



STAFF HANDBOOK

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Handbook Purpose

This staff handbook is designed to serve as a practical and faith-centered resource for our valued team members. It reflects the heart of our ministry at Peninsula Community Chapel and offers guidance on employment practices, ministry expectations, and staff conduct rooted in integrity and care. Spiritual health and growth happen within us and not from the policies that are placed around us. However, by faithfully living out our shared values and adhering to our policies, we cultivate trust—both with one another and within ourselves.

While this handbook is not a legal contract or exhaustive rulebook, it does include important policies, procedures, and information that help create a supportive and transparent working environment. It is our hope that this guide will help you feel equipped, informed, and encouraged as you serve alongside us in the work God has called us to.

We invite you to explore the contents, revisit them often, and reach out to your supervisor or the Director of Administration with any questions. Open dialogue is an important part of our culture, and it helps us walk together in unity, express our shared values, and steward our mission faithfully.

- Only the Director of Administration has the authority to revise or amend any part of this handbook.
- Verbal statements or informal agreements by supervisors or staff members do not alter the policies or expectations stated herein.
- No one except the Director of Administration may change an employee's at-will status or make any special agreements regarding employment terms. Any such changes must be documented in writing and signed by the Director of Administration.

Although we value consistency, Peninsula Community Chapel may update or revise this handbook at any time, except for the at-will employment provision, which remains unchanged unless modified in writing.

If any provision in this handbook is determined to be invalid or unenforceable, the remainder of the handbook will continue in effect.

Nothing in this handbook is intended to be incompatible with the [National Labor Relations Act](#) (NLRA) or prohibit or restrict NLRA-covered employees from exercising their rights under [Section 7](#) of the NLRA.

INTRODUCTION

Welcome to Peninsula Community Chapel (PCC)!

We are delighted to have you as part of our team. At PCC, every individual plays a crucial role in our ministry, and we are committed to supporting you in achieving your highest level of service for the Lord.

We value an environment where you enjoy your work, build meaningful relationships, and find fulfillment in your calling by being part of our ministry team. As staff members of PCC, we represent Christ in all aspects of our lives, both professionally and personally. We are dedicated to living out our faith and upholding the highest biblical, spiritual, and ethical standards. As a part of PCC, you are an ambassador who embodies these standards and serves as an example to others, reflecting our commitment to our beliefs, values and Staff Lifestyle Agreement.

History

Peninsula Community Chapel (PCC) was founded in 1983 as a church plant of Tabernacle Church of Norfolk (Tab). A home group from Tab was already meeting on the Peninsula and Tom Kenney was called to pastor the new church plant. The first congregants rented a meeting room in the Holiday Inn in Newport News until in 1986 an opportunity closer to the center of the Peninsula opened up at the former Ramada Inn on Route 17 at I-64.

At the Ramada Inn, the church met in conference rooms most Sundays but occasionally had to utilize the hotel's nightclub space (still smelling like alcohol & smoke) on some Sunday mornings. Whenever there were baptisms, the congregation moved to the covered pool area and held the baptisms in the hot tub (sans bubbles). Children's ministry supplies and sound equipment were kept in an old van parked behind the hotel until that van caught fire one weekend.

In 1989 as PCC continued to grow, space opened up in a shopping center in the Hilton Village area of Newport News in an out-parcel that was formerly a movie theater and then a Gold's Gym. With mirrors on almost every wall left over from the fitness center, PCC moved into the first space we had ever had where we didn't have to tear everything down and put it away each week. In 1995 fire again played a role in PCC's experience as a burglar broke into the building and set the office area on fire to cover his tracks.

During this time PCC continued to pray for God's provision of land to build a church building with adequate space for a Christian school. In 1995, PCC bought property in York County at the corner of Victory Boulevard & Big Bethel Road. Construction began on the first phase of the new church & school facility in 1999 and the first service was held in the new building in March 2000.

As PCC continued to grow, additional parking and modular classrooms were added to the property in 2007. Then in 2010, Phase II of the facility was built adding a gymnasium / sanctuary, much needed classrooms, a larger kitchen and the cafe community area.

In 2011, Garrett Spitz joined PCC's staff as Associate Pastor and was identified as Tom Kenney's potential successor. In May of 2020, during the COVID-19 global pandemic, Tom stepped down as Lead Pastor as part of a leadership transition process that started back in 2014. Garrett Spitz was installed as PCC's Lead Pastor on May 31, 2020. Tom Kenney took on the role of Global Ministry Pastor until he retired in 2024 and was honored with the title of Pastor Emeritus.

PCC celebrated its 40th anniversary in December 2023 and began plans to add additional classrooms, student ministry gathering areas and staff offices to the building. This construction project was completed in May 2026.

Our Mission

Making Disciples Who Know His Joy and Change His World

God is fulfilling His purposes in history: bringing glory to Himself through the work of Christ on the cross as the Holy Spirit moves in the hearts of men and women from all people groups. The work of Christ is to change man's heart, so that what he once ran from now becomes his greatest treasure and pleasure—God Himself. What a thrill to experience such delights and to share the source at home and around the world.

Our Vision

Faithful Followers of Jesus Creating and Renewing Gospel-Centered Churches Locally and Globally

God is building his church and it is through the church that he displays his glory to the world. The church exists in the form of local congregations that serve as embassies of his heavenly kingdom. These communities faithfully preach and teach God's Word, they practice the sacraments of Baptism and the Lord's Supper, and they love one another with a love that comes from God. They also love and serve their neighbors in ways that reflect the love of our Savior. We long to see more churches planted and struggling churches revitalized here and around the world.

Core Values

Biblical Truth

We stand firmly on God's Word as our ultimate authority, trusting Scripture to shape our beliefs, our worship, and our daily lives.

Gospel-Centered Discipleship

We are committed to helping one another follow Jesus in every area of life, growing in faith together through intentional spiritual relationships.

Welcoming Community

We desire to live as a diverse and multigenerational spiritual family, meeting people where they are and caring for one another with Christlike love, hospitality, and grace.

Great Commission Focused

We seek to make disciples of all nations by sharing the good news of Jesus with our neighbors and by maintaining a special focus on reaching the unreached around the world.

Prayerful Dependence

We rely on God in all things, seeking His wisdom, power, and presence through fervent and continual prayer.

Strategic Alignment

We intentionally use our time, gifts, and ministries with wisdom and focus, aligning everything we do around our mission and vision to maximize kingdom impact.

Transformative Learning

We pursue a distinctly Christian life of learning that applies all of God's Word to all of life, transforming us to become more like Christ.

Major Doctrines & Doctrines with Scriptural Latitude

Evangelicals believe that there are certain controlling convictions, each of which is regarded as being true, of vital importance and grounded in Scripture. These controlling convictions "set us apart" from all other religions and religious groups that do not hold to these same convictions. These controlling convictions are referred to as "major doctrines".

There are other convictions where a substantial degree of latitude and diversity may be accepted within the evangelical community due to Scripture being silent or offering a variety of approaches. These other convictions are referred to as "doctrines with Scriptural latitude". Perhaps God allows different evangelical groups to come to different conclusions in order to (a) minister to those special sheep God grants them, and (b) to keep us humble (i.e., since we cannot build a monolithic church in which everyone agrees on everything, we must humbly acknowledge that our understanding is finite, not exhaustive; genuine believers will not always see things the way we do). Our stated position on any of these areas of Scriptural latitude will not prohibit us from partnering with other churches or ministries that do not share our position.

Finally, there are still other convictions which are referred to as “statements on contemporary cultural issues”. These statements identify specific truths, which, despite being clearly taught in Scripture, have become increasingly questioned, challenged, or abandoned in our contemporary culture.

In “making every effort to maintain the unity of the Spirit”, PCC’s Board of Elders have devised an “officially held church position” on a number of doctrines which can be used to (a) screen leadership and teachers, and (b) provide for an official view of the church to be used by teachers, home group leaders, and in counseling. These positions are intended to supplement PCC’s constitution and other position papers and policies.

A copy of these positions can be found in the Appendix to this Handbook. New statements will be added, edited and modified as needed.

Statement of Faith: Major Doctrines

God (Article IV, Section A of Constitution)

- The God of the Bible is the one and only true God.
(Deut. 6:4, Ps. 97:7, Ps. 115:3, Isa. 44:6-8, Mark 12:28-32)
- He is the living God, one in essence, eternally existing in three distinct persons - Father, Son and Holy Spirit.
(Gen. 1:1-2, Matt. 28:19-20, John 1:1-2, Acts. 5:3-4)
- He is the creator and sustainer of all things (Gen. 1:1, John 1:3). He rules over everything, is sovereign over everything that happens, and He is constantly engaged with and governing his creation without being the author of evil.
(Gen. 3:14-17, Ezek. 12:28, James 1:13-14, 1 John 1:5, Rev. 17:14)

Jesus Christ (Article IV, Section C of Constitution)

- Jesus Christ is truly and fully God, having the same nature as the Father.
(John 1:1-3, 10:30, 14:7-11, 17:11, Rom. 1:1-4)
- He is also truly and fully man.
(John. 1:14, Phil. 2:7, Gal. 4:4, Heb. 2:14-18)
- He was conceived and born of a virgin.
(Isa. 7:14, Matt. 1:20-23, Luke 1:30-31, 34-37)
- He lived a completely sinless life.
(2 Cor. 5:21, 1 Pet. 2:21-22, Heb. 4:15)
- He rose from the dead after three days, in a renewed, physical resurrected body.
(Rom. 1:1-4, 1 Cor. 15:12-24)
- He is the one and only mediator between God and man.
(1 Tim. 2:5-6)

Holy Spirit (Article IV, Section F of Constitution)

- The Holy Spirit is fully God, and is a personal being, as are the Father and the Son.
(John 15:26, 16:7-15, Rom. 8:9-11, 1 Cor. 2:10-11, Eph. 4:30, 1 Cor. 2:11)
- He directs and enables evangelistic efforts, and regenerates people.
(Acts 1:8, Acts 8:26,29, Titus 3:5, John 3:3-7)
- He permanently indwells and eternally secures all believers.
(Rom. 5:5, 8:9, 1 Cor. 3:16, 6:19, Eph. 1:13)
- He causes the believer to grow in the likeness of Christ, filling the believer with power to live a godly life and bear witness to Jesus Christ.
(Eph. 5:18)
- He gives spiritual gifts to all believers for the purpose of building up the body of Christ.
(1 Cor. 12:7-11, Eph. 4:11-12)

Scripture (Article IV, Section B of Constitution)

- The established canon of the Old and New Testaments includes 66 books which are the inspired Word of the living God, which God wrote through human agents by the Holy Spirit.
(*2 Sam. 23:2, Acts 28:25, 1 Cor. 2:12-13, 2 Tim. 3:16, Heb. 3:7, 10:15, 16, 2 Pet. 1:21*)
- These books are infallible and inerrant, as originally given.
(*Ps. 19:7-9, Ps. 119:151,160, Matt. 5:17-18, John 17:17*)
- They are the final authority for our faith and practice.
(*Isa. 8:20, Matt. 15:3-6, Acts 15:15, 2 Tim. 3:16-17, Rev. 22:18*)

Man (Article IV, Section D of Constitution)

- God created humanity after his own image to glorify Him.
(*Gen. 1:26-27, Isa. 43:7, 1 Cor. 10:31, Rom. 11:36*)
- He created us as distinct male and female in his image, equal before him as persons and distinct in our manhood and womanhood.
(*Gen. 1:26-27, 2:18*)
- When Adam first sinned and fell, all humanity born through natural regeneration fell with him and thus inherited their sinful nature from him.
(*Gen. 2:16-17, 3:6, Rom. 5:12-21, 1 Cor. 15:22*)
- All have sinned against God in thought, word and deed and continue to do so on a daily basis (*Isa 64:6, Rom. 3:10-12, 3:22b-23, 5:12, 8:7, Eph. 4:18*), and are justly deserving of God's eternal wrath and separation.
(*Isa. 66:24, Matt. 13:50, 25:41, 2 Thess. 1:9, James 2:10, Rev. 14:9-11, 20:15, 21:8*)
- All need personal redemption from sin through the new birth.
(*John 3:3, Rom. 3:22-26*)

Sin (Article IV, Section D of Constitution)

- Sin separates us from God (*Is 59:2*) both in this life and for all eternity (*Isa. 66:24, Rom. 6:23, 2 Thess. 1:9*). Sin also separates us from each other and has brought a curse on all creation and culture.
(*Gen. 3, Ps. 2, Isa. 13:11, 1 John 5:19*)
- God hates sin.
(*Gen. 6:5-7, Ps. 5:4-6, Heb. 12:28-29*)
- The penalty for sin is death.
(*Rom. 6:23*)

Salvation (Article IV, Section E of Constitution)

- God sent Jesus to redeem fallen creation and to save us from our sins by His life, death, resurrection, and ascended reign.
(*Rom. 4:25, 5:8, Heb. 7:25*)
- God desires all people to be saved and to come to a saving knowledge of the truth.
(*1 Tim. 2:3-4*)
- Salvation is a free gift from God.
(*Rom. 3:21-26*)
- It is received by faith in Jesus Christ alone. There is no work man can do on his own to obtain salvation. No amount of good works, kindness, charity, religious activity, etc. can sufficiently meet God's holy and righteous standard.
(*Eph. 2:8-9, Rom. 3:27-28, 4:2-5, Heb. 11:6*)
- To obtain salvation a person must be born again by repenting and believing the Gospel through the work of the Holy Spirit.
(*John 3:3-8*)
- Born again believers have been forgiven and have eternal life (*John 3:16-18, 11:25-26a, Acts 3:19-20, 13:38-39*) and will experience a future bodily resurrection like Christ's so they can dwell with him and his people in his new and restored creation forever.
(*1 Cor. 15, Rev. 21-22*)

- To repent and believe the Gospel means turning away from sin, and turning towards Jesus as your Savior and Lord. It is not merely an intellectual belief.
(Prov. 28:13, Matt. 3:8, Luke 6:46, James 1:22)

Hell (Article IV, Section E of Constitution)

- Hell is a real place of eternal suffering. Those who are not saved will be justly imprisoned and punished there forever.
(Rev. 19:20, 20:10, 20:14-15)
- Satan and his demons are real created beings. They are angels who rebelled against God, and who currently work in the world against the work of the Kingdom of God and His people.
(John 10:7-10, 1 Pet. 5:8, Rev. 12:7-9)
- Although Satan and demons are real and powerful, they are in no way comparable to God, who is supreme in authority, sovereignty and might. The decisive battle against Satan's kingdom was won at the cross, and the day of his eternal fate is set and sealed, when God will cast him into the lake of fire and sulfur forever.
(Col. 2:15, Rev. 20:10)

Return of Christ (Article IV, Section H of Constitution)

- Jesus will come back, in bodily form, and judge everyone who has ever lived. He will reward the righteous, punish the wicked, and complete the restoration of his creation.
(Dan. 7:21-22, John 5:22-23, Eph. 1:10, Jude 14-15, Rev. 20:11-15)

Believer's Position And Identity (Article IV, Section G of Constitution)

- A believer is no longer a child of wrath, but is born into God's family and given Christ's nature. A believer has a changed nature through regeneration by the Holy Spirit.
(John 1:13, 3:1-8, 2 Cor. 5:17, Gal. 6:15, Eph. 2:10, 4:24, James 1:18, 1 Pet. 1:23, 1 John 2:29, 3:9, 4:7, 5:4, 18)
- A believer is no longer a child of the world but is given the position and identity of a beloved child of God through adoption into God's family.
(Rom. 8:14-17, Gal. 4:1-7, Eph. 1:3-6, 1 John 3:1)
- A believer is no longer a sinner in God's sight because he has been given the righteousness of Jesus Christ through imputation. A believer has a changed standing and is forever justified.
(Luke 18:14, Rom. 3:24, 4:25, 1 Cor. 6:11, Titus 3:7)
- A believer is no longer defiled and unclean but is now separated and holy unto God in Christ Jesus. Although perfection in this life is impossible and growth in holiness will vary from person to person, increasing at varying degrees in each person, the believer has a changed character. Through the work of the Holy Spirit, he will be sanctified by a life-long battle of putting the flesh to death and walking in a newness of life.
(Acts 26:18, Rom. 8:1-17, 1 Pet. 1:2, Lev. 11:44, 1 Thess. 4:3, 5:23, 2 Cor. 3:17, Col. 3)
- A believer is no longer God's enemy, but now has peace with Him, and is His friend. A believer has a changed relationship with God and is forever reconciled to Him.
(John 15:13-15, Rom. 5:1, 8:1, 2 Cor. 5:17-21, Col. 1:20, James 2:23)
- A believer is no longer alone but is now a member of Christ's body. While the body has many members, they are united and one in Christ (Rom. 12:4-5, 1 Cor. 1:2, 12:12-31). Believers therefore experience a spiritual union with every other believer throughout the world and they commit to live out their faith together in local churches.
(Heb. 10:25, 13:17, 1 Pet. 5:1-2, Rev. 1:4)
- A church is a community of believers who recognize and encourage each other in the faith through the faithful practice of the sacraments (Baptism and the Lord's Table), loving discipleship of one another, and evangelism to the world.
(Acts 2:42, Eph. 2:20-22, Col. 3:16, Rom. 12:5, Heb. 10:24-25, 1 Cor. 12:13)

In addition to the Major Doctrines listed above, employees should refer to the PCC website [here](https://pccapp.blob.core.windows.net/app-files/doctrines.pdf) (https://pccapp.blob.core.windows.net/app-files/doctrines.pdf) to review our position paper, “**Major Doctrines, Doctrines with Scriptural Latitude, and Statements on Contemporary Cultural Issues**” which contains additional detailed positions/beliefs with supporting scriptures.

Open Door Policy

We believe that open, honest, and respectful communication is foundational to a healthy and Christ-centered work environment. All employees have the opportunity to respectfully express ideas and viewpoints to their supervisors. Employees who would like to bring forward an idea or suggestion, or just simply wish to discuss an issue not covered by a separate reporting procedure, do not need to wait for a formal meeting. Employees are invited to reach out to their supervisor or the Director of Administration by email, phone, or in person, and we will do our best to listen with care and respond thoughtfully. Our goal is to cultivate an environment where everyone feels heard, respected, and valued.

EMPLOYMENT

Employee Designations

Because of the importance of clarity and structure, PCC has established the following employee Statuses, Classifications, and Categories to provide objective tiers for compensation and benefit purposes. The Director of Administration will inform the employee of their Status, Classification, Category, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These designations do not alter at-will status.

Employee Status

Regular Full-Time Employee

An employee not hired on a short-term basis, with standard work hours of no less than 30 hours in a workweek. Full-time employees are generally eligible for all employment leaves or benefits offered by PCC.

Regular Part-Time Employee

An employee not hired on a short-term basis, with standard work hours of less than 30 hours in a workweek. Part-time employees may be eligible for some leaves or benefits offered by PCC.

Temporary Employee

An employee who is scheduled to work on a specific need basis or for a specific time period. Temporary employees are not eligible to receive any employer-sponsored leaves or benefits unless otherwise required by law.

Employment Classifications

Employees are classified as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay and generally receive the same weekly salary regardless of hours worked. Unless notified otherwise in writing, all employees of PCC are non-exempt. Employees will be informed of their classification upon hire and informed of any subsequent changes to the classifications.

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

Exempt

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

Exempt by Ministerial Exception

Employees whose roles meet the criteria needed to be considered an exception to FLSA requirements, due to their ministerial position. Employees who are “ministers for tax purposes” have an automatic “ministerial exception” to FLSA classifications and can be paid by salary or hourly wage at the employer’s discretion and are not required to be paid according to FLSA minimum wage.

Non-Exempt

Employees whose positions do not meet specific FLSA and state pay and duties tests and are paid a regular hourly rate of no less than minimum wage. Non-exempt employees earn a multiple of their regular hourly rate for overtime hours worked.

Employee Categories

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

Pastors

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

Directors & Ministry Leads

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

Coordinators & Support Services

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

Childcare Workers

Employees retained on a regular or as-needed basis for the specific role of providing childcare in accordance with PCC's childcare guidelines. Childcare workers are only eligible for any benefits required by applicable law.

Interns

Temporary employees engaged in a ministry learning experience with PCC. This may or may not be for educational credit, or to fulfill educational non-credit requirement. Interns are only eligible for any benefits required by applicable law.

Introductory Period

The employee's first 90 days of employment with PCC are considered an introductory period, a time to get to know fellow employees, supervisors, and the responsibilities required of the position. It is also a time to become familiar with PCC's culture and practices. Supervisors will work closely with employees to help them understand the needs and processes of their new jobs.

The introductory period is a time for both PCC and the employee to get to know each other. During this time, PCC will evaluate whether the employee is a good fit for the role and the organization. Likewise, we encourage employees to use this period to determine if PCC aligns with their values, goals, and expectations. During or after this introductory period, an employee may resign. If, during this period or after, PCC standards of work, behavior(s), attendance, performance, or other relevant factors are not sufficiently met, PCC may terminate employment.

At the end of the introductory period, supervisors discuss growth and job performance with employees and employees are encouraged to give feedback about their experience as well.

It is important to note that completion of the introductory period does not alter the at-will employment relationship and:

- Does not guarantee continued employment for any specified period of time
- Does not mean an employee may only be terminated for cause
- Does not imply a contract of employment

A former employee who has been rehired after a separation of more than one year is considered a new hire.

Equal Employment Opportunity

In its goal to represent Christ well, PCC seeks both to honor all people and further the mission of the Gospel, choosing to obey the laws of the land **to the extent they apply** to PCC and its employees and to the degree that they do not conflict with our understanding of the commands of Scripture.

It is the policy and intent of PCC to provide equal employment opportunities to all qualified individuals. Being qualified for employment for a faith-based organization may include faith-based qualifications. Equal employment opportunities include, but are not limited to, employment, training, promotion, demotion, transfer, benefits, leaves of absence, termination, and general treatment during employment. It also includes protection against wage discrimination, according to the Equal Pay Act.

PCC is a religious 501(c)(3), and as such, reserves the right under Title VII of the Civil Rights Act of 1964 to make employment decisions of all types based on our religion and our Statement of Faith. PCC will exercise an employment preference for individuals who subscribe to PCC's Statement of Faith and Staff Lifestyle Agreement. Preference is also given to PCC members; however, exceptions may be made for applicants with extenuating circumstances, or those who will not be residing in the area permanently. PCC follows all federal and state laws **to the extent they apply** to PCC and its employees.

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

To the extent that current federal and/or state laws apply to PCC and its employees, PCC is committed to administering all aspects and conditions of employment without regard to the following:

Federal

Race or perceived race, color, national origin, ancestry, citizenship status, age (40 or older), sex (including pregnancy, childbirth, pregnancy-related conditions, and lactation), marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Virginia

Race, color, ethnic or national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, or military status, and any other protected class, in accordance with applicable federal, state, and local laws.

Questions or concerns about equal employment opportunities should immediately be brought to the attention of the Director of Administration. PCC will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Director of Administration. Violation of this policy will lead to discipline, up to and including termination. All employees must cooperate with any investigations conducted related to this policy.

Non-Harassment

It is PCC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, community member or any third party on the basis of

any characteristic protected by applicable federal, state or local laws (referred to as “protected characteristics”). Such conduct will not be tolerated by PCC.

The purpose of this policy is to ensure that no one harasses another individual in the workplace, including while on PCC premises, while on PCC business (whether or not on PCC premises) or while representing PCC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone’s way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement.
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
- Obscene or vulgar gestures, posters or comments.
- Sexual jokes or comments about a person’s body, sexual appeal, or sexual activity/inactivity.
- Propositions or suggestive or insulting comments of a sexual nature.
- Derogatory cartoons, posters and drawings.
- Sexually explicit communication such as e-mails, text messages or voicemails.
- Uninvited touching of a sexual nature.
- Unwelcome sexually related comments.
- Conversation about one’s own or someone else’s sex life.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- Teasing or other conduct directed toward a person because of the person’s gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any supervisor. If the employee is unable for any reason to contact this person, or if the employee has

not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Administration. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level supervisor in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, PCC will not allow any form of retaliation against individuals who report unwelcome conduct to their supervisor or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

Enforcement

All supervisors are responsible for:

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

All employees who witness offensive behavior in the workplace - whether directed at them or another employee - are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive.

An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

Employment of Relatives

At PCC, we deeply value family and healthy relationships within the body of Christ. While we do not have a formal policy that prohibits hiring relatives or those with close personal connections, we are mindful of maintaining fairness, transparency, and accountability in our workplace.

To uphold a healthy work environment and avoid real or perceived conflicts of interest or favoritism, PCC does not place employees in roles where they would be directly or indirectly supervised by a family member or someone with whom they are in a romantic relationship.

When considering employment, placement, or promotion of individuals who have a familial or romantic relationship with a current staff member, PCC may evaluate factors such as:

- The potential for conflicts of interest or favoritism
- The structure of supervisory or reporting lines
- The impact on team dynamics or ministry effectiveness

In some cases, to preserve the integrity of our work environment, PCC may make staffing adjustments, including transfers or changes in employment status, as needed. Our intent is to make these decisions with prayerful discernment, compassion, and a commitment to stewarding our people and mission well.

Employment of Minors

PCC may hire minors on either a regular or occasional basis, provided they meet all qualifications for the position. PCC complies with all applicable federal and state laws regarding the employment of minors.

Background Checks

PCC is committed to fostering a safe and trustworthy environment for our staff, volunteers, and the broader community we serve. This process reflects both our responsibility to comply with applicable laws and our calling to be good stewards of the people under our care. PCC follows the Fair Credit Reporting Act (FCRA) and will conduct background checks on employees at hire and throughout employment, with their signed consent. The background check may consist of prior employment verification, reference checks, education confirmation, criminal background, credit history (when relevant to the position), or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Information obtained through this process is handled with strict confidentiality and is shared only with those who have a legitimate need to know in order to make an informed decision. Refusal to consent to a background check may result in termination.

Immigration Law / Form I-9 Compliance

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

PCC will review and verify this documentation as required by law. All Form I-9 records are maintained in accordance with federal requirements and may be audited or reviewed by authorized government agencies. We are committed to ensuring this process is handled with respect, confidentiality, and care. If any employee has questions or concerns about the verification process, they are encouraged to contact the Director of Administration.

Employee Records

Personal information provided by employees during hiring, such as address and telephone number is contained in their personnel file. Employees should inform the Director of Administration of any changes. Employees also should inform the Director of Administration of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Besides these important employment considerations, keep in mind that an outdated emergency contact or an inability to reach an employee could cause a health or safety risk or other significant problem.

Outside Employment

While we strongly prefer that employees focus their time and energy on serving the mission and vision of PCC, we understand that outside work may sometimes be necessary. In such cases, it is essential that any additional commitments do not interfere with an employee's responsibilities, priorities, or performance at PCC. Outside employment must be approached with care, professionalism, and accountability.

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

TIME AND PAY PRACTICES

Employee Pay

Pay Periods

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

Paychecks

Employees will be paid for all the time worked during the past pay period. Paystubs itemize deductions made from gross earnings. By law, PCC may be required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Paystubs will also differentiate between regular pay and overtime pay.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Business Administrator immediately so PCC can resolve the matter quickly.

Should an employee be paid in excess of what he or she has earned, the overpayment must be returned to PCC as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay.

Pay Adjustments, Promotions and Demotions

We recognize that compensation plays a significant role in supporting the wellbeing of our employees and their families. As a ministry, we are committed to approaching pay decisions with fairness, transparency, and stewardship of the resources entrusted to us. Periodic pay increases may be given based upon merit, broader economic factors, and the sustainability of PCC. While we may wish to reward excellent service, automatic annual increases or cost-of-living adjustments are not guaranteed. We also recognize that changes in responsibilities, restructuring, or fiscal challenges may sometimes require downward adjustments to compensation. Promotions reflect increased responsibility, leadership, or growth in a role. Demotions, when necessary, involve a reduction in responsibility and may include a downward adjustment in pay. If a demotion occurs, the employee's service and seniority will continue to be honored.

Permissible Salary Deductions

Exempt employees receive a salary which is intended to compensate for all hours worked. This salary will be established at the time of hire or when the employee becomes classified as exempt. The salary will be a predetermined amount that will not be lowered for variations in the quantity or quality of the work performed. In actuality, an employee will receive a lesser amount due to regular withholdings and *may* receive a lesser amount due to other permissible deductions or reductions.

Withholdings

An employee's salary may have certain types of planned deductions or withholdings such as a portion of health, dental or life insurance premiums; state, federal or local taxes; Social Security; or voluntary contributions to a retirement plan.

Permissible Deductions / Reductions

Under federal and state law, an exempt salary is subject to certain other types of deductions or reductions. For example, unless state law requires otherwise, *salary can be reduced* for the following reasons:

- When an employee is absent from work for one or more full days for [personal reasons](#) other than sickness or disability.
- For absences of one or more full days due to [sickness or disability](#) if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness.

- To offset amounts employees receive as [jury or witness fees, or for temporary military duty pay](#).
- For penalties imposed in good faith for [infractions of safety rules](#) of major significance.
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for [workplace conduct rule infractions](#).
- In the employee's initial or final week of employment if the employee does not work the full week.
- For unpaid leave taken by the employee under the Federal [Family and Medical Leave Act](#).

Non-Permissible Deductions / Reductions

Under federal and state law, in any work week in which the employee performed any work, *salary cannot be reduced* for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- An absence because PCC has decided to close on a scheduled workday.
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above).
- Any other deductions prohibited by state or federal law.

Paystub Review

To ensure employees are paid properly and no improper deductions are made, employees must review their pay stubs promptly to identify and to report all errors. Unless state law provides otherwise, full- or partial-day absences for personal reasons, sickness or disability may result in deductions to accrued leave.

Timekeeping

We value integrity, accountability, and stewardship of the time and resources entrusted to us. Accurate timekeeping not only ensures compliance with legal requirements but also reflects our commitment to fairness, transparency, and care for each individual's wellbeing. Faithfully recording time worked helps ensure accurate payroll, appropriate benefits, and a just distribution of responsibilities within the ministry.

- **Exempt employees** are expected to report full-day absences due to personal leave, illness, or other time away from work.
- **Non-exempt employees** use the timekeeping method designated by PCC to record:
 - The start and end times of their workday
 - The beginning and ending times of any personal or non-work-related breaks or departures from the workplace

Accurate timekeeping and calculating hourly pay are a federal and state wage/hour requirement for **non-exempt employees** and are therefore mandatory. Not only is accuracy a legal requirement but also a reflection of mutual trust and responsibility. Failing to record time worked in an accurate and timely manner is unacceptable job performance. Any errors in the time record should be reported immediately so that a correction can be made during that pay period whenever possible. Falsifying, altering, or tampering with time records violates our values and may result in corrective action. No employee may "clock in" or "clock out" for another employee, except a supervisor that is correcting their employee's timekeeping entry.

Timekeeping for Meal Breaks

Non-exempt employees are expected to clock out during meal periods when they are fully relieved of work duties. These breaks are unpaid and should be respected as time to rest and refresh. If an employee is given a meal break, it may not be waived if the waiver would result in overtime or if the waiver would violate state law.

General Guidelines

Non-exempt employees are asked to:

- Honor the schedule and the budgeted hours of their position
- Submit an accurate record of time worked on a daily, work week, and pay period basis

- Personally record their time worked
- Get prior approval to work any unscheduled time
- Get prior approval before working through a scheduled break or lunch period

Off-the-Clock Work

As a matter of integrity and fairness, all time worked must be recorded, no matter when or where it is performed. **Non-exempt employees** may not perform any work outside their regular schedule unless it is approved in advance and documented. No employee or supervisor may request, require, or authorize non-exempt employees to perform work without recording time.

If any concerns arise related to timekeeping or work expectations, employees are encouraged to speak openly with their supervisor or the Director of Administration.

Meal Periods

No minor employee under age 16 will work more than five consecutive hours without taking a 30-minute unpaid meal period.

Overtime

There may be times when PCC experiences periods of extremely high activity and additional work may be required. Supervisors are responsible for monitoring operational needs and requesting overtime work from employees if it is necessary. To be respectful of our staff's time and energy, an effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of overtime calculations. PCC's standard seven-day payroll workweek is used for the purposes of calculating overtime for non-exempt employees.

Employees need to be mindful that they may only work overtime with prior authorization. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination. PCC will not authorize compensatory time off for non-exempt employees to avoid paying time already worked or overtime that has already been earned. PCC may alter the schedule of a non-exempt employee to pre-emptively avoid earning overtime. PCC may also schedule unpaid time off outside the same workweek as overtime was earned to help the employee regain personal time lost while working overtime and to maintain the budgeted cost for the employee's position.

Punctuality, Attendance and Work Schedules

Working Hours and Schedule

Employees may be assigned a set work schedule and will be expected to begin and end work according to the schedule. Employees may be given designated meal break times. To accommodate PCC's operational needs, at some point PCC may need to change individual work schedules on either a short-term or long-term basis.

Punctuality and Attendance

We are called to serve with excellence, unity, and mutual respect. Every team member plays a vital role in fulfilling our shared mission, and consistent presence and punctuality help us serve effectively and in harmony.

We ask all staff to be faithful in their attendance and to arrive on time, prepared to begin work, and to be mindful of how operations may be impacted by their absence or late arrival. We understand that life circumstances, such as illness, emergencies, or family needs, may occasionally prevent this. In such cases, we ask that employees notify their supervisor as early as possible, and before the start of the workday if feasible. If the employee is physically unable to do so, a family member or trusted contact may call on their behalf.

Employees should provide the nature of the absence and its expected duration for each day of the absence, unless they have provided their expected time or date of return.

When absences are anticipated, such as for appointments or personal matters, we encourage employees to schedule them in a way that minimizes disruption to operations, and to communicate their plans in advance.

If an employee is unwell or unable to safely and effectively perform their duties, they may be asked to rest and recover at home until they are able to return.

Unexplained or excessive absenteeism and repeated tardiness can affect team morale and effectiveness. If such patterns emerge, a conversation may be held to clarify expectations, and, if needed, address next steps. Next steps could be disciplinary action up to and including termination.

PCC reserves the right to require proof of the need for absence, to the extent allowed by law. Should an absence extend beyond three (3) consecutive workdays without notification, it may be considered a voluntary resignation.

Employees and Volunteer Time

We value both the work our staff members do as employees and the service they offer as part of our faith community. We recognize that employees may wish to volunteer their time beyond their regular job responsibilities to support ministry activities, events, or outreach programs and we consider that service to be a sign of engagement and health. This policy ensures that volunteering is handled in a way that is consistent with our values and compliant with employment laws.

Voluntary Participation

Participation in volunteer activities by PCC employees is entirely optional and should not be perceived as a condition of employment, job performance, or advancement.

Distinction Between Roles

Volunteer activities must be different from an employee's usual paid job duties. Employees cannot "volunteer" to perform the same tasks they are normally compensated for.

Compensation

Time spent on paid duties must be compensated according to employment laws. Genuine volunteer service outside of paid duties will not be compensated unless otherwise approved.

Scheduling

Volunteer activities should not interfere with an employee's regular paid responsibilities unless arranged and approved in advance. Employees are encouraged to communicate with their supervisor if they are interested in volunteering, so schedules and responsibilities can be coordinated appropriately.

Travel Time Pay

Non-exempt employees are paid for business-related travel time in accordance with federal and state law. Travel time pay does not apply to regular commuting time (home-to-work travel when commuting to a regular worksite) but does apply to time spent traveling from one job site to another job site during a workday. Compensable travel time is included in calculating overtime pay eligibility.

Business Expenses & Reimbursement

We are entrusted with non-profit financial resources to use wisely and with integrity. Employees are expected to exercise good judgment and be mindful of costs when incurring expenses on behalf of PCC. PCC covers the cost of necessary ministry expenses, either through direct purchase or by reimbursement, according to any applicable state or federal laws. Some examples of covered expenses include purchasing items, tools, and services needed to perform work, and traveling for PCC business. Employees must follow PCC's expense and reimbursement policy when spending money in a ministry-related capacity. All purchases and reimbursements must be properly documented and submitted with appropriate approval in a timely manner.

Employees who are issued ministry credit cards are required to use them for ministry purchases whenever possible. Additional requirements may be provided upon issuance of the credit card. Expenses needing reimbursement require pre-approval from the employee's direct supervisor, submission of receipts, and a completed reimbursement request form. Contact the Business Administrator to receive the current reimbursement forms.

Business Gifts

As representatives of PCC, employees are expected to uphold the integrity, transparency, and values of PCC in all external interactions. Gifts should always be handled in a manner that reflects our commitment to integrity, ethical standards, and accountability.

If an employee is offered or given anything of value or any monetary gift or gift card from any vendor or business in connection with PCC, they should let the Director of Administration know immediately. Employees are prohibited from directly or indirectly soliciting a gift and/or monetary support to benefit themselves from any vendor or business.

Pay Advances and Loans

As a non-profit, PCC does not use the funds it is entrusted with to provide any type of loan to employees. This includes pay advances on paychecks or borrowing against accrued paid time off.

LEAVES AND TIME OFF

Holiday Time

Regular employees working 20 or more hours per week are entitled to the following paid holidays, during which the office will be closed.

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

**Employees eligible for holiday pay will receive one paid day off in the month of their birthday. The day off must be requested and approved.*

Holiday pay cannot be combined with any other paid time off on the same day, including PTO. Holiday pay will not be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation. New employees are eligible for holiday pay immediately. Holidays are not considered PTO and do not fall under the guidelines of the PTO policy.

If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

Christmas Office Closure

In order to allow our staff to disconnect from work and connect with loved ones, PCC's offices will be closed at times around the Christmas holiday. Employees working 20 or more hours per week will receive the equivalent of one week of paid leave

around the Christmas & New Year's holidays. Days off will vary based on the employee's typical workweek and how the actual holidays line up with the Sunday services. On years that New Year's Day lands on a Sunday, the Monday after will be added as an additional day off. Employees may contact the Director of Administration for the holiday schedule each year.

Employees may take this time off only if their job allows it or if urgent work needs have been completed. Some employees' responsibilities may require them to work during this time or to be called in during this time. Non-exempt employees required to work should properly record all hours worked. This is not considered holiday time or PTO and does not fall under the guidelines of either policy.

Paid Time Off (PTO)

PCC appreciates how hard employees work and recognizes the importance of regular rest and rejuvenation. To support a healthy work-life balance, PCC fully encourages staff to take their earned paid time off (PTO) and make space for meaningful rest. PTO may be used for any purpose, including but not limited to vacation, personal matters, and recovery from injury or illness.

Paid time off:

- Is provided to regular employees who work at least 20 hours per week.
- May be used at the completion of the introductory period, pending supervisor approval.
- Follows the calendar year.

Leave Amounts

Full-time and part-time employees will earn PTO according to the schedules below. Up to 4 weeks of unused PTO may be carried over into the following year up to the maximum bank as noted below.

Full-Time Employees

Full-time employees scheduled to work 30 hours per week will earn PTO according to the table below.

Employment Years	PTO Earned Annually	Maximum PTO Bank
1 – 5	4 weeks (160 hours)	8 weeks (320 hours)
6 – 10	5 weeks (200 hours)	9 weeks (360 hours)
11+	6 weeks (240 hours)	10 weeks (400 hours)

Part-Time Employees

Employees scheduled for 20 to 29 hours per week will earn PTO proportionally, based on their weekly hours as outlined in the table below.

Employment Years	PTO Earned Annually	Maximum PTO Bank
1 – 5	4 times normal work week hours (80-116 hours)	8 times normal work week hours (160-232 hours)
6 – 10	5 times normal work week hours (100-145 hours)	9 times normal work week hours (180-261 hours)
11+	6 times normal work week hours (120-174 hours)	10 times normal work week hours (200-290 hours)

PTO Earning Method

A lump sum of PTO will be awarded at the beginning of each year. New employees will receive a pro-rated amount based on their start date.

Employee Anniversaries

When PTO amounts increase due to length of employment, the increase is given in the year an employee's anniversary occurs.

High Priority Dates

PTO will generally not be approved during the following times:

- Easter services
- Christmas services

Approval

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

Employment Separation

Up to 40 hours of unused PTO will be paid out upon employment separation.

Paid Pregnancy and Parental Leave

At PCC, we recognize the profound importance of family and the sacred journey of welcoming a child, whether through birth, adoption, or foster care. As part of our commitment to supporting the well-being of our staff, during this significant time in their lives, PCC provides paid leave to full-time employees who have completed one year of service. PCC is honored to walk alongside its employees during these meaningful life transitions and remains committed to supporting staff with grace, compassion, and responsible care.

Paid Pregnancy Leave (Medical)

Paid pregnancy leave is designed to accommodate medical needs related to, and to support recovery from, pregnancy and childbirth. Eligible employees are provided up to 3 consecutive weeks of paid Pregnancy Leave at their regular rate of pay and are also eligible for paid Parental Bonding Leave, to be taken consecutively. An employee who is not medically cleared to return to work at the conclusion of paid leaves may use any available PTO or take the remainder of their medical leave as unpaid.

Paid Parental Leave (Bonding)

Paid parental leave provides time for birth, adoptive, or foster parents to bond with a newly arrived child. Eligible employees are provided up to 3 consecutive weeks of paid parental leave at their regular rate of pay. Parental leave must be taken within the first twelve months following the birth or placement of the child.

Paid Leave Limits

- Considering outside compensation: If an employee receives compensation through another source (e.g., state benefits or disability insurance benefits), PCC-provided pay may be adjusted downward, so the total amount of paid leave does not exceed the employee's regular earnings.
- Considering multiple occurrences: Employees are eligible for only one instance of paid pregnancy and/or parental leave within any rolling 12-month period, regardless of the number of births (or the birth of twins or other multiples), adoptions, or foster placements that may occur during that time.

Coordination With Other Leaves and Benefits

- FMLA: Paid Pregnancy Leave and/or Paid Parental Leave will run concurrently with the unpaid leave provided by the Family and Medical Leave Act (FMLA), or state FMLA where applicable.
- Leaves: After paid leave under this policy is exhausted, employees may use any other available paid leave for which they are eligible, such as PTO. Upon exhaustion of other paid leaves, any remaining leave will be unpaid.
- Benefits: PCC will maintain any existing employee benefits during the paid pregnancy/parental leave period just as if they were taking any other paid leave, such as PTO.

Planning and Documentation

For birth mothers, the employee and PCC will work together to create a personalized Return-to-Work Plan prior to the start of leave. Employees may be asked to provide appropriate documentation, such as confirmation of the birth or placement, to support eligibility for leave benefits.

Notice and Communication

To ensure PCC can provide appropriate support and maintain operational continuity, eligible employees are to notify PCC of their intent to take leave as follows:

- Pregnancy-related leave: At least 30 days before the anticipated start of leave, but 20 weeks prior to anticipated need is preferred. If 30 days' notice is not possible due to a change in circumstances or medical necessity, notice should be provided as soon as practicable. Employees are asked, but not required, to share approximate timing of their anticipated leave once they feel comfortable doing so. This information is used solely for planning and does not affect eligibility for any leave or benefits.
- Adoption or foster care: Within 7 days of receiving a match or placement notification from the agency.

If the employee's anticipated start date for leave changes, PCC requests immediate notice of the change, unless circumstances reasonably prevent such notice.

Employees are encouraged to maintain open communication with PCC throughout the leave period. If adjustments to the leave or return-to-work plan become necessary, the employee should notify PCC as early as possible.

Family and Medical Leave Act

Leave Entitlements

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

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

Eligible employees can take leave for the following reasons:

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

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

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

Using Leave

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

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

Employees may choose, or PCC may require, use of available PCC paid leave while taking FMLA leave. If an employee uses available PCC leave for FMLA leave, they must comply with PCC's normal paid leave policies.

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

Combined FMLA Limits for Spouses

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

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

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

Documentation

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

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

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

Benefits

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

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

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

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

Personal Leave of Absence

PCC wishes to support employees who may have challenging personal seasons. Under certain circumstances, when an employee is ineligible for any other PCC leave, an unpaid personal leave of absence of up to eight (8) weeks may be granted. Whenever possible, a written request for a personal leave should be presented to the Director of Administration at least two (2) weeks before the anticipated start of the leave. The request should include the anticipated start and end date and the reason for the leave. If approved, the leave of absence must be used for the approved purpose. When an employee has extenuating circumstances, a personal leave extension may be considered if prior to the end of leave the employee submits a written request to the Director of Administration.

The leave request will be carefully considered and may include review of many factors, including staffing requirements and the reasons for the requested leave, as well as performance and attendance records. If the leave is requested for medical reasons and the employee is not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, PCC may ask for medical certification. Personal leave runs concurrently with any leave during which the employee is receiving employer-provided disability insurance benefits, if applicable.

During unpaid personal leave, an employee pauses earning any applicable paid leave time, such as PTO, and is not eligible for any holiday pay the employee would have been entitled to while working. PCC will continue any existing health insurance coverage during the leave if the employee submits their share of the monthly premium payments to PCC in a timely manner, subject to the terms of the plan documents.

Upon completion of the personal leave of absence, PCC will attempt to return the employee to their original job or a similar position, subject to operational considerations. Reinstatement, however, is not guaranteed.

Failure to notify PCC of availability to return to work or a continued absence from work beyond the time approved by PCC will be considered a voluntary resignation of employment.

Bereavement Leave

PCC understands that experiencing the death of a family member may make it impossible or overly challenging to engage in work while grieving, attending to arrangements, and supporting other grieving family members. A regular employee may request a leave of absence with pay for up to 5 working days upon the death of a family member.

For the purposes of this policy a family member is defined as parent, spouse, child, sibling, grandchild, parent-in-law, sibling-in-law, grandparent, all corresponding step-relatives, and anyone living within the same household. To accommodate the tasks that may accompany the loss and the unexpected nature of grief, bereavement leave days may be used nonconsecutively within 6 months of the loss. Extenuating circumstances may be taken into consideration.

Bereavement leave will be paid at the employee's regular rate of pay for the number of hours the employee would have worked that day. Bereavement leave is not counted as hours worked for purposes of calculating overtime.

PCC recognizes that some employees benefit from an environment of supportive coworkers, while others may wish to grieve privately; PCC will honor requests to maintain the confidentiality of any employee requesting bereavement leave, including documentation provided to PCC related to a request for leave. Employees wishing to utilize bereavement leave should contact the Director of Administration. Employees will not be subject to adverse action for requesting or taking leave under this policy.

Sabbatical Leave

At PCC, we deeply value the calling, dedication, and spiritual investment of our staff. Ministry leadership requires not only skill and commitment but also seasons of intentional rest and renewal. In recognition of this, we are pleased to provide sabbatical leave as a gift of restoration and spiritual refreshment. We believe that healthy leaders help cultivate a healthy ministry. Sabbaticals are an investment in your spiritual vitality, family life, and long-term effectiveness in your calling. For further details on eligibility, planning, or the approval process, please contact the Director of Administration.

Professional Development Time

Employees are encouraged to continually learn, and study topics related to their positions to foster growth as well as keep PCC moving forward in pursuit of its mission and values. To be eligible for professional development time an employee must be full-time and employed for six months continuously.

Some examples of professional development time use include:

- Taking an online or in-person class related to the employee's role
- Reading a book or listening to a podcast or webinar related to the employee's role
- Researching a job-related topic and designing a guide or presentation for other staff or volunteers
- Meeting with a mentor with experience and expertise serving in the employee's field to obtain knowledge, wisdom, and insight
- Serving as a mentor for a non-employee looking to enter the employee's field

Interested employees should contact the Director of Administration for further information.

Personal Retreat Time

The spiritual health and vitality of our employees is a top priority. Because of the time and focus demands of ministry, pastors and directors are encouraged to take a Personal Retreat Week each year to step away from their regular responsibilities for intentional renewal, preparation, and focused work.

A Personal Retreat Week is a dedicated time for spiritual reflection, study, and strategic ministry development. This week may be used to read books and other materials, prepare for upcoming seasons of ministry or preaching, or concentrate on a specific area of responsibility without the distractions of daily office demands. It is intended to provide extended, uninterrupted time for both personal and professional growth.

While elements of planning and preparation may be included, a Personal Retreat Week is not simply a catch-up week. It should be approached with intentionality and include time away from normal routines to seek God, reflect, and renew vision and passion for ministry.

A Personal Retreat Week is not considered earned vacation time or sick time, but rather a designated time set aside for reflection, renewal, and realignment. Scheduling should be coordinated with the employee's supervisor to ensure alignment with ministry needs and responsibilities.

Employee Global Ministry Trip Participation

PCC values local, national, and global ministry and encourages all full-time and part-time staff to deepen their commitment to global ministry by participating in a short-term global ministry trip.

Staff Responsible for the Planning, Preparation & Execution of the Global Ministry Trip

For employees whose roles require global ministry trip participation as an essential requirement of their position, compensation will be handled as follows:

- Full-Time Exempt: Will receive their normal salary.
- Non-Exempt (Hourly) Staff & Support Staff: Full-time and part-time hourly employees must accurately track and log all hours worked while on the trip, including compensable travel time in accordance with the Fair Labor Standards Act (FLSA). Hourly employees will be paid their proper hourly rate for all hours worked, including overtime.

Staff in Support of, or a Participant on, a Global Ministry Trip (Not a Job Requirement)

For employees (including interns and support/administrative staff) who choose to participate on a trip in support of another ministry outside of their primary job description, PCC provides a paid leave benefit:

- Paid Leave Benefit: All regular full-time & part-time staff (not including childcare workers or facilities seasonal/temporary staff) will receive their normal salary or hourly compensation up to their regularly authorized weekly hours for one week, limited to one trip per calendar year.

- **Extended Trips & Volunteer Status:** If the trip extends beyond the one-week paid benefit period, employees may use available PTO for the remaining days. Non-exempt employees who perform any work while on the trip should accurately record their hours.

Approval & Scheduling

Global ministry trip participation is at the discretion of the employee's supervisor and the Director of Administration and may be dependent on the level of interference with the employee's regular responsibilities. Employees are asked to be aware of peak work periods in their ministry when making any trip request. PCC reserves the right to deny approval if an absence would be detrimental to the operational needs of the church. Any exceptions to these guidelines require prior approval from the employee's supervisor or the Director of Administration.

Trip Expenses & Fundraising

All travel expenses—including airfare, transportation, meals, and lodging—are fully covered for every employee participating in the global ministry trip. These expenses are funded through the collective fundraising efforts of the trip team, and all participating staff members are expected to take part in this process. In special circumstances, additional direct coverage may be approved by the Board of Elders (BOE) and/or Global Ministry Team (GMT) leadership.

Policy Parameters

Unused global ministry trip time does not accrue, is not considered earned wages, and is not transferable as standard PTO time. It is provided not as compensation for employment services, but as a benefit to encourage and facilitate local, national, and global outreach.

CIVIC AND OTHER GENERAL LEAVES

Jury Duty Leave

PCC recognizes the importance of the civic duty of U.S. citizens to serve on a jury. All employees will be allowed time off to serve in this way as required by law. Employees are to provide the summons to their supervisor as soon as it is received. PCC may require the employee to provide proof of jury duty service to the extent authorized by applicable federal, state, or local law. If the required absence presents a serious conflict for PCC, employees may be asked to try to postpone jury duty.

No employee who is summoned and appears for jury duty for four or more hours in one day, including travel time, will be required to start any work shift that begins on or after 5:00 p.m. on the day of appearance for jury duty or begins before 3:00 a.m. on the day following the day of appearance for jury duty. Employees are expected to keep PCC informed of the expected length of jury duty service.

Up to 2 weeks of jury duty leave will be paid by PCC. Employees may use other available paid leave, such as PTO, to cover any longer period of absence under this policy. Exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work of any kind is performed for PCC during that workweek.

Employees on jury duty leave may be paid by the court for their jury duty service in accordance with state law. Upon return to work, the employee will be reinstated to their prior position without loss of seniority and will be treated as if they have been on a leave of absence.

Witness Leave

Employees who are required by law to appear in court (subpoenaed as a witness, to appear with a minor, or because they are the victim in a criminal case) are entitled to unpaid time off and will not face termination, discrimination, or retaliation for taking time off to comply with these obligations. These policy protections may not necessarily cover an employee who is a defendant in a criminal case.

Employees may use other available paid time off, such as PTO, to cover absences under this policy. Exempt employees will be paid their full salary for any week in which time is missed if work of any kind is performed for PCC during that workweek.

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

To the extent possible, employees must notify their supervisor as soon as possible upon receiving a subpoena or court order of their intention to take time off. PCC may require the employee to provide proof of the court appearance to the extent authorized by applicable federal, state, or local law.

Election Official Leave

Employees who serve as election officials will be given an unpaid leave of absence to fulfill this service. Employees will not be asked to work any shift on the same day as they are serving as an election official or before 3 a.m. on the day after. Employees may, but are not required, to use PTO for these absences.

Crime Victim Leave

An employee who is a victim of a crime will be allowed an unpaid leave of absence to be present at all criminal proceedings relating to a crime against the employee so long as the employee provides notice to PCC.

Military Leave

PCC supports employees who serve in the uniformed services, including the Armed Forces, National Guard, and Reserves, and complies with all applicable laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are called to active duty, training, or other military service or who are enlisting for service are eligible for unpaid military leave, continuation of health benefit coverage, and reinstatement to their job (or a comparable position) upon return.

Employees should provide as much advance notice as possible, along with documentation of military orders as soon as available. In accordance with USERRA, to be eligible for reemployment, employees must provide advance notice (unless impossible or unreasonable) and return to work within the time required by law after military service ends.

Employees required to attend yearly Reserves or National Guard duty can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give as much advance notice of their need for military leave as possible.

Civil Air Patrol Leave

Employees who are volunteer members of the Virginia Civil Air Patrol will be excused from work to respond to an emergency mission for up to 30 workdays per year and will be excused for training for up to 10 workdays per year. Employees should provide as much notice as possible of their need to be absent and may be asked to provide proof of their volunteer service. Employees may apply any accrued paid leave to their absence but are not required to do so.

Organ and Bone Marrow Donation Leave

Employees who have been employed by PCC for at least 12 months and 1,250 hours during the previous 12 months are eligible for job-protected, unpaid leave to donate one or more organs, including bone marrow. In any 12-month period, an eligible employee may take up to 60 business days of unpaid leave to serve as an organ donor and 30 business days of unpaid leave to serve as a bone marrow donor.

An employee may take paid sick leave or other paid time off to which they are entitled in addition to or instead of unpaid organ donation leave. An employee may not take organ donation leave concurrently with the federal Family and Medical Leave Act (FMLA).

To receive organ donation leave, the eligible employee shall provide written physician verification to the employer that the eligible employee is an organ donor or a bone marrow donor and there is a medical necessity for the donation of the organ or bone marrow.

BENEFITS

Health and Welfare Benefits Overview

The Benefits section of the staff handbook is not meant to provide comprehensive information but merely highlight certain aspects of applicable plans and benefits for general information only. Detailed information is provided at the time of enrollment and/or eligibility.

With that in mind, employees are asked to remember:

- The full, current, and most accurate details of provider or carrier plans are found in the official plan documents, which are available for review upon request from the Director of Administration.
- The terms of the official plan documents, including eligibility, shall govern over the language of any descriptions of the plans, including language in this handbook.
- PCC retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.
- PCC reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason. Employees will be notified of relevant changes in accordance with legal requirements.
- PCC complies with all applicable federal and state laws regarding benefits administration, including any applicable required continuation of benefits under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), or a state mini-COBRA law. See the Director of Administration for additional information.

Health Insurance

All regular employees scheduled and generally working at least 30 hours per week are entitled to health insurance and other PCC-sponsored health benefits, when in effect. New qualifying employees will be eligible for coverage after the plan's defined waiting period. Those declining coverage will be required to sign an opt-out acknowledgement form.

Group Life Insurance

Life insurance is provided for regular full-time employees after the plan's defined waiting period.

Disability Insurance

Regular full-time employees are provided with short-term and long-term disability insurance. Disability insurance is not a leave of absence. It is solely a monetary benefit available after the plan's defined waiting period, when a covered employee misses work due to non-work-related disabilities. Employees who will be out of work must also request a formal leave of absence. See the Leaves and Time Off sections of this handbook for more information.

Retirement Plan

Any employee who is reasonably expected to receive at least \$5,000 in compensation during the current calendar year is eligible to participate in PCC's SIMPLE IRA plan. Participants may make elective pre-tax contributions, through payroll deduction, to the limit allowed by federal law. PCC will match the participant's contribution up to 3% of total compensation.

The enrollment period is from November 2 through December 31 of each calendar year. For new hires, there is an additional enrollment period during the first 60 days of employment. The employee is responsible for completing the required enrollment paperwork and selecting the preferred investment funds within the allowed enrollment period.

Workers' Compensation Coverage

On-the-job injuries are covered by PCC's Workers' Compensation Insurance Policy, which is provided at no cost to employees. If injured on the job, no matter how slightly, employees should report the incident immediately to their supervisor. Failure to follow PCC procedures may affect an employee's ability to receive Workers' Compensation benefits.

Any leave of absence due to a workplace injury runs concurrently with all other PCC leaves of absence. Reinstatement from leave is guaranteed only if required by law. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leaves and Time Off section of this handbook for more information.

ACCOMMODATIONS

Reasonable Accommodations & Interactive Dialogue

PCC is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA). PCC will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom PCC has notice may require such an accommodation, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment.
- Needs as a victim of domestic violence, sex offenses, or stalking.
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on PCC operations.

Reasonable accommodations can take many forms. For example, reasonable accommodations for pregnancy, childbirth, or related medical conditions include but are not limited to things such as the ability to carry or keep water near and drink, as needed; allowing the employee additional restroom breaks; allowing the employee whose work requires standing to sit and whose work requires sitting to stand; allowing the employee breaks, as needed, to eat and drink; accommodations related to lactation; time off to recover from childbirth; modification of equipment; appropriate seating; temporary transfer to a different position that the employee is able to perform; restructuring job duties; light duty; or a modified work schedule. PCC will work with the employee to determine what accommodation is appropriate for the employee, given the employee's unique circumstances, that does not impose an undue hardship on PCC.

Any employee who would like to request an accommodation based on any of the reasons set forth above should contact the Director of Administration. Accommodation requests can be made in writing using a form which can be obtained from the Director of Administration. If the employee who has requested an accommodation has not received an initial response within five (5) business days, they should contact the Director of Administration. Unless otherwise required by law, PCC may request that the employee provide supporting documentation. Cooperating with PCC by returning requested information in a timely fashion is required.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, PCC will engage in an interactive dialogue with the employee.

Even if an employee has not formally requested an accommodation, PCC may initiate an interactive dialogue under certain circumstances, such as when PCC has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event PCC initiates an interactive dialogue, it should not be construed as PCC's belief that the employee requires an accommodation but will serve as an invitation for the employee to share with PCC any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by phone, or by electronic means. As part of the interactive dialogue, PCC will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how PCC may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, PCC will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. PCC is not required to provide the specific accommodation sought by the employee, provided

the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

PCC will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

PCC will not allow any form of retaliation against employees who have requested an accommodation, for whom PCC has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Director of Administration.

Federal Lactation Accommodations

PCC will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, may run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid for non-exempt employees, subject to applicable law. PCC may not be able to provide additional break time if doing so would seriously disrupt PCC's operations, subject to applicable law.

PCC will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable.

Employees should advise their supervisor if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy. Please consult the Director of Administration with questions regarding this policy.

Virginia Pregnancy Accommodations

In compliance with Virginia law, PCC will provide reasonable accommodation to the known limitations of a person related to pregnancy, childbirth, or related medical conditions, unless PCC can demonstrate that the accommodation would impose an undue hardship on PCC.

PCC will not:

- Take adverse action against individuals who request or use a reasonable accommodation pursuant to this policy, including failure to reinstate any such employee to their previous position or an equivalent position with equivalent pay, seniority, and other benefits when the need for a reasonable accommodation ceases;
- Deny employment or promotion opportunities to an otherwise qualified individual because PCC will be required to make reasonable accommodation to the known limitations of such individual related to pregnancy, childbirth, or related medical conditions; or
- Require employees to take leave if another reasonable accommodation can be provided to the known limitations related to the pregnancy, childbirth, or related medical conditions.

PCC will endeavor to engage in a timely, good faith interactive process with employees who request an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

Reasonable Accommodations

Reasonable accommodations may include, but are not limited to:

- More frequent or longer bathroom breaks;
- Breaks to express breast milk;
- Access to a private location other than a bathroom for the expression of breast milk;
- Acquisition or modification of equipment or access to or modification of employee's seating;

- A temporary transfer to a less strenuous or hazardous position;
- Assistance with manual labor;
- Job restructuring;
- A modified work schedule;
- Light duty assignments; and
- Leave to recover from childbirth.

Any questions about or requests for a reasonable accommodation pursuant to this policy should be directed to the Director of Administration.

Reasonable Accommodation for Persons with Disabilities

In accordance with the Virginia Human Rights Act (the “Act”), employees have the right to reasonable accommodations for disabilities and to be free from unlawful discriminatory practices based on disability.

Under the Act, PCC may not:

- Refuse to make reasonable accommodation to the known physical and mental impairments of an otherwise qualified person with a disability, if necessary to assist such person in performing a particular job, unless PCC can demonstrate that the accommodation would impose an undue hardship on PCC;
- Take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this section;
- Deny employment or promotion opportunities to an otherwise qualified applicant or employee because PCC will be required to make reasonable accommodation for a person with a disability;
- Require an employee to take leave if another reasonable accommodation can be provided to the known limitations related to the disability; or
- Fail to engage in a timely, good faith interactive process with an employee who has requested an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

In determining whether an accommodation would constitute an undue hardship upon PCC, the following will be considered:

- Hardship on the conduct of PCC's business, considering the nature of PCC's operation, including composition and structure of PCC's workforce.
- Size of the facility where employment occurs.
- The nature and cost of the accommodations needed, taking into account alternative sources of funding or technical assistance available by way of the vocational services offered by the state Department for Aging and Rehabilitative Services.
- The possibility that the same accommodations may be used by other prospective employees.
- Safety and health considerations of the person with a disability, other employees and the public.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact the Director of Administration.

CONDUCT AND BEHAVIOR

Workplace Guidelines

At PCC, we are committed to cultivating a Christ-honoring workplace where every team member feels respected, safe, and empowered to do their best work in service of our shared mission. To foster such an environment, it is essential that we each uphold conduct rooted in integrity, responsibility, and mutual respect.

Because we recognize the importance of clear expectations, these guidelines are designed to reflect both biblical principles and professional standards. Each employee is expected to follow them faithfully.

Unacceptable conduct, whether intentional or careless, undermines the health of our work environment and our witness to others. As such, violations of these guidelines may result in corrective action, up to and including termination of employment, at PCC's sole discretion.

The following examples illustrate, but do not exhaust, the types of conduct that are inconsistent with PCC values and expectations:

- Misrepresenting information to obtain employment.
- Theft, defacement, willful or careless damage, or unauthorized possession or removal of PCC assets or another person's belongings.
- Sharing confidential or sensitive information without proper authorization.
- Altering, falsifying, or completing another person's time records.
- Using work time for personal projects or business.
- Tampering with official PCC documents or data.
- Disregarding workplace safety rules or policies.
- Refusing to follow lawful and reasonable instructions from a supervisor.
- Declining a job assignment or neglecting assigned responsibilities.
- Failing to follow the Punctuality and Attendance Policy (including habitual lateness, irregular attendance, or unexcused absences).
- Unauthorized use of PCC property.
- Gambling on PCC property.
- Creating disturbances that interfere with operations or the work of others.
- Engaging in violent, threatening, or disruptive behavior.
- Speaking in abusive, profane, or disrespectful ways.
- Demonstrating behavior, whether on or off premises, that is rude, unprofessional, or misaligned with PCC's values (unless protected by law), particularly when it negatively impacts PCC's mission, reputation, or community relationships.
- Violating the Harassment or Equal Employment Opportunity Policy, violating the Substance Use Policy, violating the Workplace Violence Policy or any other policy outlined by PCC.

This list is not exhaustive. Each situation will be evaluated individually, and PCC retains the right to take action as necessary, without a guarantee of specific disciplinary steps. Each of us plays a role in nurturing a work culture that reflects the heart of Christ. Your commitment to these conduct guidelines helps ensure that PCC remains a safe, respectful, and God-honoring place to serve.

Biblical Conflict Resolution

At PCC, we are committed to cultivating a culture of grace, truth, and accountability. As a Christ-centered ministry, we believe that how we handle conflict is a direct reflection of our faith and character. Jesus provides us with a clear and loving framework for addressing interpersonal challenges in Matthew 18:15–17, which we embrace as our model for conflict resolution. **Please note that a Conflict Resolution Policy is not a substitute for a Harassment Policy, nor is the use of a Conflict Resolution Policy an appropriate response to a report of harassment.**

General Guidelines

If you begin to notice conflict, we encourage you to:

- Assume the best of one another.
- Be quick to listen, slow to speak, and slow to become angry (James 1:19).
- Maintain confidentiality and discretion throughout the process.

- Avoid gossip or involving others unnecessarily.
- Extend forgiveness freely, just as we have been forgiven (Ephesians 4:32).

When tension or disagreement arises, employees are encouraged to follow these steps:

1. Go Directly and Privately

“If your brother or sister sins, go and point out their fault, just between the two of you.” (Matthew 18:15)

The first step is a private conversation. If you feel hurt, concerned, or confused by a fellow staff member’s actions or words, prayerfully approach them directly in a spirit of humility and reconciliation. The goal is mutual understanding and restoration, not blame.

2. Bring a Witness

“But if they will not listen, take one or two others along...” (Matthew 18:16)

If the issue remains unresolved, each person should invite one trusted individual (such as a supervisor) to join them in a follow-up conversation. Their roles are not to take sides, but to listen, offer perspective, and help facilitate healing.

3. Involve Leadership

“If they still refuse to listen, tell it to the church...” (Matthew 18:17)

If peace still cannot be reached, the matter may be brought to the Lead Pastor or a member of PCC leadership. At this stage, our aim remains restoration, but it may also involve setting appropriate boundaries or taking additional action(s) to protect the health of the team.

Conflict is not uncommon in personal or working relationships, but our response to it should always be marked by kindness and respect. Let us be people who pursue peace and honor one another, even in difficult conversations. If you are unsure how to begin a conversation or need help navigating a difficult situation, please don’t hesitate to reach out to your supervisor or the Lead Pastor.

Personal Boundaries

Though having a sense of connection between staff members is a healthy dynamic, having strong personal boundaries is vital for preserving that health and being able to confidently say we operate above reproach in all areas. Our goal is to model appropriate interactions, to not provide anyone a reason to be suspicious of our behavior, and to keep us from inadvertently finding ourselves in compromising situations or being faced with unnecessary personal temptation.

As important as it is for PCC to set healthy personal boundaries at work, employees are reminded that being above reproach is expected in all settings and situations, both work and personal. We realize this may be inconvenient at times; however, we feel our testimony and our witness for the Lord are worth the inconvenience. PCC employees are expected to always conduct themselves in a Christ-like manner and to uphold the doctrines and standards found in the Bible and the PCC’s Statement of Faith and Staff Lifestyle Agreement.

All the following guidelines are to be used when interacting with the opposite sex, whether they are married or unmarried, and whether they are staff, congregation members, volunteers, or community members.

Meetings

If a one-on-one meeting is required, plan to meet on site at PCC, in an area visible to others, not alone together in an office or other room with the door closed. If confidentiality is needed and the door must be closed:

- Let your direct supervisor know.
- Use an office or room with uncovered windows.

- If not available, find another way to maintain visibility and accountability.

If a meeting must be arranged off-site, meet in a public space with other people present:

- Let your direct supervisor know why the meeting must be off-site.
- Provide your supervisor with the meeting time and place.
- Tell your spouse ahead of time, if married.

Communication

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

- Whenever possible, one-on-one conversations should be primarily ministry-related, brief, and focused.
- Whenever possible, one-on-one digital communication should be via work email or work messaging platforms.
- Should a conversation need to be lengthy or include personal topics, include a trusted 3rd party, such as your spouse or supervisor.

Travel

A male and a female are not to ride alone together in a car. Short-distance work-related travel must be in groups. When males and females are traveling overnight for PCC purposes:

- Inform your spouse ahead of time, if married.
- A minimum of three employees will travel together.
- Lead Pastor or your direct supervisor must approve the travel.
- Situations that would cause two employees of the opposite sex to be alone must be actively avoided at all times.
- Employees of the opposite sex must ensure that accommodations consist of separate, non-adjointing rooms.

Whistleblower Protections

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

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

Personal Appearance and Attire

We value the individuality of each team member and respect the diverse ways that people approach their personal appearance. PCC believes that a balance of professionalism and personal expression can honor both the individual and the shared mission we carry together. As we serve together in ministry, our goal is to present ourselves in ways that are respectful, welcoming, and appropriate to the settings in which we work and serve. We encourage all team members to consider their daily responsibilities and their level of public engagement, particularly in contexts involving public interaction or ministry events, when making decisions about personal appearance. Though our focus is not intended to be on outward appearances, we must acknowledge that our choices in this area can set a tone for a particular setting or even for the workplace in general.

We ask each team member give attention to grooming and attire, to maintain good personal hygiene and to present a clean, neat appearance. Appearance choices should not distract from the mission of PCC or pose a safety risk. Supervisors are

responsible for privately offering guidance, direction, or coaching when concerns arise. If adjustments are needed, the employee may be asked to change clothing or take steps to resolve the issue before resuming work duties.

Examples of inappropriate work appearance include:

- Inappropriate or offensive content in visible tattoos or clothing
- Revealing or excessively tight-fitting clothing or exposed undergarments
- Attire or accessories that present a safety hazard or interfere with the ability to perform work, including bare feet

Please be mindful that strong perfumes or colognes can physically affect others. Out of respect for those with allergies or sensitivities, PCC may need to ask an employee to refrain from wearing scented products.

Use of Social Media and Digital Content

PCC is made up of unique individuals, each with their own personal voice. PCC respects the right of any employee to maintain a blog, web page, podcast, etc., or to participate in social networking on or through websites or services such as X (formerly Twitter), Facebook, Threads, LinkedIn, YouTube, Instagram, TikTok, Snapchat, or similar sites/services (collectively referred to as "social media" for policy purposes). However, it is also PCC's responsibility to protect its values, mission, and interests and ensure employees focus on their job duties. With that in mind, employees must follow these established guidelines. Employees with any questions should consult with the Director of Administration. Failure to follow these guidelines may result in discipline, up to and including termination.

The Guiding Rule

Employees are asked to consider the weight and impact of their words. Employees of PCC are always seen as representatives of Christ and His Church and held to a higher standard of accountability, as outlined in our Staff Lifestyle Agreement. This applies on or off the job, including personal social media accounts. All employees are expected to be respectful, honest, accurate, and Christ-honoring in all forms of communication. Conduct that negatively affects an employee's job performance, the job performance or reputation of fellow employees, or PCC's reputation may result in disciplinary action up to and including termination.

Unlawful Conduct

Any conduct that is prohibited under the law if expressed in any other form or forum is also impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden.

Work Hours

Employees may not use personal social media during work time or at any time with PCC equipment or property.

Confidentiality

All rules regarding confidential and proprietary information apply in full to social media. Any information that cannot be disclosed through a conversation, a note, or an email also cannot be disclosed through social media.

Personal Representation

If an employee mentions PCC on social media *AND* also expresses either a political opinion or an opinion regarding PCC's actions that could pose an actual or potential conflict of interest with PCC, *AND* it is either implicit or explicit that the employee is affiliated with PCC, the employee must include a disclaimer. The employee should specifically state that the opinion expressed is a personal opinion and not PCC's position. This is necessary to preserve PCC's goodwill in the community.

Accounts

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

Branding

Employees may not use PCC's logos or trademarks for commercial purposes or to endorse any product or service.

Non-Solicitation and Distribution

We seek to cultivate a focused, distraction-free environment where our team can serve. To that end, the following non-solicitation policy is intended to promote a workplace that is free from pressure, distraction, or division arising from unauthorized solicitation or distribution activities. This policy does not prevent employees from normal personal interactions in a non-work setting.

Given the relational nature of our work and the trust we build with one another, staff are expected to handle relational influence with care. Using personal relationships developed within PCC to solicit may create confusion.

Definition

Solicitation is defined as the act of asking for something, selling something, urging someone to do something, petitioning, or distributing persuasive materials. This could include, but is not limited to, asking for donations for a child's school/activities (including through sales of a product), distributing political materials, or collecting signatures.

Limitations

Solicitation during work time and in work areas is not permitted. Work time includes time scheduled to be performing work duties, for either the person soliciting, or the person being solicited. Work areas include all areas where employees generally do their work, such as desks, workstations, cubicles, offices, or conference rooms, and does not include areas such as a lunch or break room.

Exceptions

With prior written approval from the Director of Administration, certain solicitations (e.g., global ministry trip support, PCC-affiliated fundraisers or service opportunities) may be allowed.

If an employee has questions about this policy or feels pressured or uncomfortable by solicitation activity, they should speak to the Director of Administration. This policy does not prevent employees from using breaks and rest periods to solicit outside of working areas and is not intended to infringe an employee's NLRA Section 7 rights. Those not employed by PCC are prohibited from solicitation on PCC property.

WORKPLACE SAFETY AND SECURITY

Conflict of Interest and Business Ethics

At PCC, we are committed to upholding the highest standards of integrity and ethical conduct in every area of ministry and administration. As stewards of the resources and relationships entrusted to us, it is vital that we act with transparency, avoid conflicts of interest, and make decisions that reflect both our mission and our values. This policy is designed to protect the integrity of our work, build trust among team members and the community, and ensure that all decisions are made with honesty, and fairness.

Illegal Activity

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

Conflict of Interest

It is PCC's policy that all employees avoid any conflict between their personal interests and those of PCC. No employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of PCC. It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from an organization that does, or is seeking to do, business with PCC (especially when the employee is in a position to directly or indirectly influence either PCC's decision to do business, or the terms upon which business would be done with that organization).
- Being employed by (including as a consultant) or serving on the board of an organization which does, or is seeking to do, business with PCC.
- Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from an organization seeking to do business with PCC.
- An employee taking a second job and sharing confidential information with either employer.
- An employee taking a second job that interferes with their ability to do their work for PCC at their full potential, whether due to scheduling, exhaustion, or some other factor.

A conflict of interest also exists if a member of the employee's immediate family is involved in situations such as those above. It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and PCC.

If questions arise as to whether a certain activity or behavior is a conflict of interest, employees should speak with the Director of Administration.

Confidential Information

PCC desires to be good stewards of not only their financial resources but also the information with which they have been entrusted. As a condition of employment, employees may not disclose confidential information to anyone outside PCC without appropriate authorization. Confidential information may include financial information, financial giving or donation details, internal communication or reports, congregation member lists, donor lists, employee and congregation member personal information, as well as information regarding the development of systems, processes, products, design, and technology.

In the course of ministry, other confidential information that may not be disclosed could include information from the personal lives of those we serve. This includes counseling details (except, when necessary, due to mandated reporting responsibilities). The trust that people put in PCC should be well-founded and employees are expected to treat the privacy of personal information they possess in the way they would want their own privacy treated.

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

Personal Privacy Expectations

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

PCC does not have a practice of searches and inspections, but because circumstances may necessitate this step, to the maximum extent permitted by applicable law, PCC reserves the right to require employees while on PCC property to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on PCC property, and work areas. This includes vehicles, workstations, desks, work areas, computers, hard drives, packages, personal belongings or places of concealment, as well as personal mail sent to PCC. Employees are expected to cooperate in the conduct of any search or inspection.

Use of Systems

We believe every resource entrusted to us, whether spiritual, financial, or technological, should be handled with care, wisdom, and accountability. The way we use Systems reflects our integrity and stewardship. Responsible and ethical use of technology is a job expectation.

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

The following guidelines have been established for using PCC Systems:

- PCC Systems may not be used for transmitting, retrieving, or storing any communications of a defamatory, abusive, profane, discriminatory, harassing, pornographic, or obscene nature.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Because most content is or could be copyrighted (a notice of copyright is not required), employees should proceed with caution when using or reproducing materials.
- Employees should avoid engaging in unnecessary Systems activities that create distractions, such as viewing non-work videos or mass-forwarding emails.
- Each employee is responsible for the content of all text, audio, or images they send through PCC's internet and email system.
- Employees may not send emails or messages in which they are not identified as the sender unless sending authorized PCC-wide communication as part of their designated job responsibilities.

Emails/messages on PCC accounts are not guaranteed to be private or confidential, are considered business records, and may be subject to discovery in the event of litigation. PCC reserves the right to examine, monitor, and regulate communication, emails, directories, and files, and internet usage. Access to non-essential technology and programs may be limited or revoked at any time.

Use of Artificial Intelligence

PCC recognizes that the use of artificial intelligence (AI) tools can potentially assist employees with the performance of job duties. However, use of AI presents risks. To ensure the protection of confidential information and the integrity of our operations, employees who wish to use AI tools must receive approval and comply with the below best practices.

Evaluation of AI Tools

Employees should evaluate the reputation of the tool developer and any third-party services used by the tool as well as the manner in which it will be used and the benefits to PCC. The employee must then provide this information and request approval from the Director of Administration prior to using any AI tool.

Protection of Confidential Data

In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data without prior written approval from the Director of Administration. This includes data related to individuals affiliated with PCC, employees, or vendors. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access Control

Employees must not give access to any AI tools approved for use to anyone outside PCC without prior approval from the Director of Administration and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with Security Policies

Employees must apply the same security best practices used for all PCC data. This includes using strong passwords, keeping software up-to-date, and following PCC's data retention and disposal policies.

Use of Property and Intellectual Property

As part of the PCC team, we are entrusted with access to various physical and intellectual resources that support our shared mission. These include facilities, equipment, technology, creative materials, and other assets that belong to PCC. All PCC property is to be used responsibly and only for work-related or ministry-approved purposes. Please treat all PCC property, whether physical or creative, with care and integrity, honoring the shared trust we've been given.

Tangible Property

PCC property and equipment essential in accomplishing job duties is often expensive and may be difficult to replace. Employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Supervisors can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees should notify their supervisor if any equipment or property appear to be damaged, defective or in need of repair. Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including termination.

Intellectual Property

Employees also are prohibited from any unauthorized use of PCC's intellectual property, such as audio and video content, print materials and software. Any materials created in connection with an employee's role at PCC, including but not limited to written content, graphics, and media, are considered intellectual property of PCC unless otherwise agreed upon in writing.

Creative Works Ownership

When, in the course of performing their job, an employee wishes to retain personal ownership of a creative work, a written agreement must be executed before the creative work has been undertaken. We recommend the employee seek legal counsel. Any existing copyright and royalty policies, coupled with assistance from PCC's legal counsel, will provide guidance for the determination of copyright and royalty ownership. All such agreements are subject to the approval of the Director of Administration.

Substance Use

Safety and Lawfulness

PCC is dedicated to providing employees with a safe work environment and complies with applicable federal and state law with regard to substance use. PCC has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for PCC. While on PCC premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol.

The following are strictly prohibited for employees or other individuals who work for PCC:

- Unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol anywhere on PCC premises, while on PCC business (whether or not on PCC premises) or while representing PCC.
- Reporting to work or working while they are using or under the influence of alcohol or any controlled substance, which may impact the employee's ability to perform their job or otherwise pose safety concerns.

An employee may be disciplined for a positive drug test even if using medical marijuana pursuant to a licensed medical practitioner's instructions to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

Recovery Needs

PCC acknowledges the powerful impact of and often subtle decline into substance abuse and wishes to compassionately assist individuals recovering from or genuinely seeking to recover from substance and alcohol dependencies. This assistance may possibly include reasonable job accommodations or a personal leave of absence. However, employees may not request an accommodation to avoid discipline for a policy violation. For their personal wellbeing as well as for PCC's wellbeing, employees are encouraged to seek assistance before their substance abuse or alcohol misuse jeopardizes the health and safety of any PCC employee, including themselves, or renders them unable to perform the essential functions of their jobs.

Non-Smoking

Smoking, including the use of e-cigarettes or tobacco products, is prohibited on PCC premises and in all vehicles owned, rented, or leased by PCC.

Workplace Violence

PCC is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to PCC and personal property.

Expectations

Employees are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations. PCC does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. PCC specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any PCC employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto PCC premises.

Weapons on Property Policy

- General Prohibition: Except as expressly provided in this policy, no individual may possess, carry, or store any weapon, firearm, or dangerous device on property owned or controlled by PCC.
- Authorized Personnel: The only exemption to this policy applies to active, currently employed law enforcement officers who are certified by a recognized policing agency and are actively discharging their official duties.
- Exclusions: This authorization does not apply to retired law enforcement officers, off-duty officers who are not on official business, or security personnel unless explicitly contracted or authorized by PCC in writing.
- Verification: Any active officer carrying a weapon on the property may be required to present official department credentials and identification upon request.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any supervisor with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede PCC's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If PCC determines, after an appropriate good faith investigation, that someone has violated this policy, PCC will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for PCC to be aware of any potential danger and wishes to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Health and Safety

The health and safety of employees and others on PCC property are of critical concern to PCC. PCC intends to comply with all applicable health and safety laws. PCC relies on employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, proper operating methods, and recognizing dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to a supervisor immediately. Any suspicion of a concealed danger on PCC's premises, or in a product, facility, piece of equipment, process, or operational practice for which PCC is responsible should be brought to the attention of a supervisor immediately.

PCC may issue rules and guidelines governing workplace safety and health or the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

When questions are asked by law enforcement or fire officials making an investigative report, employees should provide factual information, not speculation, including speculation regarding individual or organization liability. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

Driving and Operation of Vehicles

Employees may need to drive a PCC-owned or leased vehicle or a personal vehicle in the course of their jobs. Driving any vehicle is a responsibility every person should take seriously, and our approach and habits should reflect our respect for lawfulness, courtesy, and personal safety at all times. When an employee is authorized to drive on behalf of PCC while conducting PCC business ("Drivers"), they are expected to adhere to the following guidelines. Additionally, all drivers will be expected to sign PCC's driving policy before being authorized to drive on PCC's behalf.

License and Driving Record

Prior to being authorized to operate any PCC-owned, rented, or leased vehicle, employees and volunteers must undergo a DMV (Department of Motor Vehicles) record check to verify an acceptable driving history. Authorization is contingent on the results of this check. Following the initial authorization, DMV checks may be repeated at least every 2 years after.

Drivers must 18 years of age or older and possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to the Director of Administration immediately. Drivers must have their valid driver's license in their possession while operating a vehicle off or on PCC property.

Driving Safety

Drivers must drive safely and obey all traffic, vehicle safety, and parking laws or regulations and demonstrate safe driving habits at all times.

Device Use While Driving

Drivers must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including use of cell phones or personal digital assistants for talking or listening to another person or sending an electronic or text message while driving. Texting or e-mailing while driving is prohibited in all circumstances. In accordance with Virginia law, the use of personal communication devices (PCDs), including handheld use, is prohibited while driving. Regardless of the circumstances—including slow or stopped traffic—and regardless of any limited exceptions permitted by law, PCC prohibits all PCD use, including hands-free use, while driving on organization business.

Expectations and Responsibility

Under no circumstances should drivers feel they need to use PCD while driving or place themselves at risk to fulfill PCC communication or operational needs. Employees who are charged with traffic violations while driving on behalf of PCC will be solely responsible for all liabilities that result from such actions.

Closures, Inclement Weather, and Outages

PCC desires to operate normally whenever possible. However, extreme weather and similar emergencies require a policy to establish general guidelines for periods when normal operations may not be wise or possible. Unless an emergency closing is announced, employees should report to work as normally expected. However, PCC does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment regarding road conditions and other safety concerns.

Emergency Closings

Only by the authorization of the Lead Pastor will PCC cease operations due to emergency circumstances or outages.

If severe weather conditions or another emergency or outage develop during working hours, it is at the discretion of the Direct Supervisor to release employees.

Reporting to Work

If weather or traveling conditions or another emergency delay or prevent an employee's reporting to work, the employee should notify their immediate supervisor as soon as possible. If direct contact is not possible, leaving a detailed message with another employee is acceptable.

Pay and Leave Practices

When a non-exempt employee is unable to report to work during a time that PCC has not officially closed, the employee may use any accrued time off or take the day off without pay.

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

- Non-exempt hourly employees will be excused from work without pay. Non-exempt employees may be given the opportunity to, or asked to, make up time missed due to the closure at the discretion of their supervisor, or they may use any available paid time off to cover time missed.
- Exempt employees will be expected to continue work from home if their job duties allow. PCC will pay the exempt employee's regular salary regardless, as outlined in the Payroll Deductions policy.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Other Work Options

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

Children at Work

PCC wishes to provide a supportive environment for all our employees and deeply cares about the safety and wellbeing of the families of our staff. While PCC is sensitive to the difficulty that can be encountered in obtaining quality, affordable childcare, or childcare on short notice, children are generally not permitted to be in or near offices or workstations during work hours. Being able to effectively work and simultaneously provide focused supervision of children is not a realistic expectation for an employee to have of themselves or others. Whether during regular work hours or not, children that do not have focused supervision run the risk of injuring themselves and/or causing damage to PCC property or the property of employees.

It is important for PCC to maintain a conducive work environment, free of distractions, for employees, coworkers, volunteers, vendors, and visitors. PCC may be the setting for counseling, funerals, or other sensitive situations during work hours, and the presence of children may be inappropriate.

In the case of an unforeseen lack of childcare or an emergency, an employee's supervisor and the Director of Administration may authorize an exception to this policy for a short period within a workday. Such a waiver is not to extend to consecutive workdays. Sick children should not be brought into the building under any circumstances. In no case is bringing a child to work to serve as an employee's primary childcare plan.

OPERATING STANDARDS

Work Assignments

PCC values a commitment to collaboration and team effort. On occasion, employees may be required to perform duties that are not part of their job description or usual tasks. This may happen for many reasons, including a co-worker being absent, a position being temporarily vacant, or department or PCC is particularly busy. These additional duties should be performed in a timely fashion and to the best of an employee's ability. Employees should speak with their supervisor if they have questions about processes or procedures that are not part of their regular duties. Employees will be paid their regular rate of pay unless notified otherwise by their supervisor. Should an employee observe that new duties have become a regular expectation, they are encouraged to speak to their supervisor to request a review of their job description.

Remote Work

PCC offers Remote Work Arrangements (RWAs) or Hybrid Work Arrangement (HWAs) for eligible staff positions. RWAs apply to working fully remote and HWAs apply to working partially in person and partially remotely. Employees may be permitted to work remotely, either occasionally or regularly, depending on several factors and RWAs and HWAs may be temporary or ongoing.

Determining Eligibility

All positions at PCC are in-person and on-site unless approved for a Remote Work Arrangement (RWA) or Hybrid Work Arrangement (HWA).

- Eligible employees include those whose roles permit remote work without compromising connection and productivity, and whose physical presence in the office is either not essential or not essential on a full-time basis.
- Eligibility for RWAs or HWAs will be determined by supervisors in consultation with the Director of Administration.
- Eligibility may be determined prior to or after hire.
- An employee may request their role be reviewed for eligibility by their supervisor and the Director of Administration and must also notify appropriate team members.
- PCC may deny a request to work remotely based on operational needs, employee performance, cost of needed equipment or resources, or viability of doing the work remotely.
- Supervisors must execute a work arrangement and obtain a signed agreement for each direct report that was granted eligibility.
- Supervisors will review work arrangements at least annually to renew eligibility and make changes as warranted by operational needs.
- Employees wishing to alter the arrangement must make a request to their supervisor in writing.
- Working remotely is a privilege that may be revoked at any time.

Expectations

When working remotely an employee must:

- Work their full, typical schedule
- Attend all meetings in a virtual capacity, and actively participate
- Achieve the same level of performance as in the office

- Maintain availability for all required external and internal communication, supervisor questions, etc.
- Be available online and by phone during their usual workday, minus breaks and rest periods
- Maintain consistent, regular communication with their team
- Respond promptly to communication via messaging apps, email, and phone
- Communicate regarding their workload and status (break, lunch, working on a project, etc.)
- Take any required breaks and rest periods, as if they were in the office
- Follow all PCC procedures and policies
- Have access to reliable internet
- Have a space that is free from excessive noise or distraction
- Provide the needed degree of privacy to maintain confidentiality during virtual meetings
- Refrain from using alcohol or illegal drugs

Non-Exempt Remote Work

Non-exempt employees approved to work from home must follow all timekeeping requirements and required meal or rest breaks, if applicable. Time spent as part of a regular commute to/from PCC to work in person is not paid. Working from home while on approved paid leave is not permitted.

Performance and Accountability

- Performance expectations remain consistent regardless of work location.
- Supervisors will evaluate employee performance based on predetermined goals, objectives, and outcomes.
- Regular check-ins and performance reviews will be conducted to provide feedback and address any issues promptly.

Equipment and Resources

- Positions designated by PCC as remote or hybrid will be provided with necessary equipment and resources to perform their duties effectively from their remote location.
- Equipment and resource needs will be reviewed for employees requesting RWAs or HWAs.
- Employees are responsible for the care of any PCC-provided software, platforms, and equipment.
- Employees must use electronic equipment that has been encrypted and meets all of PCC's security requirements.
- Employee must provide a secure location for PCC-owned equipment and will not use, or allow others to use, such equipment for purposes other than PCC business.
- Employees have no expectation of ownership in such equipment, linkages, property, or other items provided by PCC.

Security and Data Protection

Those who work remotely must adhere to all PCC policies and procedures regarding data protection and security. Employees are expected to ensure the protection of confidential information through use of locking doors, desks, file cabinets, and data storage, regular password maintenance, and any other steps appropriate for the job and the environment. Unless an employee lives alone, computers should be locked when walking away, and other household members should not be allowed access to or use of PCC property. Remote access to PCC systems and data should only be done through secure means and devices. Any security incidents must be reported immediately.

Return of PCC Property

All equipment, records, and materials provided by PCC will remain PCC property. Employees agree to return PCC equipment, records, and materials upon request. All PCC equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination or employment separation.

Performance Reviews

Regular feedback is a vital part of personal and professional growth. Evaluations provide an opportunity to celebrate wins, identify areas of development, and align expectations so each team member can thrive in their role. Performance reviews help us steward our mission well, fostering excellence, accountability, and unity. They also provide a meaningful way for employees to receive affirmation, direction, and support.

In addition to other coaching conversations, employees will generally receive a review of their job performance annually. This review may be either written or oral and may not occur at the exact same time each year. In addition to formal performance evaluations, PCC encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

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

A positive performance review does not guarantee an increase in pay, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of PCC.

Employee Reference Checks

Please refer all requests for reference checks to the Director of Administration. PCC will respond to reference check requests through the Director of Administration and will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing.

Should an employee be asked by a current or prior employee to “be a reference” or “provide a reference” for a new position they are seeking, we ask that the employee receiving the request clarify if they are being asked to provide a personal reference or a reference check. Because an employee’s *full* employment history, including any confidential workplace investigations, is only accessible to the Director of Administration, we ask that employees exercise caution in providing personal references and direct all reference check requests to the Director of Administration.

Employment Separations

While we hope that every team member finds fulfillment in their role at PCC, we recognize that there comes a time when a staff member’s time of service comes to a close. Our goal is to approach all employment separations with clarity, compassion, and integrity, reflecting our values even in moments of transition.

Resignation

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

Termination

All employment with PCC is “at-will.” This means either PCC or the employee can terminate the employment relationship at any time, with or without notice (to the extent permitted by law), for any reason allowed by law, or for no reason at all.

Personal Possessions and Return of PCC Property

All PCC property, such as passwords, software, keys, computer equipment, or PCC credit cards, must be returned immediately at the time of employment separation or termination. Employees may be responsible for any lost or damaged items. Employees should ensure they take all their personal belongings with them on their last day of employment.

State Unemployment

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

A Few Closing Words

Thank you for taking the time to review the staff handbook. Employees should not hesitate to speak to their supervisor or the Director of Administration if they have any questions about PCC or its policies and practices. This handbook is intended to guide and support you as you live out your role with purpose and clarity. We trust that, with God's help, your time at PCC will be both fruitful and fulfilling. May we continue to walk in humility, serve with joy, and glorify Christ in all we do.

GENERAL HANDBOOK ACKNOWLEDGMENT

This Staff Handbook is an important document intended to help employees become acquainted with PCC. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention. Because PCC's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of PCC.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of PCC's Staff Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of PCC at any time.

I understand that my employment may be terminated at will, either by myself or PCC, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of PCC other than the Director of Administration may alter "at-will" status and any such modification must be in writing.

I understand that should any provision in this handbook conflict with federal, state, or local law, that provision only will be considered ineffective.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of PCC's Staff Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to the Director of Administration to be filed in your personnel file.

RECEIPT OF NON-HARASSMENT POLICY

It is PCC's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, community member or any third party on the basis of any characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by PCC.

The purpose of this policy is to ensure that no one harasses another individual in the workplace, including while on PCC premises, while on PCC business (whether or not on PCC premises) or while representing PCC. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual.
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement.
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
- Obscene or vulgar gestures, posters or comments.
- Sexual jokes or comments about a person's body, sexual appeal, or sexual activity/inactivity.
- Propositions or suggestive or insulting comments of a sexual nature.
- Derogatory cartoons, posters and drawings.
- Sexually explicit communication such as e-mails, text messages or voicemails.
- Uninvited touching of a sexual nature.
- Unwelcome sexually related comments.
- Conversation about one's own or someone else's sex life.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
- Teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Director of Administration. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, PCC will not allow any form of retaliation against individuals who report unwelcome conduct to their supervisor or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand PCC's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to the Director of Administration to be filed in your personnel file.