roles are mostly task oriented, but they may also be involved in recruiting volunteers or leading teams. Coordinators and Support Services may be hourly or salaried employees depending on the nature of their position.

Interns & Apprentices

Individuals placed with All Saints for a set period primarily to be trained and mentored in ministry under the supervision of a pastor or director. Interns and apprentices are generally temporary employees. The terms of each internship or apprenticeship, including pay, schedule, and length, will be provided in writing.

EMPLOYEE REFERENCES

All employee reference check requests should be forwarded to the Staff Resourcing Manager; only All Saints Human Resources may provide this information. When All Saints is contacted for a reference check or employment verification, generally only positions held and dates of employment will be confirmed.

JOB TRANSFERS

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

All Saints Human Resources 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 All Saints.

All Saints 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.

EMPLOYMENT OF RELATIVES

All Saints does not have an absolute 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.

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.

PERSONNEL RECORDS

All Saints maintains various employment files while an individual remains an employee of All Saints. 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. All Saints 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 Staff Resourcing Manager. Review of files must take place in the presence of the employee's supervisor and the Staff Resourcing Manager.

CONDUCT AND BEHAVIOR

CODE OF ETHICS

In recognition of the unique calling upon those engaged in the work of the church, All Saints employees and leadership will commit to and are in agreement with the following principles. These principles are intended to be a comprehensive summary of our ethical commitments to each other, not an exhaustive list of biblical-ethical standards for the Christian life.

Coordinators, Managers, Directors, Interns/Apprentices, and Pastors (as well as lay leadership) of All Saints, agree to:

- Cultivate a lifestyle that is honoring to Christ and presents a positive witness for Him among those inside and outside the church and is congruent with All Saints' theological perspective. This includes adherence to the guidelines of the social media policy in this handbook. (John 13:34-35)

- Demonstrate honesty and integrity in all aspects of work and life, promoting also a healthy work environment full of honesty and integrity. (Colossians 3:12-17)

- Work with a servant's heart, not lording over others and striving for unity at all times, refraining from words and actions that would cause division or be disrespectful. (Philippians 2:5-11)

- Commit to treat supervisors with honor and due respect, not subverting his/her authority. If working in a supervisorial role, committing to exercise leadership that builds up, equips, corrects and encourages employees to do their work to God's glory and to the best of their ability. (Ephesians 6:5-9)

- Conduct themselves in ways that are appropriate and pure. To that end, avoid any conduct or conversation that is questionable or suspicious, be it with a staff person or church member, male or female, adult or child. (1 Thessalonians 4:1-12)

- Perform their duties and responsibilities with diligence, not being slothful or using their position to take advantage of others or to solicit special favors from others. (Colossians 3:23-24)

- Work to build positive, constructive ties with others based upon our common faith and purpose in the work of the church, celebrating the diversity of personalities, backgrounds, and gifts represented within the staff and leadership. (1 Corinthians 12:12-26)

All Saints employees and leaders should strive to perform their daily duties and live their personal lives in accordance with the principles listed above.

CODE OF CONDUCT

All Saints employees are expected to exercise common sense and courtesy at all times, for the benefit of congregation members and volunteers, co-workers, and All Saints 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 congregation members 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 All Saints 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 congregation members and volunteers or employees.
- Falsifying or changing any type of All Saints, congregation member, or employee document or record without authorization.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of All Saints, a congregation member, or an employee.
- Taking or giving bribes of any nature.
- Entering All Saints premises without authorization.
- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Unauthorized use of a personal vehicle for All Saints business.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on All Saints premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off All Saints premises, which is not protected by Section 7 of the National Labor Relations Act and that adversely affects All Saints 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.
- Recording time for another employee or having time recorded by another employee.
- Use or possession of illegal drugs on All Saints 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 All Saints premises.
- Illegal gambling on All Saints premises.

DISPUTE RESOLUTION

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

Matthew 18:15-17 (ESV)

[15] If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. [16] But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. [17] If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

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

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

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

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

MALE-FEMALE INTERACTION

All Saints 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 All Saints Statement of Faith and Code of Ethics. All of the following policies are to be used when interacting with the opposite sex, whether they are staff, congregation members, or volunteers.

<u>Meetings</u>

- When possible, make arrangements to meet on site at All Saints if a one-on-one meeting is required.
- Make every effort to meet in an area visible to others.
- If a meeting is 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 All Saints purposes:

- Situations where only two employees of the opposite sex are alone are to be avoided.
- Employees of the opposite sex must book separate rooms for lodging, without adjoining rooms.
- A supervisor must approve the travel.
- Inform your spouse, if married.
- Any exception to the above policy must be approved by a supervisor.

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, we feel that our testimony and our witness to the Lord and All Saints supersede any inconvenience. It should be our goal to give no one a reason to be suspicious of our behavior.

CHILD PROTECTION

All Saints is committed to protecting the children, youth, and vulnerable adults entrusted to its care. All employees must follow the CHILD ABUSE PREVENTION AND SAFETY POLICIES AND PROCEDURES, including its requirements for screening, training, and the supervision of minors. Violations of that policy may result in discipline, up to and including termination.

Reporting Suspected Abuse

Texas law requires any person who has reasonable cause to believe that a child has been abused or neglected to report it immediately. Professionals, as defined by Texas law, must report within 48 hours and may not rely on someone else to make the report. This duty applies to clergy as well, even when the information was shared in confidence.

To report, call the Texas Abuse Hotline at 1-800-252-5400 or go to www.txabusehotline.org. If a child is in immediate danger, call 911 first. After making a report, employees should also notify their supervisor so that All Saints can take any steps needed to protect children. Notifying All Saints does not replace the legal duty to report. No employee will be retaliated against for making a report in good faith.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

All Saints 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 All Saints, such as congregation members, community members, volunteers, or vendors.

<u>Retaliation</u>

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.

<u>Enforcement</u>

All supervisors are responsible for:

- Implementing All Saints' harassment policy;
- Ensuring that all employees they supervise have knowledge of and understand All Saints policy;
- Reporting any complaints of harassment 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.

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.

All Saints considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct to a supervisor or All Saints Human Resources. Supervisors are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

HOW TO RAISE A CONCERN

Employees with a concern about a workplace conflict, harassment, abusive conduct, threats or violence, or suspected misuse of All Saints funds or property should raise it with their supervisor. If the concern involves their supervisor, or if they do not believe their supervisor can resolve it impartially, they may go directly to the Staff Resourcing Manager, the Executive Pastor, or the Senior Pastor. All Saints will review concerns promptly and as confidentially as practical, and retaliation against anyone who raises a concern in good faith is prohibited.

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 All Saints 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 the sole discretion of Human Resources and All Saints 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 All Saints will begin at 12:00 a.m. Sunday. The designated paydays for all employees is semi-monthly on the 15th and last day of the month. Pay periods for salaried employees are the 1st-15th of the month, and the 16th-end of the month. Pay periods for hourly employees are the 22nd-7th of the month and 8th-21st of the month. Except as otherwise provided, if any date of paycheck distribution falls on a weekend, holiday, or bank holiday, employees will be paid on the previous business day.

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.

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 when employees are relieved of all duties. If one's lunch period represents time when the employee is relieved of all duties (not available to work), the employee should clock out for the duration of one's lunch period. If one's lunch period is taken on site, the employee is available to work, and the lunch period does not exceed 30 minutes, the employee may remain clocked in while eating lunch; otherwise, if the above criteria are not met, one should clock out for one's lunch period. Waiver of the lunch period requires prior approval of the employee's supervisor. Under no circumstance may the waiver of the lunch period result in overtime work.

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. It is unlawful for an employee to clock in or clock out for anyone other than themselves. Should an employee miss an entry into the timekeeping system, they must correct the issue or notify their supervisor as soon as possible for correction.

Non-exempt employees may not work additional hours or overtime without prior approval from their supervisor.

OVERTIME

All Saints 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 one and one-half times the regular rate of pay for all hours worked over 40 in a workweek.

Overtime is very rarely required, but occasionally, employees may be asked to work overtime. Any overtime work must be authorized by a supervisor, in advance. Working

unauthorized overtime, or any refusal to work overtime that is deemed necessary for ministry, is not acceptable work performance and is subject to discipline, including but not limited to termination. Employees will be paid for all overtime hours worked, even if the overtime was not authorized in advance.

PERFORMANCE REVIEWS

Employees will generally receive an appraisal of their job performance annually. This evaluation will be written and 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.

EXPENSE REIMBURSEMENT

All Saints covers the cost of necessary ministry expenses, either through direct purchase or by reimbursement, according to any applicable state or federal laws.

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

Employees who are issued ministry credit cards are required to use them for ministry purchases whenever possible.

Expenses needing reimbursement require pre-approval from the employee's direct supervisor and submission of receipts.

PAYROLL DEDUCTIONS (EXEMPT EMPLOYEES)

All Saints 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 (except as permitted in the FTO policy)
- 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 All Saints. 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. If demotion occurs, it will not affect work anniversary date or length of employment with All Saints.

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, All Saints 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.

ADVANCES AND LOANS

All Saints does not give advances or loans to employees.

BENEFITS

FLEXIBLE TIME OFF

In order to help employees foster a work-life balance, All Saints offers flexible time off (FTO). We work hard but also believe that taking time off from work is essential, both personally and professionally. Subject to the terms discussed in more detail below, we do not have a set number of sick, personal, and vacation days our employees may take during the year.

Under this policy, there is no systematic tracking or accruing of FTO beyond the approval process described below. The intent of this policy is that the employees will ensure that they manage their FTO in a manner that prioritizes work responsibilities while balancing personal needs and commitments. Employees are expected to meet all job performance requirements, regardless of the amount of FTO taken.

Part-time employees are highly valued by All Saints and are critical to the success of the daily operations of the church. By the very nature of part-time employment status and the flexible time off approach, there is no paid time off for part-time employees earning an hourly wage. Hourly pay rates for part-time employees are set higher than they would otherwise be set in consideration of the time off that will be taken throughout the year as needed, and that the time off will be unpaid for part-time employees.

FTO can be taken for a variety of reasons including planned vacations, personal days off, illness, bereavement, etc. All employees are eligible for and may request FTO. This time off is paid for all regular full-time employees.

FTO requests must be approved by a supervisor, and each team member is expected to balance their work and time off appropriately. Due to ministry or staffing needs, FTO requests are not guaranteed to be approved, partially or in whole. Supervisors will regularly discuss time off usage during check-ins with employees as well as during the employee's annual review.

Employees are eligible to request FTO once 90 days from their start date has passed. (New employees may request FTO in advance of 90 days for FTO to be taken after the 90-day mark.) A supervisor may approve an exception to the 90-day rule.

Employees must submit all FTO requests through Day Off with as much advance notice as possible – a minimum two weeks' notice is expected whenever possible. This will allow supervisors to plan for absences and schedule coverage as needed. If an employee is unable to request FTO in advance due to illness or an emergency, they should notify their supervisor according to the Attendance and Tardiness policy.

If an absence of more than 10 consecutive days is requested, All Saints will consider whether the leave should be granted as unpaid leave.

The FTO granted under this policy is not treated as accrued time or vested wages. Employees will not be paid for FTO at the end of employment unless otherwise required by law.

OFFICE CLOSURES

On certain commonly observed holidays, All Saints closes the office for the convenience of its staff. The office is generally closed on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Wednesday Before Thanksgiving
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day

In alignment with All Saints' flexible time off policy, these office closures are paid for all regular full-time employees, and unpaid for part-time employees.

Eligible full-time and part-time employees are still welcome to work during office closures, but the church office doors will be locked, and phones and emails are not expected to be answered. Employees eligible to work during office closures are those who have flexibility in their work based on the nature of their roles and may work from home, work reduced hours to suit their availability, or work a regular schedule if there is work to be done. Please contact the Executive Pastor with questions regarding office closures.

WEEK BETWEEN CHRISTMAS & NEW YEAR'S

All Saints' 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.

SUNDAY TIME-OFF LIMITS

For many staff positions, consistent Sunday participation is key to the mission of the church. As such, staff with Sunday-critical roles should discuss with one's supervisor the expectations regarding an appropriate frequency of Sundays off, based on one's position and responsibilities.

HEALTH AND WELFARE BENEFITS

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

New qualifying employees will be eligible for coverage the 1st day of the month following hire/eligibility. Employees whose hire date is the 1st day of the month, or whose change in job scope results in eligibility beginning the 1st day of the month, are eligible for coverage immediately, and do not have to wait until the 1st day of the following month. New employees may elect not to be covered, with the permission of All Saints, provided the percentage of employees not covered is within the benefit plan specifications.

GROUP LIFE AND DISABILITY INSURANCE

Life and long-term disability insurance are provided for all employees working at least 30 hours per week. Additional life and personal accident insurance may be available to all full-time staff at an additional cost; employee contributions to the plans are paid by payroll deduction, which must be authorized in writing. Detailed information about the plans will be made available at time of enrollment.

TEMPORARY DISABILITY LEAVE

All Saints recognizes that a temporary disability may prevent employees from coming to work for a period of time. In such cases, All Saints may grant a temporary disability leave. This leave does not have a minimum or maximum time frame. Rather, All Saints will attempt to reasonably accommodate the needs of the employee as well as the needs of All Saints. 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 All Saints as soon as possible. Prior to returning to employment with All Saints, 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.

This leave will be unpaid. Full-time employees may be eligible for long-term disability and should submit their requests to the Staff Resourcing Manager.

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.

Prior to the start of the pregnancy leave, the employee and All Saints will create a Return-to-Work plan that also includes the leave time. The employee is expected to communicate with All Saints if the leave plan or Return to Work plan needs to change while on leave.

PARENTAL LEAVE

All Saints 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. All Saints 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 All Saints.

Employees may be asked to submit a copy of the original summons to their supervisor as soon as it is received. For periods of service longer than two days, All Saints 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.

Employees may keep any fees received for jury duty. Jury duty leave is unpaid for hourly employees. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

WITNESS LEAVE

If an employee is subpoenaed to serve as a witness in a civil, criminal, administrative or legislative proceeding, the employee will be granted a leave of absence for such time as it is necessary to comply with the request. All Saints may request proof of the need for leave.

VOTING LEAVE

Employees of All Saints have flexibility within their schedules and are encouraged to vote. In most circumstances, employees should have enough flexibility in their schedule that the polls are open for at least two consecutive hours before or after their shift. However, if an employee does not have two or more consecutive hours during which the polls are open, either before or after their regularly scheduled work hours, then the employee will be given up to two hours to vote in any state or federal election. The two hours will be compensated at the employee's regular rate of pay.

POLITICAL CONVENTION DELEGATE LEAVE

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

FAMILY AND MEDICAL LEAVE ACT

Leave Entitlements

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

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

Eligible employees can take leave for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);

- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

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

Using Leave

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

Employees must inform All Saints if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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

Documentation

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

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

If we become aware that an employee's need for leave is for a reason that may qualify under the FMLA, we will notify the employee if they are eligible for FMLA leave and, if

eligible, provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, we will provide a reason for ineligibility. All Saints will notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Benefits

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

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

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

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

PERSONAL LEAVE OF ABSENCE

Regular full-time employees who have been with All Saints for more than six months may request a personal leave of absence without pay. The employee must submit their request in writing and state the date they would like the leave to begin, the date they expect to return, and the reason for the leave. All Saints will consider all factors, including the necessity of the leave and the impact on church operations, and provide written approval or denial of the request at its sole discretion.

If approved, employees must use their leave of absence for the approved purpose. Seniority and other benefits will not accrue during an unpaid leave of absence. Holidays that occur during the leave of absence will not be paid. If an employee fails to return to work on the scheduled date of return, All Saints will terminate employment.

PROFESSIONAL DEVELOPMENT

Employees are encouraged to continually learn and study topics related to their positions in order to foster career growth as well as keep All Saints on the cutting edge. Employees should discuss with their supervisor how much of this time will be spent during the workday and how much will be spent outside of normal work hours. Non-exempt employees will be paid at their regular rate of pay, or at an overtime rate if applicable.

To be eligible for professional development time, an employee must be employed for six months continuously. Supervisors will determine how much evidence of time spent is required (e.g., certificate from a class, one-page report, short memo about topics discussed).

Costs associated with educational programs may be reimbursed or paid by All Saints on a case-by-case basis. To apply for and receive funding for such programs, employees should do the following:

- Provide their supervisor with a proposal that includes all costs and total time commitment and demonstrates how the educational opportunity is relevant to their current position.
- Once approval is obtained, complete the program as proposed.
- Submit receipts in accordance with the expense reimbursement policy.

403(B) PLAN

All Saints offers a 403(b) tax-advantaged retirement savings account through Geneva Benefits. All employees are eligible to contribute. Limited employer matching is available to full-time employees on their one-year anniversary and to ordained pastors.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

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

DRUG AND ALCOHOL

While on All Saints 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, and the moderate use of alcohol at All Saints-sponsored or sanctioned events.

Employees are strictly prohibited from possessing illegal drugs, cannabis, or excessive quantities of prescription or over-the-counter drugs while on All Saints premises, performing All Saints-related duties, or operating any All Saints 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, All Saints will make reasonable efforts to accommodate the limitation.

All Saints 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 All Saints' 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.

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 Staff Resourcing Manager 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, 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, All Saints has an independent interest in making its facilities a safe and healthy place to work. All Saints 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

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

WORKPLACE VIOLENCE AND SECURITY

All Saints 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, congregation member, community member, or All Saints 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 All Saints 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 All Saints 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. All Saints 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. All Saints may request proof of insurance at any time.
- Employees must follow all driving laws and safety rules and avoid 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, except as permitted by law.
- Employees must promptly report any accidents to local law enforcement as well as All Saints.
- Employees must promptly report any moving or parking violations received while driving on All Saints business or in All Saints vehicles.

REASONABLE ACCOMMODATIONS

If All Saints is made aware of an employee's disability and resulting need for accommodation, the Staff Resourcing Manager 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 church operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider.

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.

INCLEMENT WEATHER AND OUTAGES

This policy establishes guidelines for All Saints operations during periods of extreme weather and similar emergencies. All Saints 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, All Saints 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 All Saints cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of designated leadership 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 FTO or take the day off without pay.

Pay and Leave Practices

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

- Non-exempt hourly employees may work from home, if they are able, and will be paid for all hours worked. If an employee is unable to work from home, the employee will be excused from work without pay and without disciplinary action.
- Exempt employees will be expected to work from home if their job duties allow. All Saints will pay the employee as outlined in the Payroll Deductions policy.
- Any time off as was already scheduled for exempt and non-exempt employees will remain unaffected.

Other Work Options

Supervisors may approve requests for employees to 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 All Saints 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 staff may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a member of designated leadership.

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 no later than 30 minutes before the start of their scheduled workday. If an employee is physically unable to contact All Saints, they should ask another person to make contact on their behalf. Excessive tardiness or absences are unacceptable job performance.

When an employee calls in absent, they should provide their expected time or date of return. All Saints 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, All Saints 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 church 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. All Saints 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.

Submitting Requests

Employees must submit their remote work request to their supervisor and notify appropriate team members.

Employees wishing to request additional remote workdays in any given workweek are required to speak with their supervisor in advance for approval. If approved, the employee must notify appropriate team members.

Security

As with employees working in the office, those who WFH will be expected to ensure the protection of confidential All Saints, congregation member, and volunteer information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Unless you live alone, computers should be locked when you walk away, and other household members should not be allowed access to or use of All Saints 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 congregation 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 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 All Saints. Clothing does not need to be expensive, but should be clean and neat in appearance. Employees should consider the nature of their work and the types of meetings they are scheduled to attend in determining what attire is appropriate.

The following are generally not acceptable:

- Bare feet
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures
- Any clothing or accessories that would present a safety hazard

All employees are expected to maintain appropriate oral and bodily hygiene. 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.

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 All Saints without the appropriate authorization. Confidential information may include internal reports, financials, congregation member lists, giving records, pastoral care and counseling notes, prayer requests shared in confidence, or other internal communications. It may also include personal information about employees, congregation members, and volunteers. Confidential information may only be disclosed or discussed with those who need the information.

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.

Those not employed by All Saints are prohibited from solicitation on All Saints property at all times.

CONFLICT OF INTEREST

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

These are some examples of a conflict of interest:

- An employee requesting or requiring gifts or discounts in exchange for starting or continuing a business relationship with a congregation member or vendor
- An employee selecting a relative's 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 All Saints 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 All Saints' 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 their supervisor or the Associate Pastor for Staff Leadership & Formation.

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. 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 All Saints funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it may be subject to discipline.

INSPECTIONS AND SEARCHES

Any items brought to or taken off of All Saints premises, whether property of the employee, All Saints, or a third party, are subject to inspection or search unless prohibited by state law. Desks, workstations, work areas, computers, USB drives, files, e-mails, voice mails, etc. are also subject to inspection or search, as are all other assets owned or controlled by All Saints. Any inspection or search conducted by All Saints 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, All Saints Internet includes productivity software, instant messaging applications, All Saints cloud and networks, the intranet, and any other tool or program provided by or through All Saints or its internet connection.

- All Saints 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.
- Each employee is responsible for the content of all text, audio, or images they place on or send over All Saints' 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. All Saints 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 of All Saints-issued hardware and software, as well as the email system and Internet connection, are All Saints-owned. Therefore, all All Saints policies are in effect at all times when they are in use. Access to the internet through All Saints' network is a privilege of employment that may be limited or revoked at any time.

SOCIAL MEDIA

<u>The Guiding Rule</u>

Employees of All Saints 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 All Saints' 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 congregation members or volunteers, employees, or other people or organizations affiliated with All Saints. 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 All Saints or anyone associated with it, including fellow employees, congregation members, 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 All Saints confidential information, including but not limited to, giving records, pastoral care and counseling notes, and prayer requests shared in confidence. Private and confidential information includes, but is not limited to, congregation member lists, financial data, and private personal information about other employees or congregation members and volunteers that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for All Saints unless requested to do so by designated leadership. If All Saints 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 All Saints but that their views do not necessarily represent those of All Saints.

Employees must also avoid posting content that is politicized and could contradict and, therefore, undermine the purity and peace of the church.

Accounts

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

Practical Guidelines

"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." (Eph. 4:29)

Here are some useful guidelines to think through both as a Christian and as a church leader when considering posting or commenting on social media:

- Begin with Scripture and Prayer. "Whoever believes in me, as the Scripture has said, 'Out of his heart will flow rivers of living water.'" (John 7:38). Our words, whether in person or online, are an immediate outpouring of what is in our hearts. Fill your heart and mind with Scripture so that what flows out of it is living water. Before you post or comment on social media, bring it before God in prayer. Wait and listen.

- Take time to consider. Often things said or shared in the heat of the moment, without consideration to how it might come across to others, are the most damaging to relationships and to our witness to the gospel. So consider, am I responding or am I reacting? And is this the best (loving, gentle, life-giving) means of responding? (James 1:19)

- Check your motives. There are good motivations for using social media. Sharing those things that bring life, light, and joy is a beautiful new way we are able to, strangely enough, "embody" Christ to a broken world even online. But when our motives turn inward - attention, pride, one-upping our neighbor, proving ourselves, mocking, and like actions - we give the watching world a very different and sadly distorted picture of the body of Christ.

PERSONAL PROPERTY

All Saints 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 All Saints, 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 All Saints' 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 Senior Pastor and the Session.

COPYRIGHT AND ROYALTY POLICY

Copyright/Royalties retained by All Saints

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

Copyright/royalties retained by the creator

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

Copyright/royalties shared

- When an employee utilizes All Saints 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 All Saints.
- When an employee develops a creative work, related to the employee's field of All Saints 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 All Saints' employee.
- When an employee's prospective creative work is deemed to be of such value to All Saints' 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 All Saints and all its employees to faithfully and diligently communicate with their supervisor or the All Saints Human Resources team while creative works are contemplated rather than after they are initiated.

LACTATION ACCOMMODATION

All Saints 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. All Saints will also provide reasonable break time each time an employee needs to express breast milk. Break time is paid when the employee is not completely relieved of duty or uses a break that is already paid. All Saints will also provide reasonable break time each time an employee needs to express breast milk. Break time is paid when the employee is not completely relieved of duty or uses a break that is already paid.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All Saints is not a covered entity as defined by HIPAA. All Saints may, however, maintain certain health information that is subject to HIPAA requirements. Thus, All Saints 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. All Saints 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.

PETS IN THE WORKPLACE

Employees may only be permitted to bring their dog to work on a case-by-case basis and must have prior approval from All Saints Human Resources. All Saints will take into account the concerns of co-workers, such as allergies or fear of animals.

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

All Saints 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. While a minimum two weeks' notice is expected, we hope you'll consider giving additional notice of your desire to end your employment at All Saints so as to afford the church the opportunity to refill your position with limited adverse impact to ongoing ministry. Dependent upon the circumstances, an employee may be asked to not work any or all of their notice period. An exit interview may be requested.

TERMINATION

All employment with All Saints is "at-will." This means that either All Saints 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. An employee's at-will status can only be changed by written contract, signed by both the employee and the Senior Pastor (or in the case of the Senior Pastor's absence, the Clerk of the Session). For ordained pastors, the terms of call and the Book of Church Order of the Presbyterian Church in America govern where they conflict with this handbook.

STATE UNEMPLOYMENT

Because All Saints does not participate in state unemployment, employees are not eligible for unemployment benefits.

PERSONAL POSSESSIONS AND RETURN OF ALL SAINTS PROPERTY

All of All Saints property, such as computer equipment, keys, tools, and All Saints 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 All Saints Presbyterian 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; All Saints 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 Associate Pastor for Staff Leadership & Formation.

_____

Signature

_____

Printed Name

_____

Date