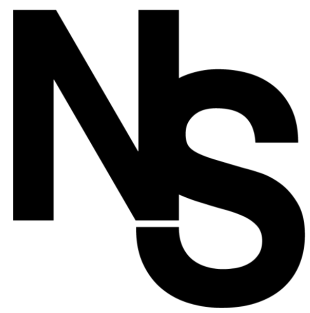




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EMPLOYEE HANDBOOK

March 2025

Employee Handbook Table of Contents

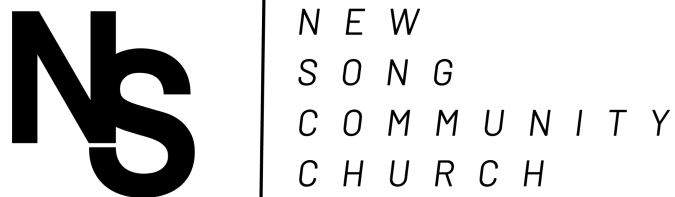
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WELCOME TO NEW SONG COMMUNITY CHURCH

It is our pleasure to welcome you to New Song Community Church ("New Song"). You are now a vital part of the ministry of New Song. This handbook is an important tool to help you adapt to the mission. If you have any questions, please discuss them with your direct supervisor and/or the Human Resources department.

As you read through this Handbook, we hope you will feel a sense of responsibility and privilege serving God at New Song. We pray that in your ministry at New Song you will be blessed beyond measure.

May God use you mightily for His Purpose!!

When you see New Song in this document, that refers to New Song Community Church Staff, New Song Preschool Staff & Play Kingdom Staff unless otherwise defined.

Introduction and Future Revisions

As an employee of New Song, we hope you will find your employment to be both rewarding and challenging. Because the quality of our staff is the key to our success, we carefully select our new employees. In turn, we expect employees to contribute measurably to the success of the organization.

This handbook is designed to acquaint employees with the organization's policies and benefits.

In the future we may modify, delete or add to any and all policies, procedures, work rules or benefits stated in this employee handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be approved by the Lead Pastor or Executive Pastor.

Any written changes to this handbook will be distributed to the staff so that every employee will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook.

Nothing in this handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

GOALS AND EXPECTATIONS

What New Song Expects From You

New Song needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them *promptly, correctly* and *pleasantly*. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude. How you interact with fellow employees and our members, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire ministry of New Song. Consequently, whatever your position, you have an important assignment, to perform every task to the very best of your ability. You are encouraged to grasp opportunities for personal development offered to you. This employee handbook offers insight on how you can perform positively and to do your best to meet and exceed New Song's expectations.

We are dedicated to making New Song an organization where you can approach your manager, or any member of the executive staff, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of New Song. Remember, you help create the pleasant and safe working conditions that New Song intends for you. The result will be better performance for the Organization overall, and personal satisfaction for you and your co-workers.

It is New Song's policy to hire men and women who (with their spouse, if married) are New Song members or are willing to become members and who share New Song's Mission and Vision.

A. Below are some expectations that we have for you as an employee of New Song Church Staff:

- We expect loyalty and honesty.
- We expect you to become a leader. New Song is committed to providing you with the tools and resources needed to further our mission of seeing unchurched people become fully devoted followers of Christ.
- We expect you to attend New Song church services each week with your family for your own personal spiritual growth and development.
- We expect you to grow spiritually and maintain a daily personal devotional time. We want to do ministry out of the overflow of what God is doing in our lives!
- We expect a positive attitude. We believe that how much you enjoy ministry depends on who you're doing ministry with and the attitude of those around you.
- New Song believes that the Holy Bible is the inspired and infallible word of God and we expect that you will adhere to the lifestyle expectations of a sexually pure life as found in the Bible. (1 Thessalonians 4:2-4)

- We expect staff to have fun. We all have occasional bad days but if ministry isn't enjoyable to you, you need to find another calling. We want to not only work together but also to play and celebrate together.
- We expect you to make mistakes. It is normal to make mistakes when we try new things; the key is to learn from our mistakes so that we don't make the same mistake twice.
- We expect excellence. We need to keep getting better and better at what we do.
- We expect you to be good stewards and tithe to New Song. (Malachi 3:8-10)
- We expect you to apply for and become members.
- We expect you to be present and serve at Christmas Eve and Easter services. (Exempt Employees)
- To complete all Next Step Seminars including Oasis and remain faithfully and enthusiastically on board with New Song's vision, purpose, doctrine, strategy, and leadership (Exempt employees only)

B. Below are some expectations that we have for you as an employee of New Song Preschool:

- We expect loyalty and honesty.
- We expect you to grow spiritually and maintain a daily personal devotional time. We want to do ministry out of the overflow of what God is doing in our lives!
- We expect a positive attitude. We believe that how much you enjoy working in the preschool depends on who you're working with and the attitude of those around you.
- New Song believes that the Holy Bible is the inspired and infallible word of God and we expect that you will adhere to the lifestyle expectations of a sexually pure life as found in the Bible. (1 Thessalonians 4:2-4)
- We expect staff to have fun. We all have occasional bad days but if your work isn't enjoyable to you, you need to find another calling. We want to not only work together but also to play and celebrate together.
- We expect you to make mistakes. It is normal to make mistakes when we try new things; the key is to learn from our mistakes so that we don't make the same mistake twice.
- We expect excellence. We need to keep getting better and better at what we do.

C. Below are some expectations that we have for you as an employee of Play Kingdom:

- We expect loyalty and honesty.
- We expect a positive attitude. We believe that how much you enjoy working at Play Kingdom depends on who you're working with and the attitude of those around you.
- We expect staff to have fun. We all have occasional bad days but if your work isn't enjoyable to you, you need to find another calling. We want to not only work together but also to play and celebrate together.

- We expect you to make mistakes. It is normal to make mistakes when we try new things; the key is to learn from our mistakes so that we don't make the same mistake twice.
- We expect excellence. We need to keep getting better and better at what we do.

What You Can Expect From New Song

1. Provide an exciting, challenging and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude and character.
3. Develop competent people who understand and meet our objectives, and who accept the ideas, suggestions and constructive feedback from fellow employees.
4. Assure employees an opportunity to discuss any problems with the appropriate representatives of New Song.
5. Make prompt and fair adjustment of any complaints which may arise in the everyday conduct of our business, to the extent that it is practical.
6. Respect individual rights, and treat all employees with courtesy and consideration.
7. Promote employees on the basis of their ability and merit.
8. Keep all employees informed of the progress of New Song as well as the Organization's overall aims and objectives.
9. Do all these things in a spirit of friendliness and cooperation so that New Song will continue to be known as "a great place to work."

Guidelines for work relationships between members of the opposite sex

Scripture instructs us to "above all else, guard your heart" (Proverbs 4:23, NIV) and "Abstain from all appearances of evil" (1 Thessalonians 5:22, KJV).

The Apostle Paul wrote, "Don't be so naive and self-confident. You're not exempt. You could fall flat on your face as easily as anyone else. Forget about self-confidence; it's useless. Cultivate God-confidence" (1 Cor. 10:12, Msg). "But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people" (Eph. 5:3, NIV).

In order to assist our staff in following Scriptural warnings and maintaining appropriate boundaries, New Song staff will observe the following guidelines:

1. For staff that are married or engaged, do not go out for meals or coffee alone with members of the opposite sex.
2. Do not make any physical display of affection that could be questioned.
3. Make home visits only when there is another adult present.
4. Work with window coverings and doors open. If a closed-door meeting is needed, hold it in a room with window coverings left open.
5. Be careful in answering emails, cards, letters, emails, instant messages etc. from the opposite sex.
6. Do not discuss marriage problems with a staff member of the opposite sex.
7. Do not counsel a member of the opposite sex alone at the office nor counsel that person more than once without his/her mate. Make a referral if the situation warrants it.

8. Pray and be protective allies for each staff member's integrity.

EMPLOYMENT PRACTICES AND POLICIES

Our Working Relationship/At Will Policy

Your employment relationship is based on the mutual consent of the employee and New Song. Accordingly, either the employee or New Song can terminate the employment relationship at will, with or without cause or notice, at any time.

No employee or representative of New Song has authority to enter into any agreement for employment for any specified period or to make an agreement that is contrary to this employment-at-will policy.

Nothing in this policy or any other document or statement, whether written or oral, shall limit the right of the employee or New Song to terminate the employment relationship for any reason, with or without notice.

Equal Employment Opportunity

The Civil Rights Department formerly known as the Department of Fair Employment and Housing governs the Fair Employment and Housing Act (FEHA), which is state law barring discrimination in the workplace. FEHA also contains an exemption for religious organizations regarding unlawful employment practices. It provides that an "employer" "does not include a religious association or corporation not organized for private profit." Therefore, religious organizations are not considered employers under FEHA and religious employers are not subject to the provisions of FEHA regarding unlawful employment practices. This employer is a religious association or corporation not organized for private profit.

Religious organizations, however, are subject to the provisions of Title VII of the Civil Rights Act of 1964 and its revisions and amendments. Title VII prohibits discrimination in the workplace based on race, color, religion, sex, and national origin, but it allows religious organizations a significant exception: Under sections 702(a) and 703(e)(2) of Title VII, "a religious corporation, association, educational institution, or society," including a religious "school, college, university, or educational institution or institution of learning," is permitted to hire and employ individuals "of a particular religion."

New Song retains the right to hire, employ, transfer, promote, etc. only those individuals who meet such criteria and support the same beliefs, faith practices, and tenets of our faith. You are advised to read, understand, and comply with the following:

- Staff Affirmation - Exhibit A

- New Song Community Church Constitution - Exhibit B (specifically, Bylaw 1 - Statement of Faith)

With respect to employment matters, New Song will not discriminate on the basis of applicable protected classes.

Performance Appraisals

Performance appraisals will generally be done semi annually for all employees. More frequent reviews may be given to newly hired individuals and to those who have been promoted during a given year. Managers may conduct special performance reviews of an employee at any time when the employee's performance, good or bad, warrants special consideration. The performance appraisal has the following objectives:

- To evaluate how the job has been performed.
- To discuss performance with the individual concerned.
- To determine, where necessary, how performance can be improved.
- To evaluate short-term and long-term goals and potential.

The occasion of a performance review does not automatically signify a pay increase.

Background Checks/Live Scan

The California legislature enacted Assembly Bill 506 (AB506) which took effect in January 2022. Any organization that has a Youth Service Organization (children/youth ministries) requires that every employee must be Live Scanned through the Department of Justice (DOJ) and the FBI database prior to employment.

Criminal Record Policy

Definition of Criminal Record Offender Information (CORI)

Criminal Record Offender Information (CORI) means records and data compiled by criminal justice agencies for purposes of identifying criminal offenders. For each offender, CORI may include a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges, and information pertaining to sentencing, incarceration, rehabilitation, and release. Criminal justice agencies throughout the state provide this information to the California Department of Justice (DOJ), which in turn is required to maintain it in a statewide repository.

Limited Access to CORI

The DOJ provides CORI to specified agencies/entities – including Youth Service Organizations – who have submitted to DOJ an “Applicant Fingerprint Response Subscriber Agreement” form (BCII 9005). CORI is privileged and confidential information provided by DOJ to assist agencies/entities in fulfilling their employment, licensing, and certification responsibilities and may not be disclosed except as specifically authorized by law. Agency access to CORI is restricted to the Custodian of Records (COR) and/or hiring authority charged with determining the suitability for employment, licensing, or certification of an applicant and may be used only for the

purpose for which it was acquired. CORI accessed through the organization may not be shared with anyone within the organization who is not authorized to receive such information, nor may CORI be reproduced for secondary dissemination, transferred to, or shared with any other employing, licensing, or regulatory entity (even if the other organization is itself an organization that is authorized and entitled to receive CORI), or in response to a Public Records Act request.

Custodian of Records (COR)

The organization's Custodian of Records (COR) is the individual designated by an agency as responsible for the security, retention, storage, dissemination, and destruction of CORI furnished to the agency, and serves as the primary contact for the DOJ. Agencies must designate at least one COR who must:

- be at least 18 years old
- complete and submit the "Custodian of Records Application for Confirmation" form (BCIA 8374)
- submit to a Live Scan fingerprint background clearance record check that is free of any convictions for felonies or other offenses that involve moral turpitude, dishonesty, fraud, or that impacts the applicant's ability to perform the duties or responsibilities of a COR.

The DOJ must be notified when the designated COR no longer serves in that capacity for the agency/entity.

The following staff positions are designated as the organization's COR:

- Executive Pastor
- Director of Human Resources

CORI Media Protection

The scope of this policy applies to any physical or digital media containing CORI while being acquired, retained, accessed, moved, or destroyed. "Physical" media includes printed documents and imagery that contain CORI. "Digital" media includes hard drives, external hard drives, thumb drives, CDs, etc. "Access" refers to the ability to view CORI on a terminal or on paper.

Authorized CORs must protect and control all CORI. CORs must take appropriate safeguards for protecting CORI to limit potential mishandling, loss, or unauthorized dissemination or disclosure while being stored or accessed. Data-security responsibilities also include visitor controls and physical access to workspaces, etc.

The organization's CORI safeguards include:

- Requiring that physical media stored only within designated, restricted, physically secure storage areas which may include a locked drawer, a locked cabinet, and/or a locked room for which only CORs have a key, keycard, combination, and/or code and to which only CORs are authorized access.

- Prohibiting the access, processing, storage, and/or transmittal of CORI information via any personally owned device (computer, laptop, tablet, cell, or storage media).
- Prohibiting the access, processing, storage, and/or transmittal of CORI information via a publicly owned device (e.g., hotel/motel computer, business center computer, convention center computer, public kiosk computer, internet café, etc.).
- Requiring that any digital device with CORI access must be password or fingerprint protected, and CORs must lock or log-off their computer when leaving the immediate vicinity of their work area to protect CORI from unauthorized access/viewing.
- Reasonably attempting to maintain terminals and fax machines used to receive/view CORI in a secure area to provide protection from unauthorized access to CORI by other than authorized personnel.
- Encouraging CORs to utilize privacy filter screens on their computer monitors when accessing CORI as may be necessary for their workspace environment.
- Denying uncontrolled access to any CORI by contract vendors providing document maintenance/computer services on behalf of the organization.

Subsequent Arrest Notification

The organization has completed a Contract for Subsequent Arrest Notification Service (BCIA 8049) with the DOJ and is therefore permitted by California statute (Penal Code §11105.2) to receive subsequent arrest notifications. A subsequent arrest notification (sometimes also called a “rap-back”) is a notification from the DOJ that criminal history activity has been received by the DOJ subsequent to the applicant’s fingerprinting and clearance.

The organization will immediately return unopened any subsequent arrest notification received from DOJ for any person not known to the organization.

No Longer Interested (NLI) Notification

The organization’s COR/hiring and approving authority are responsible to notify the DOJ, Bureau of Criminal Information and Analysis (BCIA) when the organization no longer has a documented legal authority and need to receive CORI on a particular individual and is therefore no longer entitled to receive subsequent arrest notifications (e.g., the applicant or volunteer is not actually retained to the position for which they applied, or their employment or volunteer service has been terminated.)

- CORs will be advised of an employee’s or volunteer’s separation or non-hire.
- CORs will complete the No Longer Interested (NLI) Notification (Form BCIA 8302) and submit the form to the DOJ.
- Human Resources will follow standard “separation” protocols including notating in the employee’s file that the NLI was completed and submitted.
- Any CORI media for the former employee/volunteer will be appropriately destroyed.

Media Destruction

If the purpose for CORI access no longer applies, the agency must destroy any CORI in such a manner that the identity of the subject can no longer be ascertained. Disposal or destruction will be witnessed and carried out only by authorized CORs.

Physical (paper) media will be shredded immediately by the COR upon removal from secure storage. CORI shall not be placed in any shredding bin even if locked and serviced by a data destruction company.

Digital (electronic) media will be destroyed by:

- Clearing: Re-writing re-usable media at least three (3) times before reusing.
- Purging: Using state-of-the art overwrite, block erase, and cryptographic erase methods to provide a higher level of media sanitization.
- Destroying: Destruction of unusable media by cutting, shredding, pulverizing, or incinerating sufficiently to render data recovery infeasible.

The organization will ensure the sanitization or destruction is witnessed or carried out by authorized COR and will maintain documentation of the method of sanitization or destruction of physical or digital media.

Breach of Confidentiality

CORI is privileged and confidential and may not be disclosed except as specifically authorized by law. Unauthorized access, disclosure, and/or misuse of CORI subjects the violating individual to:

- Civil liability
- Criminal penalties including fine and/or imprisonment (California Penal Code §11142)
- Employee discipline up to and including termination of employment

Additionally, violations of CORI protocols and confidentiality subject the organization to potential loss of CORI access privileges. Any inadvertent, intentional, or otherwise inappropriate CORI disclosure and/or use must be reported to organizational leadership (Lead Pastor, Executive Pastor/Chief Operating Officer, and Director of Human Resources & Finance).

Training and Acknowledgement of Staff

Staff with access to CORI will receive semi-annual training on the secure handling, storage, dissemination, and destruction of CORI and the organization will maintain on file a signed "Employee Statement Form"/CORI Policy Acknowledgement form (*see page 5*) acknowledging an understanding of this policy, laws prohibiting the misuse of CORI, and criminal penalties for misuse and unauthorized dissemination/disclosure.

Organizational Guidelines

- The organization will designate a minimum of two CORs to ensure uninterrupted access to CORI in the event of the departure or other change of status of a designated COR.
- The designation and/or addition of any COR for the organization must be approved by the Lead Pastor, Executive Pastor/Chief Operating Officer, and Director of Human Resources & Finance.
- All prospective employment and volunteer candidates will complete a “Request for Live Scan Service” form (BCIA 8016) and submit fingerprints for a Live Scan criminal background check as part of the organization's screening and hiring process.
- CORs and/or the organizational hiring authority charged with determining suitability for employment, licensing, or certification of an applicant will check the Live Scan system for results. (A report of non-clearance is the finding that an employee or candidate for employment has a related criminal conviction record; conversely, a clearance report or “No Record” is the finding that an employee or candidate for employment has no related criminal conviction history.)
- Only CORs and/or the organizational hiring authority charged with determining suitability for employment, licensing, or certification of an applicant will have access to secure, confidential CORI files.
- Reasonable measures shall be taken by CORs to maintain terminals and fax machines in a secure area to provide protection from unauthorized access to printed or digital CORI by other than authorized personnel.
- CORs and/or the organizational hiring authority charged with determining suitability for employment, licensing, or certification of an applicant will retain printed CORI only in secure and confidential files separate from any employee personnel files.
- The organizational hiring authority charged with determining suitability for employment, licensing, or certification of an applicant will notify the appropriate ministry leaders of cleared Live Scan results.
- Any criminal record information for staff members and volunteers will be reported to the organizational hiring authority charged with determining suitability for employment, licensing, or certification of an applicant.
- CORs will be responsible to:
 - o notify the DOJ about any change of organization name, address, telephone number, fax number, Custodians of Records, and contact person.
 - o submit an updated "Live Scan Subscriber Agreement Form" to the DOJ signed by the new organizational official when applicable.
- Pursuant to the California Code of Regulations §702(c), the DOJ may conduct audits of the authorized persons or agencies using CORI to ensure compliance with state laws and regulations.

Subsequent Arrest Notification Policy

Purpose

This policy outlines our ministry standards regarding the ministry's ongoing monitoring of Live Scan Criminal Offender Record Information (CORI). Pursuant to California regulations (Business and Professions Code §18975 and Penal Code §11105.3), the ministry - as a youth service organization - requires all its employees to undergo a Live Scan criminal history check as a condition of employment. The intent is to ensure adequate background screening of employees to protect vulnerable populations and to safeguard the ministry.

Scope

This policy applies to all employees across all ministry departments.

Subsequent Arrest Notifications

- Not only must all employee candidates have consented to and completed a Live Scan fingerprint criminal history check of state (DOJ/Department of Justice) and federal (FBI/Federal Bureau of Investigations) records as a condition of hire, but all employees, throughout the duration of their employment, must additionally consent to ongoing monitoring via the ministry's subscription to DOJ's Subsequent Arrest Notification Reports. This essentially means the ministry and its authorized representatives will access information regarding past and present criminal charges, convictions, and/or other legal matters that may be relevant to employment by the organization. Any information will be gathered and used solely for employment purposes and to ensure compliance with applicable laws, regulations, and workplace policies.
- The organization will promptly notify DOJ via a "No Longer Interested" (NLI) notification when the employee separates from employment, and the ministry, therefore, no longer has a current authorizing relationship with the person.

Live Scan Annual Waiver

Annually, employees must sign a Consent to Obtain Criminal History Information form authorizing the organization to access and review DOJ (State) and FBI (Federal) Criminal Offender Record Information (CORI) concerning the employee for the purpose of maintaining workplace safety and compliance pursuant to legal requirements under §11105.3 of the California Penal Code.

Refusal or Failure to Sign Annual Waiver

An employee's refusal or failure to sign and submit this form as required will result in the employee's termination as the ministry will be unable to maintain verification of the employee's criminal history status and, therefore, the employee's suitability for continued employment.

Employee's Right to Access Criminal History Report

- Employees on whom the ministry has conducted a Live Scan fingerprint criminal history check may request a copy of their criminal history report from the DOJ or FBI.
- Employees additionally have a right to challenge the accuracy and completeness of such report(s).

To access or challenge federal (FBI) reports:
<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>

To access or challenge California (DOJ) results:
<https://oag.ca.gov/fingerprints/record-review>

Questions and Clarifications

This policy helps maintain the integrity, safety, and protection of the ministry and its participants as well as informs employees of the rights to access and challenge their criminal history reports. Any questions regarding this policy should be directed to the Human Resources (HR) department. The HR department is responsible for providing clarification and ensuring that all employees understand and comply with this policy.

Anti-Harassment and Discrimination Policy

New Song is committed to providing a work environment that is free of applicable unlawful discrimination. In keeping with this commitment, New Song maintains a strict policy prohibiting applicable unlawful harassment and abusive conduct in any form, including sexual harassment, verbal, physical, and visual harassment based on race, color, national origin, and/or any other characteristic prohibited by applicable law. Additionally, New Song does not tolerate abusive conduct or bullying in the workplace. This policy applies to all agents and employees of New Song including supervisors and non-supervisory employees and prohibits harassment of employees in the workplace by any person, including non-employees, such as vendors, independent contractors, and others doing business with New Song. It also prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in a New Song Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Individuals who violate this policy are subject to discipline up to and including immediate termination. Unlawful harassment may take many forms, including but not limited to:

- Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments

- Visual conduct, such as derogatory posters, cartoons, drawings, or gestures
- Physical conduct, such as assault, blocking normal movement, or interference with work directed at an employee because of the employee's sex or other protected characteristic
- Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of job benefits in return for sexual favors
- Retaliation for having reported unlawful harassment

Any employee or other person who believes he or she has been harassed by a coworker, supervisor, agent of New Song, or non-employee should promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor, or, in the alternative, to the human resources department. It is the responsibility of each employee to immediately report any violation or suspected violation of this policy to one or more of the individuals identified above.

Supervisors must immediately report any incidents of harassment to the human resources department and the Executive Pastor. The human resources department will investigate all such claims and take appropriate corrective action, including disciplinary action up to and including termination, when it is warranted. Employees should feel free to report valid claims without fear of retaliation of any kind. Employees will not be subject to retaliation for registering any complaint of unlawful harassment in good faith.

If an employee has any questions concerning this policy, please feel free to contact the human resources department.

Sexual Harassment Training

As of January 1, 2019, all employees: full-time, part-time, independent contractors, new hire, etc., are required to take an online sexual harassment training. Two hour training for supervisors and one hour for non-supervisory employees within six months of hire or promotion, and every two years after that.

Temporary employees must be trained within 30 days of hire or 100 hours worked, whichever is earlier.

Mandated Reporter Policy

In compliance with California Penal Code (P.C.) §11165.7(a), Assembly Bill (AB) 506, and Business & Professions Code §18975, all administrators and staff members of New Song Community Church - regardless of title, position, or duties - are mandated reporters of known or suspect child abuse and neglect. We believe that every employee of New Song Community Church is serving the Lord and is, therefore, also morally obligated (Matthew 18:6-7) to act upon known or suspect child abuse and neglect and report it to law enforcement and Child Protective Services. A "child" is a minor - any person under the age of 18. In addition to reporting to law enforcement and Child Protective Service, administrators and employees must immediately notify Human Resources and/or the Executive Pastor.

Reporting

Each staff member is required to know, understand, and comply with the Child Abuse and Neglect Reporting Act (CANRA/P.C. §11166) requiring mandated reporters to report when, in their capacity as a mandated reporter, they reasonably know or suspect that a child has been a victim of child abuse, including physical abuse, sexual abuse, emotional abuse, and neglect. Mandated reporters have a legal duty to report such abuse to an authorized agency, such as police department, sheriff's department, or county child welfare agency, pursuant to P.C. §11165.9.

The mandated reporter must make an initial report to the agency immediately (or as soon as is practicably possible) by telephone, and they must follow-up with a written report (BCIA 8572) sent by fax or electronically transmitted within 36 hours of receiving the information concerning the abuse.

Training

All mandated reporters are required to complete mandated reporting training modules that will be assigned by Human Resources. This must be completed at time of employment and every two years thereafter.

Confidentiality and Immunity

Mandated reporters are required to provide their names when making a mandated report. Pursuant to Penal Code §11167(d)(1), the reporter's identity shall be confidential and disclosed only among agencies receiving or investigating mandated reports such as law enforcement investigators, Child Protective Services, prosecutor's office, medical examiner/coroner, licensing agencies, etc. Mandated reporters have immunity from criminal or civil liability for reporting as required unless it can be proven that a false report was made, and the reporter knew that the report was false or was made with reckless disregard of the truth or falsity of the report. This is true even if the mandated reporter acquired the knowledge or suspicion of the abuse or neglect outside of his/her professional capacity or scope of employment.

Threat to Welfare of a Minor

California's Child Abuse and Neglect Reporting Act (CANRA) was drafted to protect minors specifically from abuse "by another person" (CA Penal Code §11165.5). Self-harm in itself - absent signs of abuse or neglect - is not a mandatorily reportable condition under CANRA. However, if a mandated reporter believes that the self-harm is rooted in abuse, neglect, and/or an unsafe situation that affects the minor's well-being, then they would be required to report to authorities.

While California mandated reporters are not specifically required to report self-harm by minors unless there is a reasonable suspicion that it is related to abuse, neglect, or an unsafe home environment, where self-harm by a minor is identified, the reporter - from a moral perspective - is strongly encouraged to prioritize the safety and well-being of the child, should at minimum refer the minor and/or their family to services including mental health resources, and may make a report (pursuant to CA Penal Code §11166.05), even when no formal report to law enforcement or child protective services is legally mandated.

Conduct With Minors

Ministry staff and volunteers should build open and trustworthy relationships with children and youth, ensuring they feel loved, accepted, and valued. At the same time, the risks of sexual abuse, exploitation, and false accusations require clear safeguards and boundaries to protect minors from harm while also protecting ministry workers from untrue claims.

Ministry workers must remain aware of their own and others' vulnerabilities when working with minors, always adhering to the "two mandated reporter" rule which ensures at least two adult mandated reporters are always present during interactions.

Physical contact with minors must occur only in appropriate, public settings to avoid any possibility of misinterpretation. Minors should not be allowed in the private residence of a ministry worker unless another adult is present or the minor is a family member. Additionally, ministry workers must not share overnight accommodations with minors unless they are immediate family members. Furthermore, minors should not stay overnight in church-owned facilities, private residences, or hotel rooms except in the presence of at least two gender-appropriate adults. In rare emergencies, such as when a youth is fleeing an abusive situation, every effort should be made to secure accommodations with trusted family members, congregation members, or public authorities.

Ministry workers should refrain from giving money, favors, or gifts to minors, although purchasing a meal occasionally is permissible, provided it is not habitual. Under no circumstances should a meal be used as a means to bribe or coerce a minor.

These guidelines help establish clear boundaries between adults and minors and are essential for fostering a safe and respectful environment for children and youth while protecting ministry leaders from misunderstandings or false accusations.

SP4K Training

In addition to Sexual Harassment Prevention Training and Mandated Reporting Training, it is required as an employee of New Song, New Song Preschool and Play Kingdom to complete SP4K training within 4 months of date of hire. SP4K exists to provide a safe, secure, and comfortable environment for children and youth by limiting the possibility and perception of unsafe practices and interactions at new Song. Renewal is every 3 years.

Responsibility and Reporting

All New Song employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate manager or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Organization to do so.

All reported incidents of prohibited harassment will be investigated in an effective, thorough and objective manner. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to both the complainant and to the accused harasser(s). If you believe you have been harassed by any Organization employee, client, or other business contact, confront the harasser and ask him/her to stop. While we encourage you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your manager immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to Human Resources. If Human Resources is not available, please contact the Executive Pastor or any member of the pastoral staff. Any claims of sexual harassment should immediately be reported to the Executive Pastor, Lead Pastor or Leadership Board.

Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed any employee will be subject to severe disciplinary action up to and including termination. New Song will also take any additional action necessary to appropriately remedy the situation.

Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. In addition, the Organization will take appropriate action to remedy any loss to the complaining employee resulting from the harassment. The individual who makes unwelcome

advances, threatens or in any way harasses another employee may be personally liable for such actions and their consequences.

All employees must report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing (“DFEH”) investigates and may prosecute complaints of harassment. Whenever an employee thinks he or she has been harassed or that he or she has been retaliated against for complaining, that employee may file a complaint with the DFEH. The nearest DFEH office is listed in the telephone book. The Organization also has a brochure on sexual harassment which is available to all employees for additional information.

EMPLOYMENT APPLICATIONS

All potential employees/staff are required to fully complete New Song’s Employment Application. We rely upon the accuracy of information contained in the Employment Application as well as the accuracy of other data presented throughout the hiring process and employment.

Any misrepresentation, falsification, or material omission in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination from employment.

Classification of Employees

At the time you are hired, you will be classified as either “exempt” or “non-exempt”. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per work week. Employees who are paid hourly are referred to as “non-exempt” in this employee handbook.

Exempt employees are managers, executives, professional staff, officers, directors, and others whose duties and responsibilities allow them to be “exempt” from provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.

Participation in our benefits programs may be affected by your employment status or classification.

All employees of New Song, whether exempt, non-exempt, full-time, part-time or temporary, are employed at-will. In addition, New Song also has a number of volunteers who contribute to the day-to-day operations at New Song.

EXEMPT status applies to certain pastoral, administrative, professional and executive staff. Exempt employees qualify for exemption from overtime regulations under state and federal law and their salaries already take into account that they may work long hours.

NON-EXEMPT status applies to all other regular employees. Non-exempt employees are covered by regulations in the State of California wage orders and receive extra pay for overtime work (as described in the overtime section of this employee handbook). Non-exempt California employees are eligible for overtime compensation after eight (8) hours worked in one (1) day or forty (40) hours worked in one (1) week, at one and one-half (1½) times their regular pay. Overtime must be pre-approved by your supervisor in writing.

FULL-TIME employees work on a regular basis for at least 30 hours per week. Full-time employees may or may not be EXEMPT. They are eligible for all benefits available through work at New Song, so long as they meet the applicable requirements, such as length of service.

PART-TIME employees work on a regular basis for fewer than 30 hours per week.

VOLUNTEERS are individuals who offer their time to New Song for charitable or religious purposes. Volunteers are not considered employees and have no expectation of compensation. Any time spent volunteering by an employee of New Song must be approved by the employee's supervisor, to ensure that it does not parallel any of their normal job functions within New Song. **Volunteers are required to review and sign: 1) New Song's Statement of Faith, 2) Release of Liability and 3) Volunteer handbook.**

Personnel Records

A personnel file will be maintained by New Song for each employee of the Organization. General personnel records will be kept in your file such as: job application, performance evaluations, letters of recommendation and job descriptions. Any employee may review his or her personnel file during regular business hours upon making a request to Human Resources. No one other than the employee or his or her manager or someone from the executive team may seek information from the file without the written permission of the employee. Under no circumstances should the file be removed from the Human Resource office. Completed I-9 forms are kept in a separate binder.

The Organization will keep your personnel records private. However, there are certain times when information may be given to a person outside the Organization. These are:

1. In response to a subpoena, court order, or order of an administrative agency;
2. To a governmental agency as part of an investigation by that agency of the Organization's compliance with applicable law;
3. In a lawsuit, administrative proceeding, grievance, or arbitration in which you and the Organization are parties;
4. In a workers' compensation proceeding;
5. To administer employee health benefit plans;
6. To a health care provider, when necessary;
7. To a first aid or safety personnel, when necessary; and
8. To a prospective employer or other person requesting a verification of your employment.

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. Please promptly notify Human Resources of any changes in your personal data. Coverage or benefits that you and your family may receive under New Song's benefits package could be negatively affected if the information in your personnel file is incorrect.

Inspection of Payroll Records

Employees and former employees have the right to inspect and obtain copies of their own payroll records. All requests must be submitted in writing to the Human Resources Department at New Song, who will make certain that each request is properly processed. Requests will be honored within 14 days from the date they are received. Individuals who make a request may be asked to provide identification so that they are not provided access to information on other employees. Individuals who request a copy of their records will be required to pay for the cost of making the copies.

Attendance

Regular attendance and punctuality are considered essential functions of every employee's job. Therefore, all employees are expected to arrive on time, ready to work, every day. Our philosophy is that absenteeism is generally controllable. Therefore, absence control is best achieved through individual treatment aimed at the irresponsible, chronic absentee.

We define an absence as failure to report for and remain at work as scheduled. This includes arriving late for work and leaving early without prior supervisory approval. Additionally, absences that exceed the permitted number of hours under the vacation and sick plan may be considered unexcused absences.

If you are unable to arrive at work on time, or must be absent for any portion of the day, you must contact your supervisor as soon as possible. If possible, you should speak directly with your supervisor. If that is not possible, then you must leave a message for your supervisor. Since each department has different needs and internal procedures, employees must check with their supervisor to determine any additional or specific instructions for reporting absences or tardiness.

Excessive absenteeism or tardiness will result in disciplinary action up to and including termination. The standard of what is excessive is determined by the needs of your particular department. This organization will administer this policy in accordance with federal and state law, including, but not limited to, the Americans with Disabilities Act and the Family and Medical Leave Act.

Job Abandonment Policy

Employees who fail to report to work for three consecutive business days without notifying New Song of the absence will be considered to have voluntarily resigned.

If an employee is unable to contact New Song/Play Kingdom, such employee should ask a representative (such as a family member or friend) to do so on the employee's behalf.

New Song will consider extreme circumstances on a case-by-case basis. In the event of Domestic Violence situations please see our Leave for Victims of Violence Policy.

Work Schedules

"New Song is open for weekday business Monday through Friday, 8:30 a.m. to 5 p.m. Due to the nature of pastoral ministry, times of pastoral working hours are flexible. We keep in mind that secular professionals work, on average, 48 hours a week and make time for a Quiet Time, Life Group, and church ministry and attendance on top of that. We hope to match this type of intensity in our commitment to our work for the Lord. Certain facets of ministry work can be done more effectively outside of the church office, but otherwise, work from the church office is our expectation. This helps with cohesion, communication and a sense of camaraderie.

Overtime Policy

Employees will be paid for their hours worked in accordance with all legal requirements. Employees who are exempt within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy. All non-exempt employees qualify for overtime pay.

From time to time, employees may be required to work a longer shift to complete an assigned work duty. When this type of work is required, an employee's supervisor will inform the employee as soon as possible or the employee will gain prior approval from his/her supervisor prior to working such overtime.

All overtime work must be approved in advance, in writing, by an employee's supervisor. Because unauthorized overtime is against New Song policy, employees who work unauthorized overtime may be subject to disciplinary action, up to and including termination.

Overtime pay is calculated at one-and-one-half times a non-exempt employee's regular rate for all hours worked over eight hours in one workday or 40 hours in one work week, as well as for the first eight hours worked on the seventh consecutive day in a work week. Two times a non-exempt employee's regular rate is paid for all hours worked over 12 hours in a workday and over eight hours on the seventh consecutive day of the work week. Overtime is computed based on a non-exempt employee's total hours worked in a workday and in a work week. Hours paid for time not worked, e.g., holidays, sick days, and vacation, do not count as hours worked for overtime purposes.

Pay Periods

Pay periods are semi-monthly, ending on the 6th and 21st of the month for non-exempt (hourly) employees and the 15th and last day of the month for exempt (salaried) employees. Paychecks are distributed on the 15th and last day of the month. Overtime must be approved in advance by your supervisor. If a regular payday falls on a holiday or weekend, you will be paid on the last day of work prior to holiday or weekend.

Payroll Deductions

New Song is required by law to make regular deductions for taxes imposed by governmental units. These deductions must be made from all paychecks, and the amounts deducted are turned over directly to the applicable governmental units.

Under the Social Security Act, your yearly taxable earnings are reported to the Social Security Board, and your benefits are computed upon them. New Song is required to deduct the tax on your salary. The amount deducted is sent to the federal government for credit to your account. The act provides a monthly income for workers and their families when the worker is retired or disabled and for certain payments to survivors in case of death.

New Song will provide, by January 31 of each year, a W-2 statement showing the total amount of your taxable earnings in addition to all deductions taken from your pay during the previous year.

Wage Garnishments

New Song will adhere to legally imposed wage assignments and garnishments, and will not modify the terms of those legal arrangements unless ordered by a court.

Requesting Paid Vacation

It is the employee's responsibility to submit the proper paperwork to their immediate supervisor for signature and approval prior to taking time off. Employees must meet the minimum hours worked per week (25+) to accrue vacation time.

Payroll Time Sheets

It is the responsibility of every employee in a non-exempt position to accurately record all time worked and to have your timesheet signed by your supervisor. Federal and state laws require New Song to keep an accurate record of time worked in order to calculate pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Please accurately record the time work begins and ends rounded to the closest quarter of an hour (15 minutes), as well as the beginning and ending of each meal period. Also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always have prior approval from your supervisor. Altering, falsifying or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is each employee's responsibility to sign the time record to certify the accuracy of all time recorded. In addition, if corrections or modifications are made to the time record, both the employee and supervisor must verify the accuracy of the changes by initialing the time record. Any timecard errors should be reported immediately to your supervisor.

Completed, signed, time sheets must be turned into payroll no later than 3 days after the stated pay period ends. Late timesheets (past 3 days) may result in a delayed

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paycheck. It is each employee's responsibility to get their timesheet in on time and within each correct pay period. Repeated late timesheets will result in a written warning, and if this continues, termination of employment.

Meal and Rest Periods (Non-Exempt Positions/Employee)

In California, the guiding principle regarding rest breaks is that employers must provide a paid rest break of ten minutes to non-exempt employees for every four hours of work which should be taken as close to the middle of the four-hour period as possible.

Additionally, employers must provide an unpaid, uninterrupted (free-of-work duties) meal period of at least 30 minutes for any non-exempt employee who works five hours or more. The meal period should be initiated no later than 4 hours and 59 minutes into the shift.

HOURS WORKED	MEAL BREAKS REQUIRED
Less than 5 hours	0 meal breaks
5 to 10 hours	1 meal break
More than 10 hours but not more than 15.5 hours	2 meal breaks

If, at any time, you are unable to take a lunch period because of workload, please immediately inform your manager so that appropriate arrangements can be made.

You are allowed one ten-minute rest period for every four hours of work or major portion thereof.

If your workload prevents you from taking at least a ten-minute break in the morning and/or the afternoon, please advise your manager so that arrangements can be made to allow you to do so. New Song Church will assume, unless you notify us otherwise, that you are taking the break periods to which you are entitled. You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

Remote Work Policy

Remote working is working for the church outside the geographical area of the church. Working from a residence within the Oceanside area is not considered remote work (see section on work schedule, which addresses working from home while in the vicinity of church).

Most ministry happens in the context of meeting, praying with, caring for, and loving people. Some ministry work is administrative in nature, but a majority of ministry work

involves being physically present with people. Thus, ministry opportunities are limited when working remotely. Moreover, remote work does not allow for staff cohesion and communication.

Therefore, working remotely is prohibited except to virtually attend important meetings or conduct limited administrative work (less than 8 hours of work on a trip). For example, someone travels to their home in Washington for seven days. They can not work remotely any more than 1 day (8 hours) to accomplish administrative work and/or to attend a meeting. That person would need to take Paid Time Off to cover the other seven days.

EMPLOYMENT TERMINATION

New Song strives to ensure a smooth transition for employees leaving the Organization. New Song and its employees have an employment relationship that is known as “employment at will”. This means that employees are not required to work for the Organization for any set period of time nor is the Organization required to employ individuals for any specific length of time. **The statements made in this policy do not alter, modify or limit the employment AT WILL relationship.** An “at-will” employee is subject to termination of employment at any time the Organization concludes it appropriate to do so (See Our Working Relationship/At Will Policy). Involuntary separation from service means that the termination action is being initiated by New Song, rather than by the employee. In general, employees who are discharged by New Song are not eligible for rehire. However, employees who are terminated due to layoff or restructuring may be eligible for rehire or recall at the Organization’s discretion.

The Organization will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from New Song;
2. Fail to return from an approved leave of absence on the date specified by New Song, or;
3. Fail to report to work or call in for two (3) consecutive work days in accordance with our policies.

All employees who resign voluntarily are asked to provide New Song with the professional courtesy of two weeks’ notice of resignation to allow for a smooth transition, and training of any replacement personnel. The notice you give will be noted on the employment record and will be considered in any discussion regarding rehire or reference information. Once notice of resignation has been given, accrued and unused vacation time normally may not be taken.

Circumstances may exist where the Organization may exercise its right to accept a resignation immediately or to accelerate the final date of employment. The employee’s personnel records will normally indicate “voluntary resignation” whether the final workday was determined by the employee or by the Organization.

All Organization property such as church-owned laptops, office equipment, credit cards, keys, manuals, computer equipment must be returned on or prior to the last day of employment. The employee should return these items to his or her immediate manager.

Final wages for time worked, plus any pay for unused but accrued vacation time will normally be paid at that time.

Final Paycheck

Employees will receive their final paycheck within the time required by law. Employees who give more than 72 hours' notice will receive their final paycheck on their last day of work. Employees who give less than 72 hours' notice will receive their final paycheck within 72 hours of their notice. Employees who are terminated involuntarily will be provided their final paycheck on their last day of work. New Song's property (e.g., keys, equipment, etc.) must be returned on or before the employee's last date of active employment.

BENEFITS

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, an employee may be eligible to enjoy other benefits which will enhance job satisfaction. The benefits program described in this employee handbook represents a very large investment by New Song, and New Song trusts that every employee will avoid abusing any of the program's benefits.

A number of the programs (paid family leave, disability-for FT employees only, Social Security and workers' compensation) covers all employees in the manner prescribed by law.

Every full or part time employee working more than 25 hours per week will enjoy all the benefits described in this employee handbook as soon as the eligibility requirements for each particular benefit are met.

A part-time employee working fewer than 25 hours per week will enjoy only those benefits specifically required by law, provided that part-time employee meets the minimum requirements set forth by law and in the benefit plan. Temporary employees are not eligible for benefits.

Vacation Time

New Song recognizes the value of rest and relaxation and encourages employees to use their Vacation Time. It is the policy of New Song to provide vacation time for scheduled time including. Employees, working 25 or more hours per week, are entitled to vacation based upon their years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence or termination of employment.

Vacation time begins accruing upon hire but cannot be taken until after 90 days of employment.

In the event that accrued vacation is not used by the end of the benefit year, you may carry unused vacation forward to the next benefit year. The amount of accrued vacation available for your use may not exceed 1.25 times your annual accrual. Once this maximum is reached, vacation will stop accruing until vacation time is taken and is below the capped amount listed above.

Upon separation of employment, employees will be paid for all accrued, unused vacation hours. Employees on unpaid leave do not accrue vacation.

If you have been with New Song for 20+ years, you will no longer accrue vacation and will have unlimited time with the approval of your immediate manager. With unlimited vacation, there will be no payout of vacation hours upon separation with New Song Community Church. If you have a balance at the time of your 20 year anniversary, New Song will pay out your vacation balance when you switch to unlimited.

Vacation Time for full-time and part-time non-exempt (hourly) employees will be accrued on the following basis (per hour worked):

Years of Service	Vacation Accrual
Up to 1 year	0.023 hours per hour worked
1-5 years	0.0325 hours per hour worked
5 + years	0.0425 hours per hour worked

Vacation Time for full-time exempt employees will be accrued on the following basis:

Years of Service	Vacation Accrual
Up to 1 year	1.67 hours per pay period/120 max hours
1-5 years	3.34 hours per pay period/170 max hours
5 -20 years	5.00 hours per pay period/220 max hours
20+ years	Unlimited

Holidays

New Song observes the following paid holidays for full-time employees; part-time employees working at least 25 hours per week will receive holiday pay on a prorated basis:

New Year's Day	Veterans Day (veteran employee only)
MLK, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	Day after Christmas

Eligibility for holiday pay begins upon the first day of employment. Employees must work his/her regularly scheduled working days immediately preceding and immediately

following the holiday, unless an absence on either day is approved in advance by the employee's manager.

Banking Holiday Hours: If holiday falls on a scheduled day off, you can take that day within 2 weeks after holiday, otherwise it will be a lost holiday. Coordinate with your supervisor when you would like to take your holiday.

403b Retirement Plan

All employees, who receive a W-2 through New Song are eligible to enroll and contribute in the 403b retirement plan we have with GuideStone.

LEAVES OF ABSENCE POLICIES

Jury Duty

Employee may want to fulfill your civic responsibilities by serving jury duty when required.

Non-Exempt – receive 5 paid days if called in for jury selection (jury summons must be attached to time sheet to receive pay.) Employees may request unpaid jury duty leave for the length of absence unless leave of absence is taken as vacation. Paid days are only for regularly scheduled work days.

Exempt - receive 5 paid days if called in for jury selection. Employees may request unpaid jury duty leave for the length of absence unless leave of absence is taken as vacation or sick time.

Employee may be requested to provide written verification from the court clerk of having served. Employee must show the jury duty summons to his/her manager as soon as possible. Of course, employees are expected to report for work whenever the court schedule permits. Any mileage allowance, fee, etc., paid by the court for jury services are to be retained by you.

Paid Sick Leave

Sick leave is provided so that employees can address their own health needs and the health needs of their families, whether it is illness or preventative care. Employees may submit a request for sick leave verbally or in writing to their supervisor.

Per California law, New Song has established the following sick leave policy.

- All employees who have worked more than 30 days are entitled to sick leave.
- Employees may begin taking available sick leave after 90 days of employment with New Song.
- Part-time employees working fewer than 40 hours per week and temporary employees receive 1 hour for every 30 hours worked accrual method.
- Full-time (non-exempt) employees receive 1 hour for every 30 hours worked accrual method
- Sick leave does roll over year to year and is capped at 80 hours.. (Non-Exempt Only)

- Employees may use sick leave if they have enough hours in their sick leave bank to cover the leave taken.
- Previously accrued and unused paid sick days will be reinstated if an employee leaves employment and is rehired within one year.
- A valid notification from a doctor that an employee can return to work may be required at the employee's expense for all absences due to illness or injury lasting longer than three days. Any employee, even those able to return to work after an illness or injury in less than three days, may be required to furnish a valid doctor's notification from a licensed physician or chiropractor at the employee's expense attesting that performance of normal duties would not interfere with the health interests of the employee.
- Accrued but unused sick leave will not be paid upon separation of employment.
- Exempt employees will receive 7 paid sick days at the beginning of each calendar year. These hours cannot be carried over into the next year.
- Upon separation of employment, employees will not be paid for any accrued, unused sick hours.

Leave for Victims of Violence Policy

If you or your family member is a victim of a qualifying act of violence, New Song will provide you with unpaid leave (12 weeks) as set forth below.

Family member means your child, parent, grandparent, grandchild, sibling, or spouse.

Qualifying act of violence means any of the following, regardless of whether anyone is arrested, prosecuted for, or convicted of committing any crime.

- Domestic Violence
- Sexual assault
- Stalking
- An act, conduct, or pattern of conduct in which an individual:
 - Causes bodily injury or death to another individual;
 - Exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; or
 - Uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

Bereavement Leave of Absence

New Song will pay benefit-eligible employees up to three (3) days paid bereavement leave in the event of a death in the employee's immediate family. For purposes of this policy, "immediate family" shall be defined as: parents, grandparents, siblings, spouse, child, grandchild, or any of these relatives of the employee's spouse.

Employees may use vacation or sick time for any additional days needed or if the death is of a non-immediate family member.

An employee who needs to take time off due to the death of an immediate family member should contact his or her supervisor.

Medical Leave of Absence

A medical leave of absence may be granted for non-work related temporary medical disabilities (other than pregnancy, childbirth and related medical conditions) with a doctor's written certificate of disability. Requests for leave should be made in writing as far in advance as possible. If you are granted a medical leave, you may use any sick time previously accrued. A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. Your manager will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate showing fitness to return to work. For the duration of any leave of absence, health insurance benefits ordinarily provided by New Song, and for which the employee is otherwise eligible, will continue for a maximum of 12 weeks. During this time, the employee will be required to contribute their portion of the premium on the same basis as they would have been required during their normal working relationship, including payment of any premium for the dependent coverage they have elected. Employees who wish to continue these benefits may do so by electing to continue the benefit through the COBRA provisions, and by paying the applicable premiums.

If returning from a non-work related medical leave, employee will be offered the same position held at the time of leaving, if available. However, unless employee is on a pregnancy disability leave, New Song cannot guarantee that the same job or a similar one will be available upon your return. If New Song is unable to provide a job for an employee at the end of leave, New Song will end the employment, but employee will be eligible to apply for any opening that may arise for which employee is qualified.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth and related medical conditions. New Song intends to fully comply with these laws. Please contact Human Resources for any questions regarding these laws.

Pregnancy Disability Leave (PDL)

If you are disabled by pregnancy, childbirth, or a related medical condition, New Song will provide you with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A **pregnancy-related disability** is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job, or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Postpartum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under state and federal law, employees who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Speak with your Manager about your eligibility for these leaves.

Notice and Leave Request Process

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, obtain a leave request form from your Manager or HR Director and return the completed form to the HR Director. If the need for leave is unforeseeable and you will be absent more than three days, contact your manager or HR Director by telephone and request that a leave form be mailed to your home. If leave will be fewer than three days, complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You will be required to use available sick leave during PDL; however, you may opt to use any available vacation hours during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your healthcare provider.

Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of the Company, you may also be required to obtain a second and third certification from another health care provider at Company expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by the Company. All employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other

rights described below with respect to pregnancy-related disability leaves.

The Company may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Productive Loss Leave

Pursuant to California law, all eligible employees who experience reproductive loss are entitled to request reproductive loss leave. New Song will provide up to five days of paid leave[EW2] following a reproductive loss event, which is defined as failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction.

To be eligible for reproductive loss leave, employees must be employed by the Church for at least 30 days before the start of the leave. Employees may be granted time off under this policy on more than one occasion for a maximum of 20 days within a 12-month period. Such leave must be completed within three months of the event and it needs to be taken on consecutive days.

New Song will not discharge, demote, fine, suspend, expel, or discriminate against an individual for taking a reproductive loss leave as set forth in the law or for participation in proceedings or inquiries related to the employee's request/denial of a protected reproductive loss leave.

Disclaimer

Any leave, benefits, or any other terms of employment provided by our ministry are not to be construed as a waiver of any exemption provided to non-profit religious organizations under California Government Code sections 12900-12999 or any other applicable law.

In regard to Pregnancy, Childbirth, or related medical conditions, we reserve the right to [EW2]Leave may be paid or unpaid. If the leave is provided unpaid, insert this sentence: Employees with available sick and/or vacation time may utilize those benefits to be paid during this time.

Family or Medical Leave of Absence (FMLA) (Employer must have 50+ employees for FMLA to be available)

New Song complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, concerns or disputes with this policy, please contact the HR Director.

New Song Community Church | New Song Preschool | Play Kingdom

Employee Handbook
Revision March 1, 2025

Eligibility

To be eligible for leave under this policy, employees must meet all of the following requirements:

- Have worked at least 12 months for New Song.
- Have worked at least 1,250 hours for New Song over the 12 months preceding the date the leave would commence.
- Currently work at a location where there are at least 50 employees within 75 miles.

The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Reasons for Leave

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active-duty status.
- To care for a covered service member with a serious injury or illness.

Amount of Leave

An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. New Song will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, New Song will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, New Song will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for New Song may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

Intermittent Leave or a Reduced Work Schedule

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

New Song may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, New Song and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt New Song's operations.

Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to the department manager or HR manager.

When the need for the leave is foreseeable, the employee must provide New Song with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with New Song's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

Designation of FMLA Leave

Within five business days after the employee has submitted the required certification or other documentation, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

Employee Status and Benefits During Leave

New Song will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

New Song will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, New Song will require the employee to reimburse New Song the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance or disability plan, New Song will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or New Song may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, New Song will discontinue coverage during the leave. If New Song maintains coverage, New Song may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in New Song's response to the FMLA request. Generally, an employee who takes FMLA leave

will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. New Song may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, when an employee takes six weeks of New Song pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee will then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by New Song's sick leave policy) prior to being eligible for unpaid leave.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, New Song may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Definitions

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.

Spouse means a husband or wife as defined or recognized in the state where the individual was married. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.

Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents “in law.”

Qualifying exigency includes short-notice deployment, military events and activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The next of kin of a covered service member is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

Serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes

injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

California Family Rights Act Leave (CFRA)

The California Family Rights Act (CFRA) provides up to 12 weeks of unpaid leave to eligible employees.

CFRA Eligibility

To be eligible for CFRA leave under this policy, an employee must:

1. have worked for the New Song at least 12 months in the preceding seven years and
2. have worked for the New Song at least 1,250 hours in the 12 months immediately preceding the date the leave would commence.

CFRA leave may be taken for any of the following reasons:

- for the birth of a newborn child.
- for the placement of a child with the employee in connection with the adoption, or foster care of a child or for a designated person (any individual related by blood or whose association with the employee is equivalent of a family relationship).
- to care for an immediate family member or designated person[EW3] (employee's spouse, parent, grandparents, grandchildren, siblings, parents-in-law, child of any age, or designate person(any individual related by blood or whose association with the employee is equivalent of a family relationship)).
- for the employee's own serious health condition that makes the employee unable to perform his or her job or
- for certain qualifying reasons related to active military duty in the U.S. Armed Forces by an employee's spouse, domestic partner, child, or parent serving.

When both parents are employed by the New Song each parent will individually be entitled to 12-weeks of CFRA baby-bonding leave (rather than the previous entitlement of a total of 12-weeks for both parents combined).

Pregnancy Disability Leave does not run concurrently with CFRA but does run concurrently with FMLA.[LD5]

Bereavement Leave under CFRA

Eligible employees who have worked at least 30 days will be eligible for up five days bereavement leave for the death of a family member defined as a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law of the employee. To be eligible for bereavement leave the leave, the employee must have worked for at least 30 days with the employer. The five days of leave do not need to be taken consecutively but must be completed within three months of the death of the family member. Employees may choose to be paid by using their accrued sick or vacation leave.

Intermittent CFRA leave

Eligible employees may take CFRA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care generally must be taken in at least two-week increments under the CFRA, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt New Song's operations. Intermittent leave is permitted in intervals of at least one hour, or at the same intervals as provided in the New Song's sick leave, vacation, or PTO policy, whichever increments are smaller.

Use of accrued paid leave

Employees must use any and all paid leave (i.e., sick leave and vacation) concurrently with CFRA leave until such accrued paid leaves are exhausted.[LD6] To use paid leave concurrently with CFRA leave, eligible employees must comply with New Song's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of health benefits

If employees and/or their families participate in New Song's group health plan, New Song will maintain health benefits coverage during CFRA leave on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on unpaid leave. In some instances, New Song may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage, and benefits.

Procedures

When seeking leave under this policy, employers may require employees to provide [Human Resources Dept] with the following:

1. Thirty days' advance notice of the need to take CFRA leave if the need for leave is foreseeable or notice as soon as practicable in the case of unforeseeable leave and in compliance with New Song's normal call-in procedures, absent unusual circumstances.
2. Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate qualifying family member within 15 calendar days of the New Song's request for the certification (additional time may be permitted in some circumstances). NOTE: The employee's failure to provide the requested certification may result in delay of the commencement of leave or denial of a leave request. Second or third medical opinions and periodic recertifications may also be required.

3. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

4. Medical certification of fitness-for-duty before returning to work if the leave was due to the employee's serious health condition. New Song will require this certification to address whether employees can perform the essential functions of their position.

Failure to comply with the foregoing requirements may result in delay or denial of leave or disciplinary action, up to and including termination.

Employer responsibilities

To the extent required by law, New Song will inform employees whether they are eligible for leave under the CFRA. If the employee is deemed to be eligible for CFRA leave, New Song will provide them with a notice that specifies any additional information required, as well the employee's rights and responsibilities. New Song will also inform employees if leave will be designated as CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for CFRA leave, New Song will provide a reason for the ineligibility.

Job restoration

Upon returning from CFRA leave, employees will typically be restored to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions.

Failure to return after CFRA leave

If an employee fails to return to work as scheduled after CFRA leave, or if an employee exceeds the 12-week CFRA entitlement, the employee will be subject to New Song's other applicable leave of absence, accommodation, and attendance policies. Termination may result for an employee who has exhausted all the New Song-provided leave available that applies to the continued absence. Following the conclusion of the CFRA leave, the New Song's obligation to maintain the employee's group health plan benefits also terminates, subject to any applicable COBRA rights.

CFRA may or may not run concurrently with Family Medical Leave Act (FMLA) leave. Employees in certain circumstance may be eligible for 12 weeks of unpaid leave under CFRA and 12 weeks of unpaid leave under FMLA. (FMLA still only applies to Employers with 50+ employees in a 75-mile radius.)

For example, an employee could take 12 weeks of CFRA to care for a sibling (not covered under FMLA) and then take 12 additional weeks of FMLA to care for a parent (covered by both CFRA/FMLA).

[EW3]Designated person -Defined by AB 1949 as "any individual related by blood or whose association with the employee is the equivalent of a family relationship." Effective Jan 2023

[LD5]FMLA only applies if employer has 50 or more employees in a 75 mile radius. Remove mention of FMLA if it doesn't apply.

[LD6]CHRN recommendation. Never give unpaid leave until all accrued leaves are exhausted.

Reproductive Loss Leave

Pursuant to California law, all eligible employees who experience reproductive loss are entitled to request reproductive loss leave. New Song will provide up to five days of paid leave following a reproductive loss event, which is defined as failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction.

To be eligible for reproductive loss leave, employees must be employed by New Song for at least 30 days before the start of the leave. Employees may be granted time off under this policy on more than one occasion for a maximum of 20 days within a 12-month period. Such leave must be completed within three months of the event and it needs to be taken on consecutive days.

New Song will not discharge, demote, fine, suspend, expel, or discriminate against an individual for taking a reproductive loss leave as set forth in the law or for participation in proceedings or inquiries related to the employee's request/denial of a protected reproductive loss leave.

Disclaimer

Any leave, benefits, or any other terms of employment provided by our ministry are not to be construed as a waiver of any exemption provided to non-profit religious organizations under California Government Code sections 12900-12999 or any other applicable law.

In regard to Pregnancy, Childbirth, or related medical conditions, we reserve the right to exercise our theology in a manner consistent with our beliefs on a case-by-case basis.

Childcare Leave of Absence

An employee (not disabled by pregnancy or childbirth) may be granted a childcare leave of absence for the purpose of caring for a newborn child. Employees who adopt a child may also be granted a childcare leave of absence for the purpose of receiving the child into the home and assisting the child in adjustment after placement.

If an employee is on an approved leave and cannot return to work when the approved leave period expires, he/she must request an extension of leave and provide any requested documentation before he/she is scheduled to return to work. Employees who fail to return to work within 3 days following an approved leave of absence will be terminated from employment.

Military Leave

Military leave is available to employees that enter, voluntarily or involuntarily, the Armed Forces of the United States including the National Guard or the Commissioned Corps of the Public Health Service, and the state military forces or the reserve components of the same, to participate in active or inactive duty or training. Time off is also permitted for an examination to determine one's fitness for duty in any of the federal military forces. Such leave will be granted in accordance with the applicable state and federal laws, and employees returning from military leave will be reinstated provided all legal requirements are satisfied and the employee returns to work or applies for reemployment within the time prescribed by law. Vacation does not accrue during military leave. Unless prohibited by military necessity, employee must notify the Organization of the need for leave, indicating the date of departure and return, as far in advance as possible. Upon return, employee must furnish evidence verifying the dates of military service.

Voting

New Song encourages all employees to fulfill their civic responsibilities by participating in state-wide elections. If an employee is unable to vote either before or after a regular work schedule, New Song will allow up to two hours of paid time off. Requests for time off to vote must be made at least two working days prior to Election Day.

INSURANCE BENEFITS

Worker's Compensation Insurance

Worker's Compensation will be provided by New Song for all employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. The Workers' Compensation benefits provided to injured employees may include: medical care, tax free cash benefits to replace lost wages, and/or rehabilitation to help qualified injured employees return to suitable employment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if an employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses must inform a supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Employees will be furnished an "Employee Injury Form" within one business day of reporting the injury, which the employee must complete and return to his/her supervisor as soon as possible.

In the case of a one-time treatment of minor scratches, cuts, burns, splinters, or other minor injuries, as long as there is no lost work time beyond the date of injury, it will be treated as a first aid case. If additional care and treatment is needed, or if time is lost from work after the date of injury, the claim will no longer be considered a "first aid" claim, but will be processed as a regular claim under Workers' Compensation Insurance.

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under New Song's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child who no longer meets eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the New Song's group rates plus an administrative fee.

Social Security (SS)

Social Security is an important part of every employee's retirement benefit. All employees must make payments to SS as required by law (these payments will be deducted from employee's paycheck), unless exempt.

Unemployment Federal (UE) and State Disability Insurance (SDI)

As a church, New Song is not required to make contributions to State and Federal UE or SDI. New Song does provide private short and long-term disability for full-time employees who work more than 30 hours per week.

DAY-TO-DAY OPERATIONS

Safety

Every effort will be made by New Song to provide a safe and healthy environment for employees/staff. If you see a safety issue report it immediately to Facilities or Human Resources.

- Employees/Staff are to maintain their work station area in a manner that is safe for employees and any guest. Avoid any clutter under, around and over work areas, so as not to promote accidents.
- Electrical outlets should be used appropriately. Plug all electrical equipment into appropriate wall receptacles or appropriate extension cords. Three pronged plugs should be used to ensure continuity of ground.
- Immediately report any defective or depleted safety equipment to the Facilities Director.
- All employees/staff are encouraged to submit suggestions to Human Resources concerning safety and health matters.
- Employees must report all (employee and non-employee) accidents, illnesses and injuries, no matter how large or small, to their supervisor and Human Resources as soon as possible, even if no medical attention is needed. This is necessary in order for New Song to comply with the laws that govern worker safety. An Incident report must be completed and submitted to HR.
- New Song will provide: First Aid Kits in the office areas, for minor medical needs.
- Employees must observe care in lifting heavy objects by using leg muscles, not back. Always ask for assistance when moving bulky and heavy loads.
- No running, horseplay or dangerous acts are allowed while on New Song's premises including engaging in boisterous or disruptive activities or playing pranks.

- Off-duty volunteer activities, sports, recreation, parties, etc. are not covered by workers' compensation in any way through New Song.
- Never use equipment for any purpose other than what is intended.
- When working with a computer screen, employee should have all furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
- Do not tip backwards in a swivel or other chairs or use chairs to reach high places.
- Keep items that create slipping hazards off the floor, i.e. pens, pencils, etc.
- Use handrails when ascending and descending stairs.
- Keep stairways clear of items that can be tripped over.
- Do not store materials and equipment against doors, exits, hallways, emergency exit corridors or fire extinguisher stations.
- All cords running across walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
- Be aware of persons loitering for no apparent reason (i.e. parking lots). Report any suspicious persons or activities to a member of the Facilities staff.
- If a problem arises that requires attention from the Police or Fire Department, employee should immediately call 911 for assistance and then report to the Facilities staff.

Reporting an Incident/Accident

In the event of an injury or accident during work hours, it is the employee's responsibility to immediately inform their direct supervisor. An Incident/Accident Report Form must be filled and for any and all injuries. The supervisor must sign the completed form and submit it to Human Resources.

Emergency Action Plan

The Emergency Action Plan is designed to identify different types of disasters and to create an effective plan to deal with them. Evacuation emergency escape routes are noted on floor plans, which are located throughout the premises. If it is necessary to evacuate, employees should proceed to the closest exit.

In the event of any disaster that results in evacuation, these two steps should be followed:

- ☐ Every department must report in and each employee scheduled to be working must be accounted for; and
- ☐ Each employee working must report to the designated location outside of the building and have his/her name marked off a list

Fire

In the event of a fire, employees should follow the **R-A-C-E** procedure as outlined below:

✓ **Rescue**

- 1) Evacuate personnel in immediate area to safe rendezvous site.

- 2) Post staff members at all exits to prevent entrance into the affected area.

✓ **Alert**

- 1) Pull the Fire Alarm
- 2) Call 911 and give the following information: Church name, address, location of the fire, type of fire, caller's name, and size of fire.

✓ **Confine**

- 1) Close all doors

✓ **Extinguish**

- 1) Locate proper fire extinguisher and use
- 2) Remember PASS—Pull, Aim, Spray, Sweep

If there is damage to the church, the Emergency Action Plan should be implemented.

Earthquake

In the event of an earthquake, employees should seek shelter away from windows. Employees should avoid areas with large pieces of equipment, bookcases, file cabinets, heavy mirrors, refrigerators, and other heavy objects that could tip over. Take refuge under a desk or sturdy table. Stay under cover until the shaking stops. If an employee is under a table or desk, employee must hold onto his/her cover. If it moves, move with it. Interior walls and hallways without windows are also a good place to take refuge. Do not be surprised if the alarm or sprinkler system comes on. Stay indoors.

Bomb threat

All employees who receive telephone calls will be trained on how to access and report information. The person taking the call should note the following information:

- ☐ Exact words the caller uses
- ☐ Gender of the caller
- ☐ Approximate age of the caller (if identifiable)
- ☐ Accent

Upon receiving a telephone bomb threat, the employee receiving the call should immediately contact a supervisor. The supervisor will be responsible for notifying the authorities and for evacuating the premises, if necessary. Employees should follow the emergency evacuation escape plan and meet in the designated rendezvous area. Employees should not return to the building until notified by a supervisor.

Workplace Violence Prevention Plan (WVPP)

New Song has implemented a WVPP as of June 25, 2024. This is a separate document that all employees will receive when hired and/or is available on insidenewsongchurch.com. This document is a living document and will be modified when required. The motto of this protection plan is “If you see something - say something.”

Privacy

New Song provides resources to facilitate employee work towards the accomplishment of its mission and New Song reserves the right to examine all provided resources, and any property or data contained in such resources, at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, e-mail, voice mail, lockers, file cabinets, etc. The resources are the property of New Song, and are therefore not private.

Computer, E-Mail, Internet Use Policy

New Song maintains computers (including e-mail and internet access) to meet its operational, financial and information requirements. It is essential that this system and the data it processes be operated and maintained in a secure environment. Authorized employees may use it in accordance with the following guidelines.

General Guidelines

- All computer users are obligated to use these resources responsibly, professionally, ethically and lawfully.
- Every employee is given access to the computer network at New Song to assist in performing employee's work. Employee should not have an expectation of privacy in anything created, stored, sent or received on the computer system. New Song has a right to audit any material created, transmitted or received on the network by an employee.
- Employees must provide passwords and codes used with New Song computer, e-mail and Internet system to Human Resources to be placed in employee's personnel file.
- Upon establishing a user ID and password to access the network, the employee, is solely responsible for all actions taken by anyone using that user ID. Keep password private. Before leaving for the day, shut down and power off computer properly. Unattended PC's represent a security risk not only for employee's data, but also to the network in general.
- When sending electronic mail using network user ID, employee's name is included in each message. Employee is responsible for all e-mail originating from his/her user ID.

Prohibited Activities

- Sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful.
- Wasting computer resources by spending excessive amounts of time on the Internet, playing games, engaging in online chat groups or creating unnecessary network traffic.
- The computer system, software, and resources should never be used for a commercial or political purpose distinct from their specific job function at New Song unless expressly authorized by the Executive Pastor.
- No one should engage in any conduct reasonably likely to compromise any security system or security program.
- Violating any state, federal or international law.
- There are instances where an employee is researching a particular subject that could result in violating one of the above guidelines. If such research is anticipated, it is the employee's responsibility to communicate this need with an appropriate ministerial staff member for accountability.
- No employee should install or allow to be installed any software on their church computer unless specifically granted permission by the Executive Pastor. Normally, only the Executive Pastor or the church computer technician (IT Department) may install programs on church-owned computers.
- Other than prayer requests and church business, no emails should be forwarded or sent to "all" without the approval of the Executive Pastor or Human Resources.

Procurement of Hardware and Software

- Funding for any hardware or software must have the approval of the departmental leader and the Executive Pastor.
- Selection of any hardware or software must be approved by the Executive Pastor to ensure continuity of the long range technology planning and compatibility with the current systems and software.
- Purchase of any hardware or software must be coordinated with the Executive Pastor to ensure the appropriate vendor is used, the appropriate method of payment is used and to search for any additional discounts.
- If any hardware or software is donated to New Song in any fashion, the Executive Pastor must sign off for the same reasons listed in Step 2 above.

Consequences of Failing to Follow Guidelines

Violations of the policy may result in disciplinary action including possible termination per New Song's standard policies.

Safeguarding New Song's Personal Property

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. New Song does not assume responsibility for the loss or theft of personal belongings, and

employees/staff are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

An employee of New Song may produce audio, visual or written materials for various purposes. Employee needs to realize that any such materials utilizing New Song equipment and or resources during the time for which employee is being compensated by New Song, do not belong to employee but to New Song. Should employee produce materials under these circumstances, where it is the intention to claim personal ownership, employee must enter into a joint written understanding to this effect with New Song.

Office Equipment

Employees/staff should be particularly careful to exercise courtesy and thoughtfulness in using any equipment on New Song property.

New Song considers all technical equipment, which includes software, to be New Song property and maintains the right to examine, modify or delete programs, files and e-mail at any time. There is no presumption of personal confidentiality. Do not establish any systems without providing those passwords to your supervisor in writing.

Protect all executable files received by electronic transmission, including e-mail for viruses etc. Establish a back-up system for your software against power failure, accidental deletions or theft. If you need assistance with this consult the IT Administrator.

CODES OF CONDUCT

As a Christian Biblically-based Organization, the conduct of employees/staff on and off the job can impact New Song's mission. Conduct that interferes with overall operations, that discredits New Song or is offensive to members and guests will not be tolerated.

New Song employees/staff should conduct themselves in a positive manner so as to promote the best interest of New Song's mission. Positive conduct should include:

- Reporting to work at your assigned time, ready for work;
- Give proper advance notice whenever you are unable to work or report on time;
- Comply with all New Song safety and security regulations;
- Wear clothing appropriate for the work being performed;
- Keep your work area clean and orderly;
- Treat all staff, guest and volunteers with respect and in a courteous manner;
- Refrain from offensive or undesirable behavior or conduct which is contrary to New Song's values and mission;
- Perform assigned tasks with efficiency, excellence and in accord with established quality standards.

To assure orderly operations and provide the best possible work environment, we expect all employees/staff to follow the rules of conduct listed below, in order to protect the

interests and safety of all employees, workers, partners and New Song. It is, of course, not feasible to list all the forms of behavior that are considered unacceptable in the workplace. Accordingly, conduct that is unacceptable in the Organization's opinion, whether specifically listed below or not, may result in discipline up to and including termination.

- Violation of Organization rules or policies; any action that is detrimental to New Song's mission
- Reporting to work under the influence of alcohol, narcotics or drugs which may endanger yourself or others whether prescribed or not;
- The use, sale, dispensing or possession of alcoholic beverages and/or illegal drugs (including marijuana);
- The use of profanity or abusive language;
- The possession of firearms or other weapons on New Song property is not allowed without written consent from the Executive Pastor.
- Insubordination or other disrespectful conduct; refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment;
- Fighting, threatening, intimidating or assaulting a fellow employee/staff, management, guest, volunteer or visitor;
- Theft, destruction, defacement or misuse of New Song property or of another employee's/staff's property;
- Falsifying or altering any New Song record or report such as an application for employment, a medical report, a production record, a time record, an expense report, or absentee report;
- Inappropriate attire or inappropriate personal appearance;
- Engaging in any form of sexual misconduct or harassment;
- Unauthorized use of telephones, mail system, copiers or other Organization-owned equipment;
- Violation of and/or improper disclosure of confidential information.
- Smoking of tobacco must be done a minimum of 20 feet from all entry points into the New Song building.

Personal Appearance/Dress Code

Each employee's personal appearance is a reflection of the professional work environment, employees' respect for God and for each other, and commitment to be a Christian role model of the highest virtue. New Song believes appropriate dress and hygiene are important in promoting a positive image, both internally and externally.

Employees are required to dress in a respectful manner to best represent New Song. Staff are to maintain a clean and groomed appearance with appropriate comfortable, modest attire. The following clothing is NOT ACCEPTABLE: bare feet, visible excessive cleavage, short shorts, short skirts or dresses (the hemline should be at fingertip length if arms are by your sides), exposed or lack of undergarments (bra straps must be covered), crop tops or bare midriff, open backs, low cut tops, spaghetti straps, vulgar and explicit shirts, messages that do not align with our beliefs and exposed garments are not permitted, and excessively torn or deeply stained clothes.

Employees/staff who do not meet the minimum appearance standard will be required to take corrective action, which may include leaving the premises. The first offense to this policy will be verbal and recorded in the employee's/staff's file. A second violation will be cause for further disciplinary action up to and/or including termination.

Play Kingdom Staff will be issued a work shirt that will be worn during business hours.

Non-Fraternization

In order to promote the efficient operation of New Song's overall success and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security and morale and possible claims of sexual harassment, managers and supervisors are forbidden from dating or pursuing romantic or sexual relationships with employees whom they supervise, directly or indirectly. Any employees who violate this guideline will be subject to disciplinary action, up to and including termination.

Confidential Information

Each employee/staff is responsible for safeguarding confidential information obtained in connection with his or her employment. Any materials or "files" may be considered confidential. Any employee unsure of the confidential nature of any materials should ask his/her supervisor. It is the employee's responsibility to not reveal or divulge any confidential information unless it is necessary to do so in the performance of duties.

Access to confidential information should be on a "need-to-know" basis only. Such access must be authorized by your supervisor. The responsibility of confidentiality is not to impede normal ministry communication and relationships, but is intended to alert employees/staff to their obligation to use discretion to safeguard fellow employees and New Song's interest. Employees/staff violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

Social Media Guidelines

The purpose of this is to provide employees with guidelines for participating in social media—including both business-related and personal social media use in which the employee's affiliation with New Song is known, identified or presumed. As an employee, it is important to understand that content posted on both professional and personal media pages can reflect on New Song.

Employees who personally use social media using non-company equipment during their off duty time should use caution in making inappropriate remarks concerning New Song or its employees or members, given the public nature of these media and potentially damaging effect of these statements on New Song. It is not the desire of New Song to infringe on employees' off-duty conduct or the rights an employee may have to discuss work-related issues with fellow employees and others; however, New Song does reserve the right to take action for off-duty behavior if such behavior directly impacts the workplace or reputation of New Song. Employees of New Song are personally responsible for the content they publish or post online.

The following practices are unacceptable and may result in disciplinary action up to and including termination of employment:

- Communication containing discriminatory or harassing content toward another employee, volunteer or member of New Song including but not limited to written or photographic communication of a sexual nature, offensive, racial slurs, gender specific comments or any other comment that relates to a person's age, race, sexual orientation, religious or political beliefs, national origin, physical disability or any other protected status in a manner that is offensive
- Communications containing any material that is obscene, inflammatory, profane, threatening, harassing, hateful, abusive or embarrassing to another person or entity when posting to New Song's, staff or members' accounts on social media networks
- Communication disclosing any confidential information or proprietary information about New Song, its members or staff
- Communications using New Song's name to solicit for commercial ventures or political causes, outside Organizations or other non-job related solicitations unless approved in advance by New Song's Executive Team or Leadership Board

Media and Public Inquiries

All media inquiries and such of a general nature should be referred to the Lead Pastor or Executive Staff.

Inquiries seeking information concerning current or former employees/staff should be referred to the human resources department. Only factual information (i.e. dates of employment, job title and salary) will be verified. New Song will not provide any subjective evaluations regarding employment unless the employee provides New Song with a signed release document, approved by New Song and that identifies the specific area on which New Song may comment.

Drug and Alcohol Abuse

New Song is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. New Song complies with state and federal drug abuse regulations, including the Drug-Free Workplace Act of 1988. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health. The use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees, and exposes New Song to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect job performance and seriously impair an employee's value to us. Any employee who is using prescription or over-the-counter drugs that may impair one's ability to safely perform the job, or affect the safety or well-being of others, must notify a manager of such use immediately before starting or resuming work. All precautions necessary to preserve employee's privacy will be taken. All employees must adhere to the rules stated in this policy as a condition of employment. Failure to comply with this policy may result in disciplinary action, including termination.

The Human Resources department has been designated to administer this policy, monitor the program and make reports as required by law.

When a reasonable basis exists to suspect an employee of violating the drug and alcohol policy, the employee will be requested to immediately submit to a drug and/or alcohol test. Suspicion will be based on objective symptoms, such as factors related to the employee's appearance, behavior and speech. A reasonable basis may also exist if an employee is found to be in possession of illegal drugs, alcohol or paraphernalia connected with the use of an illegal drug. Possession of illegal drugs or alcohol is prohibited even if the employee has not used these substances. To help ensure a safe and healthful working environment, job applicants and employees may be asked to submit to a drug test to determine the improper or illegal use of drugs and alcohol.

The following rules and standards of conduct apply to all employees either on Organization property, or during the workday (including meals and rest periods). The following are strictly prohibited by the Organization:

1. Possession or use of alcohol, or being under the influence of alcohol while on Organization premises or at any time on duty.
2. Driving an Organization vehicle while under the influence of alcohol.
3. Distribution, sale, or purchase of an illegal or controlled substance while on Organization premises or at any time on duty.
4. Possession and or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on Organization premises or at any time on duty.
5. Any drug or alcohol statute conviction. The employee must notify New Song within five days of such conviction.

New Song's policy on drug and alcohol in no way limits or alters the at-will employment relationship.

Receipt and Acknowledgement of New Song Documents & Handouts

Receipt and Acknowledgement of New Song Employee Handbook

I have received and read a copy of New Song's Employee Handbook. I understand the policies and benefits described in it are subject to change except the at-will policy, which is at the sole discretion of New Song at any time.

Sexual Harassment Prevention Pamphlet

I acknowledge that I have read and understand the enclosed pamphlet on sexual harassment prevention in the workplace and reporting procedures in the event that harassment occurs.

Worker's Compensation Pamphlet

I acknowledge that I have read and understand the enclosed pamphlet on Worker's Compensation insurance.

Staff Affirmation and New Song Constitution

I acknowledge that I have read and understand the Staff Affirmation Guidelines and the New Song Constitution, which includes the church Statement of Faith (see Bylaw 1.) I will not teach or advocate a belief that is not keeping with New Song's Statement of Faith. This document will be kept in the employee's/staff's Personnel File:

Victims of Qualifying Acts of Violence Time of Hire Notice

I acknowledge that I have read and understand the enclosed pamphlet on Victims of Qualifying Acts of Violence Time of Hire Notice.

I am signing this acknowledging I have received a copy of everything listed above.

Employee Printed Name_____

Position_____

Employee Signature_____

Date_____

Exhibit A

STAFF AFFIRMATION

As a member of the staff of New Song Community Church, I will:

1. Serve under the supervision of the Lead/Senior Pastor and/or other staff members as assigned.
2. Become a member of New Song Church. I will not teach or advocate a belief that is not keeping with New Song's Statement of Faith.
3. Walk closely with and surrender to Christ, taking responsibility for meeting with God and growing in Christ. 2 Pet. 3:18; Heb. 10:22-23; Ps. 1:2; Col. 3:16; Mk. 1:35; Lk. 5:16
4. Model a whole-life commitment to the church's purpose, values, and strategy. Mt. 6:33; 1 Pet. 5:2-3; Mt. 16:18; Rom. 10:14; Rev. 2:10, 1 Tim. 3
5. Maintain an infectious, optimistic, problem-solving, enthusiastic attitude. Ps. 118:24; Rom. 12:11; 1 Th. 5:17; Jas. 1:3-5; Gal. 6:1-4
6. Engage coworkers in honest communication. Mt. 18:15; Eph. 4:15; Eph. 4:29-32; Gal. 6:1-2
7. Approach my work with intensity, setting annual goals and monthly and weekly priorities. Col. 3:17, 23; 1 Cor. 15:58; Heb. 12:1-3; 1 Cor. 9:23-27; 1 Cor. 10:31; Phil. 3:12-14
8. Honor and value volunteers. Phil. 2:29-30; 1 Cor. 16:18; 1 Tim. 5:17
9. Live like we're in the most important endeavor on earth. Mt. 16:18; Mt. 4:19; Mt. 28:19-20; Jn. 21:16; Lk. 16:9; Lk. 19:10; Eph. 5:15-16
10. Pray regularly and fervently for the church and my ministries. Col. 4:2; Eph. 6:18; 1 Tim. 2:1; 1 Th. 5:17-18; Jas. 5:16; Mt. 7:7-8; Jn. 16:24
11. Strive to live a lifestyle that is above reproach and willingly give up any activity that the church Leadership Board deems could lead another Christian to sin or to doubt my maturity. 2 Cor. 6:14; 1 Cor. 5:11; 6:19; Rom. 14; 1 Tim. 4:12
12. Not criticize or be privy to criticism. In the case of conflict and disagreement, I will meet face to face to resolve and reconcile with the other leaders involved. Should I feel the need to resign, I will give a 30 day notice and use only kind and gracious words about my reason for resigning. Tit. 1:9; Eph. 4:29-31; 1 Cor. 16:16; 1 Pet. 5:5; Heb. 13:7, 17, 24; Eph. 5:21; 1 Thess. 5:12, 13
13. I understand biblical stewardship to include faithful tithing of my income. Malachi 3:10

Exhibit B

New Song Community Church Constitution

Article 1 - Name

The name of this church, a California non-profit organization, shall be New Song Community Church.

Article 2 - Purpose

The purpose of New Song Community Church is to gather and mobilize a body of believers who want to use their gifts and abilities to help unchurched people become fully devoted followers of Christ.

Article 3 - Dissolution

The term of existence of this corporation shall be in perpetuity without a specific term of existence. The property of the corporation is irrevocably dedicated to religious or charitable purposes, and upon the liquidation, dissolution, or abandonment of the corporation, after providing for the debts and obligations thereof, will be distributed to either the California Southern Baptist Convention or to any other entity selected by the Leadership Board to be used for evangelistic church planting efforts. If the California Southern Baptist Convention is unable or unwilling to accept the assets, they will be distributed, as the existing membership directs, to exclusively religious or charitable organizations which are in keeping with the objective of the church, and whose purposes are within those specified in the Internal Revenue Code, section 501(c)(3).

Bylaw 1 - Statement of Faith

1. **The Bible.** We believe that the Scriptures of the Old and New Testaments are the inspired Word of God, inerrant in the original writings, complete as the revelation of God's will for salvation, and supreme and final authority in faith and life. (2 Timothy 3:16-17; 2 Peter 1:19-21)
2. **The Trinity.** We believe in one God, creator and sustainer of all things, eternally existing in three persons, Father, Son, and Holy Spirit, each of Whom possesses equally all the attributes of deity and the characteristics of personality. (Genesis 1:26; Deuteronomy 6:4; Matthew 3:16-17; 28:19)
3. **God the Father.** We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, power and love. We believe He involves Himself mercifully in people's lives, hears and answers prayer, and saves from eternal death all who come to Him through Jesus Christ. (John 16:23-27; Galatians 4:4-6; Ephesians 1:3,17-23)

4. **God the Son.** We believe in Jesus Christ, God's eternal Son. He is fully God and fully man conceived by the Holy Spirit and born of the Virgin Mary. We believe that He lived a sinless life on earth and died a substitutionary death on the cross, that His sacrifice for the sins of all people satisfied God's justice, and that all who believe in Him are freed from the penalty of sin and made acceptable before God on the grounds of His sin-payment. We believe in His bodily resurrection from the dead, His ascension into heaven, His current ministry of prayer on behalf of His people, and His visible return from heaven. (Matthew 1:18-23; Luke 24:1-8; John 1:1,14; Acts 1:11; 2 Corinthians 5:19-21; Hebrews 4:14-16; 1 John 2:1; Revelations 19, 20)
5. **God the Holy Spirit.** We believe in the Holy Spirit. He is fully God, sent into the world by the Father and the Son to convict the world of sin, righteousness, and judgment. His ministry glorifies Jesus Christ and implements Christ's work of redemption. He regenerates, baptizes, seals and indwells all believers, securing them in Christ forever, and empowers them for godly living and service. His presence is evidenced by the fruit of the Spirit and the building up of believers into Christlikeness. At the point of salvation, He uniquely endows every believer with a spiritual gift or gifts for building the church. (Matthew 28:19-20; Mark 1:8; John 3:5; 16:8; Acts 1:8; 5:3-4; Romans 8:11; 1 Corinthians 6:11,19;12:4-13; Ephesians 1:3; 3:6; 4:11-16; 1 Peter 4:10)
6. **Humanity.** We believe God created humanity, male and female, in the image of God and free from sin. Sin entered the world when Adam, representing us, disobeyed God. The effect is that all people are sinners by nature and choice, are spiritually dead and in need of a Savior. The family is established by God and is the foundational institution of society. He has designed marriage to be a life-long commitment between one man and one woman. (Genesis 1:26-27; 2:7-13,19; Romans 3:23; 5:12-21; 6:23)
7. **Salvation.** We believe the central purpose of God's revelation in Scripture is to call all people into a relationship with Himself. We believe that salvation is by grace through faith in Jesus Christ. We believe that salvation is based upon the sovereign grace of God, was paid for by Christ on the cross, is received by faith, and cannot be earned through good works or rituals. We also believe that salvation produces a desire to become more like Christ in character and purpose. (1 Timothy 2:4-5; John 1:12; 3:3-7; 5:24; Titus 3:5; Ephesians 2:8-10; Romans 13:8-10)
8. **The Church.** We believe that the Church is a spiritual body, with Jesus

Christ as its head. We believe the Church is made up of all those who have trusted Christ as their Savior and Lord. We believe that Scripture commands believers to gather together to devote themselves to worship, prayer, teaching of the Word, observance of “believer’s baptism” and communion as the ordinances established by Jesus Christ, fellowship, service to the body through the development and use of talents and gifts, and outreach outreach to the world. We also believe in the interdependence of local churches and mutual submission of believers to each other and their spiritual leaders. (Matthew 28:18-20; Acts 1:8; 2:41-47; 1 Corinthians 11:23-26; Ephesians 5:21; Colossians 1:18; Hebrews 10:24-25; 13:17)

9. **Separation of Church and State.** We believe that each local church is self-governing in function and must be free from interference by any ecclesiastical or political authority. We believe that every person is directly responsible to God in matters of faith and life, and that each one should be free to worship God according to biblical principles and the dictates of his or her conscience. (Matthew 22:21; Romans 13:1; 1 Timothy 2:1-6)
10. **Faith and Practice.** We believe that Scripture is the final authority in faith and practice. This church recognizes that it cannot bind the conscience of individual members in areas where Scripture is silent. Rather, each believer is to be led in those areas by the Lord and the Bible, with the help of trusted, godly counsel. We believe that every Christian’s purpose in life is to glorify God, grow in Christ, and help others to grow towards Christ. We also believe that Scripture teaches faithful management of our resources. (1 Corinthians 4:2; 10:31; Colossians 1:28; 1 Timothy 6:6-9; Hebrews 10:24-25; 1 Peter 1:14-15; 2 Peter 3:18)
11. **Last Things.** We believe there will be a resurrection of the body for all people, and a judgment that will determine the fate of each person. Unbelievers will experience eternal separation from God in hell, and believers will experience eternity with God and will be rewarded for works done in this life. (John 5:29; 1 Corinthians 3:11-15; 15:1-58; 2 Corinthians 5:8,10; Ephesians 2:8-9; 1 Thessalonians 4:13-18; 2 John 8; Revelations 19-20)

Bylaw 2 - Membership

The New Testament presents a picture of definable groups of people who, once committed to the Lord, identified themselves with and committed themselves to a particular local church body. (Acts 2:44,46; Romans 6:1; 1 Corinthians 1:2; 2 Corinthians 8:1; Philippians 1:1; Acts

11:26)

To implement the principles of accountability and commitment to the local body of Christ, as defined in the New Testament and practiced in the early churches, New Song Community Church (hereinafter referred to as “New Song”) recognizes the need for, and encourages, formal membership.

1. Membership Requirements. New Song membership shall be open to anyone 14 years of age or older who has met the following requirements:

- a. Trusted Jesus Christ as Lord and Savior.
- b. Publicly expressed faith in Christ through believers' baptism.
- c. Is in agreement with the Statement of Faith.
- d. Completed the Membership Class.
- e. Signed the Membership Commitment.

2. Associate Membership. New Song offers Associate Membership to military personnel and college students who know they will only be with us for a few years before returning to their home churches elsewhere. Qualifications for Associate Membership are the same as those of regular membership, with the provision that the “Associate” may keep their membership active in their home church while being extended membership privileges at New Song.

3. Membership Responsibilities. The members of New Song commit themselves to:

- a. Connecting with others in the church by participating in opportunities to develop friendships.
- b. Growing as Christ-followers by attending church faithfully and praying regularly.
- c. Contributing to the work of the church by discovering his or her area of ministry contribution and giving purposefully and consistently.
- d. Inviting unchurched people to the church and being a friend to newcomers.
- e. Protecting the unity of the church by refusing to gossip and by being responsive to the church's leaders (Hebrews 13:17).

4. Receiving Members. Anyone desiring membership shall meet the requirements of membership and be willing to assume the responsibilities of membership.

The process of becoming a member is as follows:

- a. Complete the Membership Class either at church or online.
- b. Sign the Membership Commitment.
- c. Be approved by the Leadership Board of New Song (hereinafter the “Board”).

Upon approval of the Board, the person will be received as a member with full privileges and responsibilities.

5. **Removing Members.** The Board will remove members from the membership roll under the following conditions:
- Transfer to another church.
 - Assuming a new permanent residence out of the area.
 - Indicating a desire to be released from membership by written request to the Board.
 - Failure to fulfill the Membership Commitment for a period of four months.
 - Not responding appropriately to church discipline.
 - Death.

6. **Discipline of Members.** Ongoing sin in the life of a believer obstructs his or her walk in the Lord (Psalm 66:18; 2 Corinthians 11:29), threatens the unity and fellowship within the Body, and ultimately weakens the witness of the church to pre-believers. (1 John 1:7; 2 Corinthians 6:3) Scripture, therefore, encourages believers to be concerned with each other's spiritual well-being and teaches them to confront in love where there is evidence of sin. (Galatians 6:1; Luke 17:3; 1 Corinthians 5:12) The procedure outlined by Christ in Matthew 18:15-20 will be encouraged in all cases for such confrontations:

- When sin is observed, a private meeting should be arranged as soon as possible to lovingly confront the member. (Matthew 18:15)
- If the member refuses to listen, then one or two witnesses will be taken along to attempt to restore the sinning member. At least one of these witnesses should be an acknowledged leader of the church (Galatians 6:1-2). Our desire is to keep the process of restoration in as limited a circle as possible and to provide good counsel to the troubled. (Matthew 18:16)
- If the member refuses to listen to the two or three witnesses, a Board member or pastor should be informed concerning the sin. The Board must then call a meeting
and request in writing that the troubled member be present along with all parties involved. (Matthew 18:17)
- If the troubled member fails to appear before the Board or to heed counsel, the Board shall determine the actions to be taken against the offending member, which may include public removal from church membership. (Matthew 18:17; 1 Corinthians 5:4-5)
- The Board will determine whether counsel has been properly heeded

and whether the member is to be restored to fellowship or dismissed from membership.

- f. A dismissed member may request reinstatement of membership upon repentance and reconciliation.

7. Discipline of Pastors and Board Members. Any accusation against a Pastor or Board member must be supported in writing by two or three witnesses after step 'b' above and be given to the Board (1 Timothy 5:19).

If the church leader fails to appear before the Board or heed its counsel, the leader must be rebuked before the church membership (1 Timothy 5:20). The church will then determine the action to be taken, which may include removal of membership. (Matthew 18:17; 1 Corinthians 5:4-5; 2 Thessalonians 3:6-14). As in the case of regular members, steps "e" and "f" will be followed.

Bylaw 3 - Pastors and Staff

1. **Senior Pastor.** The Senior Pastor is responsible to provide leadership and teach biblical truth so that the church's purpose is being accomplished.
 - a. Qualifications. The Senior Pastor shall meet the character requirements of 1 Timothy 3:1-7, demonstrate one or more of the gifts of Ephesians 4:11-12, and be licensed or ordained for the gospel ministry.
 - b. Duties. The Senior Pastor's primary responsibility is to lead the church in accomplishing its mission of gathering and mobilizing a body of believers who will use their gifts and abilities to help unchurched people become fully devoted followers of Christ.
 - c. Selection. A Search Team shall be appointed by the Board to interview and select candidates. The best available candidate as determined by the Team will be presented to the Pastors, Staff, and Board. Upon approval of the Board, the candidate will be given a variety of interaction opportunities with members of the congregation, in addition to preaching at one or more of the worship services. The congregation will then vote at a special business meeting on whether or not to extend a call to the candidate. A two-thirds majority of members present and voting shall be required to extend a call to the pastor.
 - d. Term. The Senior Pastor shall serve indefinitely; the relationship may be terminated on sixty days written notice
 - i. By action of the Senior Pastor: Through a letter of resignation submitted to the chairman of the Board.

By action of the church: If a written petition, signed by 20 percent of the membership, requesting the Senior Pastor's resignation is submitted to the chairman of the Board, the Board will review the request, schedule a special business meeting, and make a recommendation to the members at a special business meeting. A simple majority of the members present and voting can dismiss the Senior Pastor.

- 2. Executive Pastor, Associate Pastor, and Ministry Directors.** The Pastors and Ministry Directors are responsible to work closely with the Senior Pastor in leading and teaching so that the church's purpose is accomplished.
- a. Qualifications. Same as Senior Pastor.
 - b. Duties. Executive and Associate Pastors, and Ministry Directors are responsible to the Senior Pastor or a staff member designated as their direct supervisor. Performance goals for each shall be reviewed and approved by their direct supervisor semi-annually.
 - c. Selection. The Senior Pastor will work closely with the Board to determine the best available candidate. The Senior Pastor is empowered to hire Executive and Associate Pastors, and Ministry Directors with the approval of the Board.
 - d. Term. Executive Pastor, Associate Pastors, and Ministry Directors shall serve indefinitely; the relationship may be terminated in accordance with the guidelines in New Song's Employee Handbook.
 - e. Ordination. When a qualified candidate arises, the Senior Pastor will convene an Ordination Council to verify the candidate's fitness for service as an ordained minister. This Ordination will remain with the person for life (unless disqualified by sin).
 - f. Licensing. The Leadership Board may license certain staff and volunteers to perform clerical duties and receive appropriate legal ministerial benefits. This license will remain with the staff or volunteer as long as he or she remains a member in good standing of New Song.

- 3. Support Staff.** Other staff members shall be hired as necessary, with the approval of the Senior Pastor, to carry out the church's ministry. Each staff member shall set and review performance goals with their designated supervisor semi-annually. The relationship may be terminated in accordance with the guidelines in New Song's Employee Handbook.

Bylaw 4 - The Leadership Board and Officers

- 1. The Leadership Board.** The Board is responsible for providing counsel to the Senior Pastor in steering the most effective path for the church to accomplish its purpose to fulfill the Great Commission. The Board shall approve goals and

budget, manage the goals of the Senior Pastor, manage the membership roll, pray for the sick when called upon to do so, oversee cases of church discipline, and have authority to act on behalf of the church on all matters not specifically reserved for the members or pastors as stipulated in this constitution. The Board shall meet at least quarterly to perform its duties.

- a. Qualifications. Board members shall meet the character qualities outlined in 1 Timothy 3:1-13. Any potential Board member shall fulfill the responsibilities of church membership.
- b. Selection. One month prior to a Business Meeting, if applicable, the Nominating Team (See Bylaw 5:1) shall make public their proposed list of qualified candidates willing to serve in this capacity. Any person knowing of reasons for disqualification of any candidate is asked to contact a member of the Nominating Team to discuss their concerns at least 15 days prior to the Annual Meeting. A final list will be presented to the congregation at the next special meeting or annual meeting. A two-thirds majority of members present and voting shall confirm Board members.
- c. Composition. The Board consists of four to twelve members. The Senior Pastor is an ex-officio Board member, with voting privileges. The specific number of positions to be filled each year will be determined by the existing Board. At no time will the Board have more paid than unpaid members.
- d. Term. Each elected member of the Board shall commit to a minimum of two years of service. Annually, individuals will pray and seek counsel together about continuing their service for the coming calendar year.
- e. Removal. A Board member may resign by giving at least thirty days written notice. Failure to perform required duties shall be treated as a resignation. The Board may request a formal resignation or remove a Board member by a simple majority vote.
- f. Quorum. A quorum for all Board meetings shall consist of two-thirds of the total membership of the Board. Unless specified otherwise, a simple majority of Board members voting shall decide any matter.

2. Officers.

- a. Selection. Officers shall be selected by the Board for one-year terms.
- b. Chair and Vice-Chair The chair shall lead all congregational and Board meetings. The vice-chair shall serve in the absence of the chair and succeed automatically to the chairmanship should that office be vacated.
- c. Secretary. The secretary shall be appointed by the Board and responsible for proper procedure in recording minutes of all Board and

congregational business meetings, and for the oversight of maintaining accurate and current membership rolls.

- d. Treasurer. The treasurer shall be appointed by the Board and responsible for ensuring that proper procedures are followed in the administration of all church funds.

Bylaw 5 - Organizational Matters

1. **Nominating Team.** The members of the Nominating Team shall be appointed as needed by the Board. The Team shall be composed of no more than seven members, including the

senior pastor, one Board member, and other mature members of the congregation who are not themselves under consideration as Board members. The Team shall present the names of Board candidates to the congregation for approval.
2. **Annual meeting.** Each year, a congregational meeting shall be held to affirm Board members, ratify the budget, and conduct other business as determined by the Board.
3. **Special business meetings.** The Board shall call special business meetings of the congregation as needed. At least 10 days posted notice and a written notice at the prior weekend's services shall be required for any special business meeting. Only announced business shall be transacted at such meetings. For all congregational meetings, a quorum shall consist of 20 percent of the total membership of the church.
4. **Property.** All matters pertaining to the purchase, sale, or mortgaging of real estate, the construction or disposition of any building, shall be recommended by the Board for congregational action during a properly announced business meeting.
5. **Constitutional revisions.** This constitution can be revised by the congregation provided it is presented in written and/or electronic form two weeks before being acted upon. A
two-thirds majority of members voting shall be required to revise the constitution. The constitution will be completely reviewed by the Board at least every five

years.
6. **Online Voting/Participation.** In order to encourage maximum participation by the congregation, the following actions may be conducted via the internet:

- a. Approval of Financials, including ratification of annual budget
- b. Affirmation of Board Members
- c. Voting on special business meetings
- d. Voting on matters relating to New Song property
- e. Approval of Constitutional revisions
- f. Membership class
- g. Approval of new members
- h. Other matters, as determined by the Board

The quorum and two-thirds majority requirements, when applicable, shall be complied with, to conduct any of the above.

Exhibit C

Arbitration Agreement and Acknowledgement

As a condition of my employment, I agree and acknowledge that New Song Community Church (“New Song”) and I will utilize binding arbitration to resolve all disputes that may arise out of the employment context. Both New Song and I agree that any claim, dispute and/or controversy that either I may have against New Song (or its directors, pastors, officers, managers, employees and agents) or New Song may have against me, arising from, related to, or having any relationship or connection whatsoever with my seeking employment with New Song shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act, in conformity with the procedures of the California Arbitration Act (California Code of Civil Procedure §1280), et seq., except that discovery will be governed as provided below. Included within the scope of this Agreement are all disputes, whether based on tort, contract, statute, equitable law, or otherwise.

The following conditions are agreed upon by both parties to the Arbitration Agreement:

- (a) Any relief that would otherwise be available in court is equally available to me in connection with Arbitration proceedings;
- (b) In addition to any other requirements imposed by law, the arbitrator selected shall be a neutral to be mutually selected by the parties (in accordance with the Rules of Procedure for Christian Conciliation (“Rules”)) from the Institute for Christian Conciliation, a division of Peacemakers Ministries. A copy of the rules may be found at the following website.

http://www.peacemaker.net/site/c.nu1WL7MOJtE/b.5335917/k.D8A2/Rules_of_Procedure.htm

- (c) The procedures of the arbitration shall be governed by the Rules. In addition, the parties entitled to conduct any and all discovery that they deem necessary to prepare for the Arbitration proceeding in accordance with the Rules.
- (d) Awards shall include the arbitrator’s written reasoned opinion;
- (e) New Song shall pay the costs associated with the arbitration, except for those costs which are not unique to arbitration, e.g., the type of costs that I would be required to pay if I were to proceed in court;
- (f) Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction; and
- (g) **NEW SONG AND I AGREE THAT EACH OF US MAY BRING CLAIMS AGAINST THE OTHER ONLY IN OUR INDIVIDUAL CAPACITIES, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.**

I understand and agree to this binding Arbitration Agreement, and that both I and New Song give up our right to trial by jury of any claim I or New Song may have against each other.

If any term, provision or portion of this Arbitration Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, I UNDERSTAND AND I AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS. MY SIGNATURE ALSO CERTIFIES THAT I HAVE BEEN PROVIDED THE OPPORTUNITY TO HAVE THIS AGREEMENT REVIEWED BY LEGAL COUNSEL OF MY CHOICE.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ARBITRATION AGREEMENT AND ACKNOWLEDGEMENT.

Employee Name (Print)

Signature

Date

Exhibit D

New Song Community Church Termination Certification

This is to certify that I do not have in my possession, nor have I failed to return, any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to New Song Community Church ("New Song") and/or its subsidiaries, affiliates, successors or assigns.

I further certify that I have complied with the terms of the New Song Employee Non-Disclosure and Confidentiality Agreement signed by me, including and reporting of any original works of authorship (as defined therein), conceived or made by me (solely or jointly with others) covered by that agreement.

I further agree that, in compliance with the Non-Disclosure and Confidentiality Agreement, I will preserve as confidential all trade secrets, confidential knowledge, data or other proprietary information relating to products, processes, know-how, designs, formulas, developmental or experimental work, computer programs, databases, other original works of authorship, client, vendor, and student lists and files, business plans, financial information or other subject matter pertaining to any business of New Song or any of its employees, clients, consultants or licensees.

Date: _____

Signature of Employee: _____

Print Name of Employee: _____

Exhibit E

Employee Non-Disclosure and Confidentiality Agreement

As a condition of my employment with New Song Community Church ("New Song"), and in consideration of my employment with New Song, I have read, understand and agree to the following Non-Disclosure and Confidentiality Agreement.

Confidential Information. "Confidential information" means information, from any source, that is used in New Song's business and is (i) proprietary; (ii) designated by New Song as confidential or secret or that should reasonably be assumed to be confidential; or (iii) not generally known to the public.

Examples of confidential information include:

- New Song's personnel and financial information and operational and procedure manuals
- Names and all other information concerning New Song members
- Financial giving records of New Song members
- Intellectual property

In consideration of employment with New Song and as a condition of continued employment, the employee agrees as follows:

Intellectual Property. All improvement, ideas, and concepts conceived by the employee through the service of his/her employment to the Organization shall be the property of the Organization. The employee shall take all actions requested by the Organization in order for the Organization to obtain copyrights or patents on such material. Employee will acknowledge any original works of authorship on the attached form.

Personnel Confidentiality. Employee records are confidential records and must be treated as such. Employee records maintained by New Song must be kept in a secure location except when they are being reviewed or supplemented by an authorized employee. Employee records never leave the office, except as permitted by New Song's Executive Team.

Solicitation of Employees and/or Members. Employee agrees that for a period of twelve (12) months immediately following the termination of employment with New Song Church, whether with or without cause, they will not either directly or indirectly solicit, induce, recruit or encourage any of New Song's employees to leave their employment. They will also not attempt to take away, solicit, induce, recruit or encourage members to leave New Song Church.

Proprietary Information. The employee acknowledges that New Song's Proprietary Information (as defined below), which was designed and developed by the Organization with considerable effort and cost, is unique, secret, and confidential. The employee further acknowledges that any unauthorized use of the Proprietary Information by the

employee, or any disclosure of the same to any third parties, would be wrongful and would cause irreparable injury to the Organization, its customers, and other employees of the Organization.

For the purposes of this agreement, the term "Proprietary Information" shall mean, whether verbal or written, all member lists, databases, processes, computer programs, object codes, source codes, passwords, entry codes, improvements, system techniques and/or formulas, development or experimental work, work in process, business data disclosed to the Organization contracts with vendors, communication and marketing strategies, any other secret or confidential matter.

The Proprietary Information shall not include information that becomes generally available to the public other than as a result of the employee's disclosure or becomes available to the employee on a non-confidential basis from a source other than the Organization or its members. Notwithstanding the foregoing, such information shall carry the presumption that it is Proprietary Information and the employee shall treat such information as confidential.

I have read New Song's Non-Disclosure and Confidentiality Agreement and in signing below agree to abide by the conditions listed in the Agreement.

Employee signature

Date

Employee name (Print name)

Addendum A

New Song Preschool Handbook



Welcome

Welcome to New Song Preschool! We are delighted that you have chosen to be a part of the New Song Preschool team. Our goal is to create an environment that supports each child's interests and ideas by encouraging self-paced development through our developmentally appropriate curriculum and this could not be done without you. New Song Preschool is committed to providing a work environment where you feel respected and valued, and we hope your experience here will be rewarding. Please use this handbook as a tool to equip yourself for a successful season at New Song Preschool.

Philosophy

New Song Preschool believes that teaching and serving the whole child is crucial. Although academics are important, there is more to the child that we can support.

Children's cognitive, social, emotional, physical, spiritual, mental, and identity development are necessary when raising healthy children, that will later become adults. Our support of the whole child will help guide children to learn skills so that they can reach their full potential at their set rate of learning. Our philosophy acknowledges that children are independent learners that gain knowledge and skills best through play-based experiences which ultimately fosters a love of learning.

Mission and Goals

As educators and caregivers, our mission is to provide a safe, secure, and family centered program to enrich every child's love of learning and developing. Our goal is that every child gains confidence by discovering strengths and talents through supported self-paced development. To accomplish this, we are responsible for providing a high-quality learning environment where children feel safe to explore and expand their knowledge through a variety of experiences. Our goal is to build a partnership with

families by providing support and welcoming all, despite our differences and backgrounds. We take pride in building our reputation of providing a positive learning environment where children and families' needs are met, and our staff feel respected and valued.

Job Descriptions

There are two types of teachers and two types of administrators at New Song Preschool. Below is a list of job descriptions to determine responsibilities and expectations.

Director

The Director oversees New Song Preschool by supervising Teachers, Teachers Assistants, and the Administrative Assistant. The Director works closely with the Board of Directors. The director is responsible for overseeing all health services, policies, and procedures in the program. Recruitment, interviews, and position selections are administered by the Director. Director shall hold staff meetings, train, and provide staff development for all team members. It is the Director's responsibility to maintain all licensing requirements held by the state and ensure all policies are followed. The Director is responsible for financial management, property management, and marketing within New Song Preschool. The Director should possess organization, planning, leadership, communication, and interpersonal skills as well as love children.

Director Qualifications – One of the Following:

(1) High school graduation or GED; completion, with passing grades, of 15 semester or equivalent quarter units as specified in (h)(1)(A) and (h)(1)(B) below at an accredited or approved college or university; and at least four years of teaching experience in a licensed child care center or comparable group child care program.

(A) Three of the 15 units required in (h)(1) above shall be in administration or staff relations.

(B) Twelve of the 15 units required in (h)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum

(2) An associate of arts degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least two years of teaching experience in a licensed child care center or comparable group child care program.

(A) Three semester or equivalent quarter units shall be in administration or staff relations.

(3) A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least one year of teaching experience in a licensed child care center or comparable group child care program.

(A) Three semester or equivalent quarter units shall be in administration or staff relations.

(4) A Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teaching Credentialing.

Administrative Assistant

The Administrative assistant, or Director's Assistant, assists and supports the Director by monitoring preschool staff, maintaining licensing standards, and answering phone calls and questions. The Administrative Assistant ensures curriculums are developmentally appropriate as well as evaluating, mentoring, and supervising Teachers and their Assistants. All planning, marketing, and management within the preschool is supported by the Administrative Assistant. The Administrative Assistant should possess problem solving, communication, and organizational skills.

Administrative Assistant Qualifications: The administrator must be at least 18 years of age and recognized as a fully qualified teacher.

Teacher - Preschool

The Teacher oversees the assigned classroom, children, and the Aide. Teacher responsibilities include classroom organization, safety, scheduling, activities and management. The Teacher ensures that licensing standards are being followed within the room and reports directly to the Director. Teachers should possess leadership, communication, teamwork, organization, problem-solving, and self-management skills.

Preschool Teacher Qualifications

Prior to employment, an infant care teacher shall have completed, with passing grades, at least three postsecondary semesters or equivalent quarter units in early childhood education or child development, and three postsecondary semester or equivalent quarter units related to the care of infants, at an accredited or approved college or university. After employment, a teacher who has not completed the course work required in (1) below shall complete, with passing grades, at least two units each semester or quarter until the education requirements are met.

Preschool Teachers shall have one of the following:

(1) Twelve postsecondary semester or equivalent quarter units in early childhood education or child development completed, with passing grades, at an accredited or approved college or university; and at least six months of work experience in a licensed child care center or comparable group child care program.

(A) The units specified above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.

(B) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.

(2) A current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program.

(3) One of the following Child Development Permits issued by the California Commission on Teacher Credentialing:

(A) Child Development Associate Teacher Permit; or

(B) Child Development Teacher Permit; or

(C) Child Development Master Teacher Permit.

Teacher – Infant

The Teacher oversees the assigned classroom, children, and the Aide. Teacher responsibilities include classroom organization, safety, scheduling, activities and management. The Teacher ensures that licensing standards are being followed within the room and reports directly to the Director. Teachers should possess leadership, communication, teamwork, organization, problem-solving, and self-management skills.

Infant Teacher Qualifications:

Prior to employment, an infant care teacher shall have completed, with passing grades, at least three postsecondary semesters or equivalent quarter units in early childhood education or child development, and three postsecondary semester or equivalent quarter units related to the care of infants, at an accredited or approved college or university. After employment, a teacher who has not completed the course work required in (1) below shall complete, with passing grades, at least two units each semester or quarter until the education requirements are met.

To be a fully qualified infant care teacher, a teacher shall have the following:

(1) Completion, with passing grades, of 12 postsecondary semester or equivalent quarter units in early childhood or child development education at an accredited or approved college or university.

(A) At least three of the units required in (c)(1) above shall be related to the care of infants or shall contain instructions specific to infants.

Examples of acceptable coursework are pediatric nursing and postnatal care.

(2) At least six months of experience in a licensed infant care center or comparable group child care program for children under five years of age.

(A) Experience shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 50 days in a six-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.

Teacher Aide

The Teacher Aide supports the Lead Teacher by supervising children, supporting activities and lesson plans, and reviewing learning materials within the classroom. The Aide works directly under the Lead Teacher and reports to the Director. The Aide should possess teamwork, reliability, problem-solving, and strong communication skills. An Aide shall work only under the direct supervision of a teacher.

Aid Qualifications:

- (1) Completion of six postsecondary semester or equivalent quarter units in early childhood education or child development, or
- (2) Completion of at least two postsecondary semester units or equivalent quarter units in early childhood education or child development each semester or quarter following initial employment, and
- (3) Continuation in the educational program each semester or quarter until six units have been completed.

Hiring and Background Clearance

Recruitment, interviews, and selections will be overseen by the Director of New Song Preschool. When vacancies become available, position changes will be allowed internally as deemed appropriate by the Director. If the Director and Board of Directors feel it is necessary to recruit staff outside of New Song Preschool, vacancies will be advertised with a public posting until the position is filled. Applicants will be informed of pay scale, job duties, and other requirements to become approved for the position. All applicants must provide proof of educational training experience, pass a criminal background through Department of Justice (DOJ), Federal Bureau of Investigations (FBI) and Child Abuse Central Index (CACI) through Livescan, secure a physical with a negative TB test, provide required immunization records, and be or be willing to become CPR and First Aid trained.

Work Hours and Shifts

Part time staff are those working less than 30 hours per week. Available shifts include open, mid shift or closing shifts. Hours for opening staff is 7am - 12:30pm. Mid shift is 10am-2pm and closing shift is 1:00pm-6pm. Full time staff are those working 30 hours or more and the available shifts are 7am-3:30pm or 9:30am-6pm.

Holidays & Non Paid School Closures

In addition to the paid holidays listed in the Employee Handbook, the following days are non-paid closures. During these closures, preschool staff members will have the following options for pay:

1. Take scheduled time off with no pay.
2. Use PTO time during scheduled time off.
3. Work from home and/or the preschool.
 - a. By doing so, you will need to clock your hours to receive pay.

Exact dates will be confirmed by your supervisor during orientation training.

President's Week

One Week Before Easter Sunday

One Week in July for Kids Camp

Veterans Day (unless employee is a veteran then paid)

One Week of Thanksgiving Break*

Two Weeks for Christmas*

* Thanksgiving, Day after Thanksgiving, Christmas Day, Day after Christmas are paid for employees that meet weekly hour requirement.

Ideas for paid time during non-paid closures:

1. Pray for your kids and families.
2. Make calls to parents to check in and the prayer requests or offer support.
3. Brainstorm with other teachers – Identify what is working and what could be improved in the classroom. Collaborate to find solutions.
4. Develop new ideas for your curriculum with creative planning.
5. Create new decor or change the room bulletin board.
6. Inventory and shop for new supplies.
7. Secure donations from local businesses.
8. Plan holiday events for families or special gatherings.
9. Research by reading, watching, or attending webinars for early childhood education for professional growth and developmental topics.
10. Organize and clean preschool cabinets and drawers.
11. Clean toys in the classroom.

Procedures for Accepting Children

New Song Community Church | New Song Preschool | Play Kingdom

Employee Handbook

Revision March 1, 2025

When accepting preschoolers at drop-off, teachers warmly greet each child, offering a reassuring smile and a gentle transition into the classroom. Pay attention to any signs of separation anxiety, ensuring a smooth start to the day. Perform a health check before children enter the room to confirm that the child is ready to enter the room. A daily health check includes observing general mood and changes in behavior, fever or elevated body temperature, skin rashes, unusual spots, swelling or bruises, complaints of pain and not feeling well, signs/symptoms of disease (severe coughing, sneezing breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting, etc.), and reported illness in child or family members.

In Service Training and Staff Development

Staff members are required to complete annual in-service training hours. Administrators and lead teachers' current coursework may be considered to meet required hours. Part-time staff members may have prorated time. Please check with the Director if any questions or concerns arise. The following required topics include:

Principles of nutrition, food preparation and storage, menu planning, housekeeping and sanitation principles including universal health precautions, Provision of child care and supervision, including communication, assistance with prescribed medications that are self-administered, recognition of early signs of illness and the need for professional assistance, and availability of community services and resources.

Health and Safety

All staff members must submit a completed medical report by a doctor and a negative TB test prior to working with children. A clean criminal background record / Live Scan check verification will be completed before hire. A scheduled orientation will review all necessary paperwork and go over policies and procedures. All staff members are required to obtain a First Aid and CPR certification, pesticide control training certificate (yearly renewal), and a mandated reporter training (biannual renewal) prior to the first work day.

Electrical outlets are to be covered. Hot beverages are to be out of the reach of children. Sharp objects, matches, lighters, disinfectants, sanitizers, medicines and other hazardous materials are to be locked away. Belongings should be stored away and out of reach of children. Staff should protect their backs by avoiding prolonged sitting without back support, avoiding lifting children with back, avoid twisting back while lifting, and avoid carrying heavy loads.

Food

All foods should be within expiration date and stored away from medicines and hazardous materials. Foods taken out of original containers should be placed in a zip

lock bag with expiration date and date opened labeled on the bag. Children should remain sitting while chewing food. Children should be offered food but not forced to eat or try food. Food should not be used as a rewards system or for disciplinary actions. Items in packed lunches should not be withheld from children during lunch time. Children's eating times should be followed and food will be offered during morning snack, lunch, and afternoon snack unless medically necessary.

Active Supervision

Staff are to set up their space so that it's free of clutter and hazards and have easy access to children. Staff should position themselves so that they can hear every child and respond quickly if necessary. Scan and count frequently to know where each child is. Count children regularly, especially during transition. Listen for sounds of potential danger or warning. Staff are to pay attention to when children are unable to solve problems on their own so redirection can occur. Conversations with staff members should remain limited on the playground to ensure adequate supervision of children. Backs should not be turned to children.

Illnesses

To reduce the spread of infectious illnesses, please inform the Director or office if you are feeling ill and plan to quarantine at home. Fevers, diarrhea, and vomiting must be clear for 24 hours before returning to work. Employees who test positive for COVID-19 must be excluded from the workplace for at least five days after the start of symptoms or after the date of first positive test if no symptoms. Employees may return to the workplace after day 5 if symptoms are not present or are mild and resolving; and the employee is fever free for 24 hours without the use of a fever reducing medication. All COVID-19 protocols are subject to the CDC standards.

Our priority is to maintain a healthy learning environment for staff members and children. Health observations should take place before allowing children to enter the classroom. If a child becomes ill to where they cannot participate in the class, separation must occur to prevent the spread of communicable diseases. In the event of a child's illness, alert the Director so that the child's guardian can be notified for pick up. Cause for immediate pick up include but are not limited to:

- Diarrhea, vomiting, red/pink eye with white or yellow discharge, scabies or lice, chicken pox, unexplained rash, strep throat symptoms, unresolved significant cough, ear ache, uncontrollable discharge from the nose, fevers of 101.4 and higher, inability to cooperate in daily activities from lethargy, uncontrolled wheezing, continuous crying, difficulty breathing, and severe abdominal pain. Children may return to school based on illness and recovery time or with a doctor's note.

Medications

New Song Preschool holds the right to approve the following nonmedical care and some incidental medical services:

- Blood-glucose monitoring
- Insulin administration
- Inhaled medication administration, such as for asthma
- Emergency
 - Glucagon administration
 - Epinephrine auto-injector administration
 - Anti-seizure medication administration
- G-tube feeding and care
- Carrying out medical orders of a child's physician

All prescribed medications must be in the original container with prescription visible and include the child's name, appropriate dosage written on label, and an expiration date.

Medications will be stored to meet physician's guidelines. Records will be kept confidential. Medications must be within the expiration date. Unused and expired medications will be returned. One or more staff members and a back-up staff member will be trained in IMS care given physician's instructions. Records of training will be kept on file. Guardians will be alerted of the administration of medication.

Over the counter, non-prescription medication can be dispensed from the original container with a Permission to Administer Medication form on file that includes the name of the medication, child's name, appropriate dosage and time intervals written on label with expiration dates. Tylenol and other fever reducers must have a prescription.

Incident Reports

In order to protect the staff and children at New Song Preschool, incident report forms are to be completed with the original form sent home to the guardian and a copy to the office. Incident reports require a date, time, location of injury with description, area that accident took place, steps administered to treat, witness(es), staff member who treated the child's injury, and preventative measures for future. Any type of head injury should be documented with or without a mark. Any questionable injuries may be referred to the Director. The original form will be given to the guardian and a copy will be submitted to the Director to keep on file.

Emergency Procedures

All children and staff require emergency forms to be on file in the event of an emergency. Emergency numbers for the fire department, law enforcement office,

medical emergency service, and poison control are to be displayed in each classroom along with an evacuation map. Emergency plans must be discussed during staff orientation and reviewed by staff every two years. Fire drills are to be held every six months to practice evacuation procedures. In the case of an emergency, make sure all students and staff are accounted for and call a local PD to report. Parents should be contacted to make arrangements for safe pick up. Until children are reunited with families, supervise and call for 911 if help is needed immediately.

Mandated Reporter

California law states that anyone who has cause to suspect that if any child is abused or neglected is required to report to Child Protective Services. Suspicions are encouraged to be alerted to the Director. Reports do not go against HIPPA. Reporters are immune to liability if made in good faith.

Contact San Diego County Health and Human Services Child Abuse Hotline - To report suspected child abuse, call 858-560-2191 or you may call toll free 1(800) 344-6000.

Mandated reporter training is required for every employee and must be completed every 2 years. There is no cost to the employee and the training time is paid time. The general course is 2 hours and an exam follows up to 1 hour. A passing grade of 80% or better is required to obtain the necessary certificate to be provided to NSPS. This course and exam can be completed online at <https://mandatedreporterca.com/training/child-care-providers>.

Employee Responsibilities

It is New Song Preschool's goal to provide a safe environment for children. Staff are to arrive in a timely manner ready for the day to set up classrooms prior to the children's arrival. Teachers shall make an effort to remain visually aware of children at all times while supporting a classroom free of obstructions. Classrooms are to maintain ratios and be free from broken or harmful materials while maintaining state regulations. Classrooms are to be clean and organized. Tables should be sanitized before and after use. Nap cots are to be disinfected and weekly sleeping materials sent home for washing on Fridays. Sinks are to be free of cups, utensils and art supplies at the end of the day. Toys should be disinfected, and floors should be cleaned before closing rooms. A list of staff duties will be provided in each room to ensure all responsibilities are met.

Discipline of Children

It is a joy to care for the children of New Song Preschool! Children are curious and can sometimes demonstrate behaviors that are not acceptable. As a staff member, we are to set respectable standards and be a model to children. Redirection should be used in cases of misbehavior. To try to avoid these instances, setting clear rules and expectations, positive reinforcements, and sometimes ignoring unwanted behaviors can be helpful. If a child becomes a threat to themselves or another student, please alert the

Director and the child will be removed from the classroom. Certain steps will be followed depending upon the behavior and occurrence of unwanted behavior.

Communication with Children

We value the relationships that we create with our families. Lesson plans should have weekly information so that guardians can be aware of what is upcoming in the child's classroom. Signup sheets for volunteering events are a great tool to help parents feel involved in their child's classroom. To maintain healthy relationships, professional interactions with children's guardians should occur. Drop-off and pick-up conversations should remain brief but warm as it is the teacher's primary responsibility to care for the children. If a parent needs more time to discuss a matter, a conference should be scheduled, or a parent should be directed to the office. Staff members should listen to guardians and respond in a respectful manner. New Song Preschool will not tolerate blaming, shaming, or ridiculing either party. If an issue arises with a guardian, please alert the Director immediately.

Interaction with Children

It is important that the children of New Song Preschool want to learn and are eager to attend school. It is the teacher's responsibility to ensure that children feel welcome and safe while at school. Teachers should always greet families and children with a warm and welcoming approach. Addressing children by their first name helps children feel a sense of belonging. Teachers are to help guide children to explore the classroom by initiating conversations or setting up areas to engage in. Teachers are to speak to children kindly. No use of forceful manners should be used at any time. Appropriate touching should take place within the classroom. Extended periods of lap sitting, touching in inappropriate areas, and excessive touching is unacceptable. Hands should be placed on children's backs if you are guiding them. Soft voices are to be used in the classroom unless attention is needed but teachers are never allowed to yell at children.

Dress Code

Employees are required to dress in a respectful manner to best represent New Song Preschool. Staff are to maintain a clean and groomed appearance with appropriate comfortable, modest attire. Short shorts or dresses, crop tops or viewable midriffs, open backs, low cut tops, spaghetti straps, vulgar and explicit shirts, messages that do not align with our beliefs and exposed garments are not permitted to be worn at New Song Preschool.

Employment Applications

Breaks

Staff members of New Song Preschool are entitled to relief breaks. Staff who work more than 3.5 hours have the right to a paid 10-minute relief break. Staff who work at least 6 hours have the right to two paid 10-minute relief breaks. Staff who work more than 5 hours a day have the right to an unpaid lunch break. All breaks are assigned by the Director. If a bathroom break is needed, please alert the Director to secure adequate coverage in your absence so that ratios can be maintained.

Telephone Usage

To avoid distractions, cell phones are to be put away during work hours unless used for music activities or capturing pictures. Personal breaks are an appropriate time for staff to use their cell phones. Staff members are to have good judgment when answering personal emergency phone calls.

Technology Usage

Play is central to children's development and learning. Children's interactions with technology and media mirror their interactions with other play materials and include sensorimotor or practice play, make-believe play, and games with rules. Appropriate experiences with technology and media allow children to control the medium and the outcome of the experience, to explore the functionality of these tools, and to pretend how they might be used in real life. Technology should not replace other beneficial educational activities such as creative play, outdoor experiences, and social interactions with peers and adults in early childhood settings. Preschool children can express their creativity through developmentally appropriate technology with teacher guidance. Technology may be used in instances that supports the curriculum. Videos shown on a tablet, phone, computer, or television should be kept to a minimum of five minutes.

Tobacco and Substances

New Song Preschool takes pride in a safe environment and holds a tobacco and substance free policy. Under no circumstances is it acceptable to use either of the following on or around our site: alcohol, vaping, smoking cigarettes, marijuana or any illegal or mind-altering substance. Staff members are to be free of any drugs or alcohol in their possession or system while working. Policy violations result in grounds for immediate termination.

Disciplinary Procedures for Employees

1. Informal Resolution:

- a. Minor disagreements among pre-school staff or between staff and the church can often be resolved informally.
 - b. Discussions will take place privately, away from other employees.
 - c. Constructive criticism is essential, emphasizing improvement in conduct or performance.
 - d. Dismissal typically does not follow the first misconduct offense (except in cases of gross misconduct).
 - e. If no improvement occurs, the next stage may involve the Formal Disciplinary Procedure.
- 2. Formal Disciplinary Procedure:
 - a. A meeting will be scheduled with the employee and New Song Preschool Director
 - b. The employee's performance, incidents, and/or instances that violate the New Song Community Church and New Song Preschool handbooks will be shared and examined.
 - c. After deliberation, a Performance Improvement Plan will be set in place to outline specific performance expectations, areas of improvement, and a timeline for achieving those improvements.
 - d. Timelines will be 30, 60, or 90 days.
 - e. Confidentiality is maintained throughout the process.
 - f. If no improvement occurs, the next stage may involve termination.
- 3. Termination:
 - a. If all other efforts fail, termination may be necessary and the employee will be alerted of termination.

Grievance

New Song Preschool is a community of parents, administrators, teachers, and students. Like any group of individuals, the people in a Christian school can sometimes face misunderstandings, disagreements, and even mistakes. However, it is God's will for us to live and work together in harmony. Jesus said, "I give you a new commandment: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another" (John 13:34-35, KJV).

Because of our human nature, we may occasionally irritate others, leading to misunderstandings or significant disagreements. In Matthew 18:15-17 (KJV), Jesus provides a method for resolving interpersonal issues. I refer to it as the "Matthew 18 principle" for addressing school problems.

There are several clear principles that Jesus taught in solving people-to-people problems:

1. **Keep the matter confidential.** The practice of discussing issues solely with those directly involved upholds the principle of confidentiality. The Bible speaks extensively about the consequences of gossip and harmful speech. “You can be

ruined by the talk of godless people, but the wisdom of the righteous can save you”.

(Proverbs 11:9)

2. **Keep the circle small.** The initial step required to resolve a person-to-person issue is for one of the individuals involved to start a face-to-face conversation. Most conflicts are resolved at this one-on-one level.

3. **Be straightforward.** “If your brother sins against you, go to him and show him his fault. But do it privately, just between yourselves. If he listens to you, you have won your brother back.” Jesus encourages us to be honest and direct in our love. While it can be challenging to address the core of an issue openly, true restoration and growth happen when problems are presented with love and clarity. (Matthew 18:15)

4. **Be forgiving.** This means that after resolving the issue, we should fully forgive and reintegrate the person who has wronged us. “Friends mean well, even when they hurt you. But when an enemy puts his arm around your shoulder – watch out! (Proverbs 27:6)

5. **Staff should agree to share the matter with the director.** Each individual should approach the meeting with a prayerful and humble heart, ready to embrace the Lord's guidance on the issue and open to receiving reproof and correction if necessary. “But if he will not listen to you, take one or two other persons with you, so that ‘ever accusation may be upheld by the testimony of two or more witnesses.’ as the scripture says.” (Matthew 18:16)

6. Depending on the complexity of the issue, the Executive Pastor might request that all involved parties attend a meeting. The objectives of such a meeting are: 1) to achieve a clear understanding of the problem; 2) to find a solution; 3) to administer reproof and correction if needed; and 4) to ensure forgiveness and full restoration for those who have sought amends.

The Matthew 18 principle advises that teachers should first address issues directly with each other before involving administrators. If the problem remains unresolved at this initial level, it should be escalated prayerfully and systematically within the school's organizational hierarchy. This approach reflects the Lord's method for resolving interpersonal conflicts.

Our goal at New Song Preschool is to work together and resolve conflicts. If you feel like a conflict is not resolved, please report your grievance to New Song Church's HR staff member.

Acknowledgement of New Song Preschool Addendum A

Print Name

Signature

Date