



**Personnel Policies and Procedures Manual**  
Revised May 15, 2017

# WELCOME

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

As an employee of Crosswalk Church (“the church”), you represent this ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's vision and its Doctrinal Statement (Article I, Section C of the church's Constitution).

# INTRODUCTION

As a Christian organization, Crosswalk Church conforms to the Word of God in doctrine and practice in all of its affairs. Therefore this handbook will be in alignment with Christian doctrine and the Constitution and By-Laws of this church.

This handbook applies to all employees and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. It is important that you read, understand, and become familiar with the handbook and comply with the standards that have been established. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Executive Pastor.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate.

Neither this handbook nor any other church document confers any contractual right, either express or implied, to remain in the church's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the church, or you may resign for any reason at any time. No supervisor or other representative of the church (except the Senior Pastor) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except church employees and others affiliated with the church whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those

guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

# **DISCRIMINATION**

## **Equal Employment Opportunity Statement**

The church provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, sex, age, disability, marital status, medical conditions or veteran status in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff and recall, leaves of absence, compensation and training.

The church expressly prohibits any form of unlawful employee harassment based on race, color, ancestry, national origin, sex, age, disability, marital status, medical conditions or veteran status. Improper interference with the ability of church employees to perform their expected job duties is absolutely not tolerated.

## **Anti-Harassment Policy and Complaint Procedure**

The church is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the church expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

The church encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the church to promptly and thoroughly investigate such reports. The church prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an

individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, ancestry, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on church time or using church equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the church (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during church trips, church meetings and church-related social events.

### **Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the Executive Pastor, the Senior Pastor or any of the Elders.

The church encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

## **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the church to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our church policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement,

discharge, compensation, training or other terms, conditions and privileges of employment.

The church will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the church. Contact the Executive Pastor with any questions or requests for accommodation.

# EMPLOYMENT

## Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the church.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally pastors, professionals and administrative staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

The church has established the following categories:

- **Full time, salaried (exempt):** Employees who are regularly scheduled to work the church's full-time schedule of at least 37.5 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Part time, hourly (nonexempt):** Employees who are regularly scheduled to work less than the full-time schedule each week. Generally each person is hired to perform a specific set of duties which comprise the part-time position. Regular, part-time (nonexempt) employees are not eligible for benefits offered by the church except where special provisions are stated in the contract.
- **Contract Employees:** Contract employees are hired to perform a specific task or work for a specific period of time. Benefits are not available to contract employees except where special provisions are stated in the contract.

- **Staff Intern:** This classification of intern is a college or seminary student who works in a direct staff relationship full-time for six (6) to twelve (12) months. The intern would be recommended by the staff person with whom they would work and approved by the Executive Pastor. A fixed salary would be established prior to employment.
- **Summer Intern:** This classification is to be filled by at least a college student who has expressed a commitment to church-related vocation. The staff person responsible for the summer intern would recommend the intern to the Executive Pastor for approval. A fixed salary would be established prior to employment.

## **Hiring of Staff Members**

The Senior Pastor will be hired in congruence with the Constitution of the church. Other pastoral and non-pastoral staff will be hired by the Senior Pastor with confirmation by the Elders.

### **Immigration Reform and Control Act of 1986**

The church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

### **Employment of Minors**

The employment of minors is restricted by the provisions of state and federal law

### **Background and Reference Checks**

To ensure that individuals who work for the church are well qualified and to ensure that the church maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the church. All background checks

are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the church to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

The church also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

### **Internal Transfers/Promotions**

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. However, because of the experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. An employee's past performance, experience, attitude, qualifications, and potential are all important factors that will be considered in making promotion and transfer decisions. Management retains the right to make exceptions to the policy.

### **Nepotism, Employment of Relatives and Personal Relationships**

Immediate family members of employees, elders or deacons (see definition of immediate family members under Bereavement Policy) will not be accorded preferential treatment in employment matters. This extends to practices that involve employee hiring, promotion and transfer. The church leadership may require a related employee to transfer or resign, or a deacon or elder to resign, if there is a conflict of interest or management problem of supervision that cannot be resolved.

If employees begin a dating relationship or become relatives and if one party is in a supervisory position, that person is required to inform the Executive Pastor and the Elders of the relationship.

The church reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

### **Job Performance and Misconduct**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Each employee shall have a job description which gives explicit definition of areas of work for which that person is responsible. We understand the requirements of pastoral work and at times the pastoral staff will be on the honor system for many of these policies. However, if a pastor is seen as abusing these policies he/she will be asked to give a written account of the duties they have performed during the week.

Examples of poor job performance include below average work quality or quantity; poor attitude, including rudeness, or lack of cooperation; excessive absenteeism, tardiness, or abuse of break and meal privileges; or failure to follow instructions or church policies and procedures.

Examples of misconduct include insubordination; abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others; falsifying or making a material omission on church records, reports, or other documents, including payroll, personnel, and employment records; divulging confidential church information to unauthorized persons; disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon; violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment; or violation of the church's alcohol, drug, and controlled substances policy.

### **Progressive Discipline**

The church supports the use of progressive discipline to address issues such as poor work performance or misconduct.

Outlined below are the steps of our progressive discipline policy and procedure. The church reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on the church.

The following outlines the church's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Termination:** If the employee fails to heed the verbal or written warnings given to him/her, and the employee continues to participate in the misconduct, he/she may be terminated without cause.

The church reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion and discharge.

### **Separation of Employment**

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice in writing. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where church needs warrant such action. If an employee provides less notice than requested, the church may deem the individual to be ineligible for accrued benefits and

rehire depending on the circumstances regarding the notice given.

- **Retirement:** Employees who wish to retire are required to notify the Senior Pastor in writing at least one (1) month before the planned retirement date. Retiring employees are eligible for accrued benefits.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for two (2) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of the second day. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of the church are employed on an at-will basis, and the church retains the right to terminate an employee at any time. Termination will be considered only upon the recommendation of the Senior Pastor with confirmation by the Elders (two-thirds vote). Employees who are separated due to termination are ineligible to receive accrued benefits and are ineligible for rehire.
- **Layoff:** A layoff is a termination of employment that results from changing business conditions that necessitate a reduction in staff. Whenever the church determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability.

### **Return of Church Property**

The separating employee must return all church property at the time of separation, including keys, computers and any other equipment in their possession. Failure to return items may result in deductions from the final paycheck. An employee will be required to sign an authorization agreement to deduct the costs of such items from the final paycheck.

Accrued vacation leave will be paid at the next regular payday unless the employee resigned and did not give and work a full two weeks' notice, abandoned the job or was terminated.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA)

continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

### **Rehire**

Former employees who left the church in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the church, and the applicant must meet all minimum qualifications and requirements of the position when required.

Supervisors must obtain approval from the Senior Pastor and the Elders prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

# WORKPLACE SAFETY

## Drug-Free Workplace

### Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any church vehicle, are present on church premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, transferring, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug. “Under the influence” for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other co-workers, the public, or church property.
- Off-duty conduct which may adversely affect the reputation or interests of the church is prohibited.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee’s body while performing church business or while in the church is prohibited.
- The church will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee’s ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

### Required Testing

The church retains the right to require the following tests:

- Pre-employment: All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- Reasonable suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. The Elders must be consulted before sending an employee for reasonable suspicion testing.
- Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a church vehicle, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, the church may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee tests positive during this time period, he/she will be subject to immediate discharge from employment.

### **Consequences**

- Applicants who refuse to cooperate in a drug test or who test positive will not be hired.
- Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.
- The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the Senior Pastor and the Elders, shall be kept confidential to the extent

required by law and maintained in secure files separate from normal personnel files.

### **Inspections**

The church reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

### **Crimes Involving Drugs**

The church prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on church premises or while conducting church business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## **Workplace Bullying**

The church defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.”

The purpose of this policy is to communicate to all employees, including supervisors and pastors, that the church will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The church considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. The church resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The church treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, the Senior Pastor or any Elder. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Executive Pastor of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to dating or marital violence. The church will not retaliate against employees making good-faith reports.

The church will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. The church will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the church may suspend

employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The church encourages employees to bring their disputes to the attention of their supervisors before the situation escalates. The church will not discipline employees for raising such concerns.

## **Safety**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area.

Each employee has the responsibility to identify and familiarize her/himself with the emergency plan for the church. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to immediately inform their supervisor of any on-the-job injuries so that a Workmen's Compensation First Report can be filed. The Accountant will provide assistance in the filing of this report.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow church safety and health guidelines or engaging in conduct that places the employee or church property at risk can lead to employee disciplinary action and/or termination.

## **Smoke-Free Workplace**

It is the policy of the church to prohibit smoking inside church facilities in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

- All areas of church buildings.
- All church-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the church.
- All visitors to the church premises.
- All contractors and consultants and/or their employees working on the church premises.
- All employees, temporary employees and student interns.

Smoking is permitted in parking lots only.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

# **WORKPLACE EXPECTATIONS**

## **Confidentiality**

At times you will be entrusted with important information relating to the church and/or its congregants. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Senior Pastor.

## **Conflicts of Interest and Outside Employment**

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. Church property, information or business opportunities may not be used for personal gain.

Full-time employees are prohibited from engaging in outside employment without the prior written approval of the Senior Pastor. In addition, all employees are prohibited from engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with, the church. Private business should not impinge upon church work hours.

Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from the Senior Pastor.

Full-time employees who have been approved for outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

## **Attendance**

It is important that employees work their assigned schedules as consistently as possible. We are aware that your work sometimes takes you away from the church or your work may be done remotely and we expect you to be on the honor system regarding this work. Good communication needs to exist between employees and other staff members. It is your responsibility to keep the staff, especially your immediate supervisor, informed on a daily basis if you plan to be away from the church.

However, abuse of the honor system, failure to communicate where you will be working each day, or too much time spent away from the church will be subject to disciplinary action, up to and including termination.

## **Attire and Grooming**

It is important for all employees to project a professional image while at work by being appropriately attired. The church employees are expected to be neat, clean and well-groomed while on the job. We expect you to take pride in your appearance and strive to achieve a positive image when representing the church.

The church is confident that employees will use their best judgment regarding attire and appearance. The Executive Pastor reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

## **Electronic Communication and Internet Use**

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner:

- Internet, church-provided equipment (e.g., laptops and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the

church or be contrary to the church's best interests; and engaging in any illegal activities, including piracy, hacking, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and church-provided equipment such as desktop computers and laptops.

- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious emails, pop-ups or downloads.
- Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the church.

#### Right to Monitor

All church-supplied technology and church-related work records belong to the church and not to the employee. The Senior Pastor and the Executive Pastor reserve the right to monitor use of church-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

## **Social Media—Acceptable Use**

Below are guidelines for social media use.

- Post only appropriate and respectful content.
- Maintain the confidentiality of Crosswalk Church's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your personal blog, website or other social networking site to a Crosswalk Church website without permission from the Senior Pastor and without identifying yourself as a Crosswalk Church employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Crosswalk Church. If Crosswalk Church is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Crosswalk Church, fellow

employees, members, or people working on behalf of Crosswalk Church. If you do publish a blog or post online related to the work you do or subjects associated with Crosswalk Church, make it clear that you are not speaking on behalf of Crosswalk Church. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Crosswalk Church.”

The church may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

## **Solicitations, Distributions, Sales and Posting of Materials**

The church prohibits the solicitation, distribution and posting of materials on or at church property by any employee or nonemployee, except as may be permitted by this policy. Anything associated with church functions will be approved by and distributed by the Communications Director.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on church premises at any time.
- Visits by nonemployees should not disrupt workflow.
- Employees may not solicit other employees with non-church-related items during work times.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a church-sponsored event (see Communications Director for approved methods of distribution).
- Employees and nonemployees may not place items at the church or a church-related function to be sold, without the approval of the Senior Pastor.

Violations of this policy should be reported to the Executive Pastor.

# **EMPLOYEE PERSONNEL FILES**

Employee files are maintained by the Accountant and are considered confidential. It is important that the church always have current information about you. Please let the Accountant know immediately if you change your name, address, phone number, marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change before the change will be made.

The Senior Pastor and the Elders may only have access to personnel file information on a need-to-know basis. The Senior Pastor and Elders considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with federal, state and anti-discrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Accountant's office. Personnel files may not be taken outside the Accounting office.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **COMPENSATION**

### **Job Descriptions**

Employees are given a job description before they start to work. A job description summarizes your duties and responsibilities and gives you important information about your new job. Please read and study your job description carefully and discuss it with the Senior Pastor or Executive Pastor if you have any questions.

The Senior Pastor reserves the right to revise and update your job description from time to time, as it deems necessary and appropriate.

## Workweek and Work Times

### Workweek

For all staff, the workweek is normally considered to be Sunday through Thursday. The church office is officially closed on Friday. Alternate workweek schedules must have the approval of the Senior Pastor.

With a large portion of church activity being conducted on Sunday, pastoral staff and staff members with specific duties on Sunday will hold absences on Sunday to a minimum.

- **Senior Pastor:** The Senior Pastor will establish his own schedule in such a manner that he can execute his responsibilities to the best of his ability.
- 
- **Other Pastoral Staff:** The Senior Pastor will establish the working hours for other pastoral staff.
- 
- **Non-Pastoral Staff:** Regular working hours will be 8:00 AM – 5:00 PM. Minor adjustments to this schedule are permitted with the approval of the Senior Pastor or the Executive Pastor.
- 
- **Staff and Summer Interns:** These employees are expected to work at least 37.5 hours a week. The exact schedule will be established by the Senior Pastor or the Executive Pastor in consultation with the particular ministry leader.

### Performance and Salary Review

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on their anniversary date each year. The performance appraisal will be discussed, and both the employee and immediate supervisor will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

The Senior Pastor's annual review will be conducted by the Elders. The Executive Pastor's review will be conducted by the Senior Pastor. All other personnel will be reviewed by the Senior Pastor and Executive Pastor in conjunction with the employee's direct supervisor (if different from the Senior Pastor and Executive Pastor).

A satisfactory performance review does not always result in an automatic salary increase nor does it alter, modify, or amend the at will employment relationship between you and the church. Salary increases are also determined by the current financial situation of the church.

## **Payment of Wages**

Salary payment is made biweekly for base salary due up to the pay date. A pay period is a period that begins on a Thursday and ends on the second Wednesday that follows.

Paydays are normally biweekly on every other Friday and are made as a direct deposit to the employee's designated bank account. Paydays normally occur 26 times per year.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior biweekly period.

If the normal payday falls on a church-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

In the event of an error in the direct deposit, the Accountant must be notified in writing as soon as possible and before a replacement check or direct deposit can be issued.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Accountant. If a pastor wishes to change their Housing Allowance, a new form must be filled out and submitted to the Accountant.

Except for extreme emergencies and with the approval of the Senior Pastor and the Elders, no salary advances will be made.

## **Payroll Deductions**

Other than deductions from your paycheck required by federal and state law, no deductions will be made from your paycheck without your written authorization.

The church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

# **TIME REPORTING**

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by your immediate supervisor.

Non-exempt employees will submit their time record weekly as directed by their immediate supervisor. Each employee is to maintain an accurate daily record of his/her hours worked. All absences from work schedules should be appropriately recorded. If a change or correction needs to be made to the employee's time records, both you and the Senior Pastor or the Executive Pastor must initial it.

Contract employees are required to sign in and out each day. You must sign in when you report to work at the beginning of the day, sign out when you go for a scheduled meal break, sign in when you return to work from your meal break, and sign out when you leave work at the end of the day.

Do not mark or sign the time record of another employee or knowingly allow someone else to mark or sign your time record.

Violations of this policy may result in disciplinary action, up to and including possible termination.

## **Meal/Rest Periods**

The scheduling of meal periods for full-time non-pastoral staff and nonexempt staff is set by the employee's immediate supervisor with the goal of providing the least possible disruption to church operations.

### **Mandatory Meal Period**

Employee meal periods are important to church productivity and employee health. Employees who work at least 5 consecutive hours will be provided a meal break of at least 30 minutes but not to exceed 60 minutes. The meal period will not be included in the total hours of work

per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks.

### **Rest Breaks**

Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed. Nonexempt employees are permitted a 15-minute rest break for each four hours of work. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable.

### **Impermissible Use of Meal Period and/or Rest Breaks**

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

## **Overtime Pay**

Non-exempt employees who exceed 40 hours of work time in a workweek will be paid time and one half, in accordance with federal and state laws.

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

The workweek begins at 12:00 a.m. on Thursday morning and ends at 11:59 p.m. on Wednesday night.

Employees are required to obtain approval from their immediate supervisor prior to the use of overtime.

Employees who anticipate the need for overtime to complete the week's work must notify their supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

## **Employee Travel and Reimbursement**

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the church.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement for any expenses not placed on the church credit card.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

## **Time Off/Leaves of Absence**

Vacation and holidays must be scheduled with one's immediate supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

### **Holiday Pay**

The church recognizes nine paid holidays each year:

- New Year's Eve Day
- New Year's Day
- Memorial Day
- Independence Day (4<sup>th</sup> of July)
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Holidays will be observed on the calendar day designated by the church for observance.

To be eligible for holiday pay, all employees must be available to work their last scheduled workday before the holiday and their first scheduled workday after the holiday. If the employee is absent from work the day before or the day after the holiday, they will not receive holiday pay, unless they have been approved for vacation time by their immediate supervisor.

If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged for a vacation day on the day the holiday is observed.

Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.

Holiday pay will not count as hours worked for the calculation of overtime.

Part-time employees are eligible for holiday pay only when the holiday falls on one of their regularly scheduled workdays.

Staff involved with a church function on these days shall be granted an alternate (compensatory) day off.

## **Vacation**

All full-time salaried employees are eligible for vacation leave benefits. Part-time hourly employees are not eligible for vacation leave.

Vacation benefits for each calendar year are based on the employee's length of service and/or commensurate with that employee's previous professional experience. The Senior Pastor will determine in his sole judgment whether previous experience justifies additional vacation time. Vacation time will be given on an accrual basis using the employee's anniversary date, with first eligibility of 5 vacation days being given to new employees after 6 months of service. The schedule of vacation benefits that may be taken during a calendar year is as follows:

## Length of Continuous Service Vacation

After 6 months - 1 Year (Pastoral Staff)	5 Days (including one Sunday)
1 - 5 years (Pastoral Staff)	10 Days (including two Sundays)
After 5 - 10 years (Pastoral Staff)	15 Days (including two Sundays)
After 10-15 years (Pastoral Staff)	20 Days (including three Sundays)
After 15 years (Pastoral Staff)	25 Days (including 4 Sundays)

The Elders can adjust this schedule, at the time of hiring, to procure ministerial candidates. Since Crosswalk Church is a non-denominational church, ministerial time served before hiring should be considered.

Due to a continuous pastoral staff presence needed at the church, the following vacation policy will be used. To schedule vacation time, employees should submit a completed vacation form to their supervisor at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. If the immediate supervisor wishes to grant the vacation request, they should sign the form and forward it to the Accountant. The Accountant will check that the vacation request does not conflict with other vacation requests. If the Accountant notes a conflict between employees' vacation requests, this will be taken to the Executive Pastor for resolution. The Accountant will forward the form to either the Executive Pastor for their approval and signature. The form will then be signed by the Senior Pastor and returned to the employee. If the request for vacation leave is denied, by the immediate supervisor, the Executive Pastor or the Senior Pastor, they should provide the employee with a reason for the denial of the request.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the

employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance will be unpaid.

Employees are encouraged to use all vacation during the 12-month period after it has been granted. However, employees will be allowed to accumulate up to 1-1/2 times their current annual benefits. Employees who accumulate the maximum benefit allowed will not earn additional vacation until their accumulated total has been reduced below the maximum. Thereafter, vacation will only be earned up to the maximum amount.

If the employee is resigns or retires, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination.

### **Sick Leave**

All full-time salaried employees are eligible for sick leave. 10 days of sick leave per year will be granted to the employee on the first day of each calendar year. Part-time, hourly employees are not eligible for sick leave.

Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family. Sick leave is not to be used to extend annual leave. Sick leave will not be paid upon termination of employment, retirement or for any other reason. Sick leave is not subject to "buyback".

If sick leave is exhausted, any available vacation hours will be used in its place. An employee who has a sick leave absence of more than three (3) consecutive days must provide medical documentation upon their return to work. An employee who has a sick leave absence in excess of five (5) consecutive working days may be subject to the church's leave of absence policy.

### **Family and Medical Leave Act**

The Family and Medical Leave Act provides unpaid, job-protected leave for specified family and medical reasons with continuation of group

health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth.
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

An employee may be eligible for this leave if they have completed at least 1 continuous year of service. The employee must provide a written request for the leave.

Requests for medical leave will normally be granted to eligible employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability. At any time during a medical leave of absence, an employee may be asked to provide medical evidence of disability.

While an employee is on leave, the church will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Although the church is not able to guarantee reinstatement in all cases, employees on medical leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available

## **Personal Leave of Absence**

Employees who require time off for a compelling personal reason that is not medically related may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances. Whether the leave is paid or unpaid will be at the discretion of the Senior Pastor and the Elders.

All full-time salaried employees employed for a minimum of 2 years are eligible to apply for an unpaid personal leave of absence. The employee may submit a written request for a personal leave of absence. Written requests must state the reason for the leave, as well as the beginning and ending dates, and be approved by the Senior Pastor.

Requests for personal leaves will be granted at the sole discretion of the church, based on the facts and circumstances surrounding each individual request.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists, or, if there is no such opening, they will be considered for a comparable position if one is available.

## **Bereavement Leave**

Full-time employees, who have completed at least 30 days of continuous service, who wish to take time off due to the death of an immediate family member should notify his or her supervisor immediately. They will be eligible for up to 3 days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. Immediate family member for the purpose of this policy is defined as the employee's father, mother, daughter, son, brother, sister, grandfather, grandmother, granddaughter, grandson.

Employees who require more than 3 days away from work may request earned vacation time, or a personal leave of absence, subject to the provisions of the church's leave of absence policy.

Bereavement leave will not be considered as hours worked for the calculation of overtime.

### **Jury Duty**

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their immediate supervisor and the Accountant and provide him/her with a copy of the jury summons. The church will pay regular full-time and regular part-time employees for time off for jury duty for a maximum 30 days of pay, less the amount that is paid to them by the court for their service.

Employees who are required to serve for more than 30 working days may take time off, without pay, for the balance of the time.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the church. Also, a copy of the check for the pay they receive from the court must be provided to the Accountant. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

### **Workers' Compensation Leave**

The church complies with applicable state and federal law concerning leaves for work-related injury. Employees on leave because of work-related injury will be reviewed on an individual basis by the church.

In the event there is a conflict between that which is stated herein and the applicable terms and conditions of the Workers' Compensation Insurance Policy, the said terms and conditions as stated in the policy which is in place at the time of the work related injury or illness, will control and supersede.

### **Voting Leave**

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the work day to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

## **Military Leave of Absence**

The church is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the church's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or church policy. If any employee believes that he or she has been subjected to discrimination in violation of church policy, the employee should immediately contact one of the Elders.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the Executive Pastor to request leave as soon as they are aware of the need for leave.

## **Pregnancy Leave**

Employees may submit a written request for a pregnancy leave of absence, without pay, for the length of any pregnancy-related disability, up to a maximum of four months. Requests for pregnancy leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Although the church is not able to guarantee reinstatement in all cases, employees on pregnancy leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will normally be returned to the same job they held immediately prior to

their leave or, if that position is unavailable, a comparable position if one is available.

### **Lactation/Breastfeeding**

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed for this purpose. The church has designated the Church Nursery Room 2 for this purpose. A refrigerator in Church Nursery Room 3 is available for the storage of breast milk. Any breast milk stored in the refrigerator must be labeled with the name of the employee. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting the Accountant. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## **BENEFITS**

For more information regarding benefits programs, contact the Accountant.

### **Medical, Dental and Vision Insurance**

The church currently offers regular full-time salaried employees regularly scheduled to work a minimum of 37.5 hours per week enrollment in medical and dental insurance coverage options.

Employees have up to 30 days from their date of hire to make medical and dental plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Accountant to determine if a family status change qualifies under the Plan document and IRS regulations.

Other changes may be made during the open enrollment period as stated in the insurance policy.

The Accountant is available to answer benefits plan questions and assist in enrollment as needed.

## **Life Insurance**

The church offers full-time salaried employees who have been employed by the church an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Life insurance coverage and accidental death and dismemberment coverage terminates on the last day of employment.

The Accountant is available to answer benefits plan questions and assist in enrollment as needed.

## **Long-Term Disability Benefits**

The church offers full-time employees a noncontributory long-term disability (LTD) base plan. Long-term disability coverage terminates on the last day of employment.

The Accountant is available to answer benefits plan questions and assist in enrollment as needed.

## **IRA Matching Plan**

Full-time salaried employees may be eligible for an IRA matching plan. The church may match your IRA contributions up to 5% of your annual salary.

The Accountant is available to answer benefits plan questions and assist in enrollment as needed.

## **Workers' Compensation Benefits**

The church is covered under statutory state workers' compensation laws. The church pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness: partial wage replacement for periods of disability; medical care, including medicine, hospital, doctor, X-rays, crutches, etc.; rehabilitation services, if necessary.

Employees who sustain work-related injuries must immediately notify their immediate supervisor and the Accountant. It is also important to get proper first aid and/or medical attention immediately.

## **Tuition Assistance**

The church, on a case-by-case basis, will pay pastoral staff members for approved educational courses. Where it can be demonstrated that the church will benefit from an employee's participation in an educational program or professional organization, the related expenses may be paid by the church. Requests for payment of expenses related to educational programs and professional organizations must be approved in advance by the Senior Pastor.

# **GENERAL GUIDELINES**

## **Access to Church Property**

It is important that the church have access at all times to church property as well as other records, documents, and files. As a result, the church reserves the right to access employee offices, work stations, filing cabinets, desks, and any other church property at its discretion, with or without advance notice.

## **Business Expense Reporting**

Employees will be reimbursed for approved businessrelated expenses, upon submission of accurate receipts with an expense report to the church. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement.

### **Use of Phones**

Employees are expected to use good judgment and common sense when it comes to personal phone calls. Employees who are seen as abusing this policy may be subject to disciplinary action, up to and including possible termination.

## **Employee Parking**

Employees will park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near

church property. Also, the church will not be responsible for personal property left in vehicles that is either lost, damaged, stolen, or destroyed.

## **Unscheduled Closings**

Emergency conditions such as severe weather, fire, or unanticipated hardships can disrupt the normal ministry operating schedule. In order to prevent the employees from being exposed to dangerous circumstances or inconvenience, it may be necessary to temporarily close our ministry operation.

In the event of such an occurrence, employees will be contacted via their cell phone directly by the Senior Pastor or the Executive Pastor. Each employee should make an effort to check their voice mail for possible notifications.

When the church operations are required to close, the time off from scheduled work will be paid. In cases where a closing is not authorized, employees who fail to report to work will not be paid for time off. However, employees may request available paid leave time, such as unused vacation.

# **EMPLOYEE HANDBOOK**

## **ACKNOWLEDGMENT AND RECEIPT**

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Crosswalk Church, and I understand that I should consult my immediate supervisor or the Executive Pastor regarding any questions not answered in the handbook. I have entered into my employment relationship with Crosswalk Church voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Crosswalk Church can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that, other than the Senior Pastor of Crosswalk Church, no manager, supervisor or representative of Crosswalk Church has any authority to enter into any agreement for employment other than at will; only the Senior Pastor of Crosswalk Church has the authority to make any such agreement and then only in writing signed by the Senior Pastor of Crosswalk Church.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the church. By distributing this handbook, Crosswalk Church expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Crosswalk Church, and the church reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Senior Pastor of Crosswalk Church has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Crosswalk Church is employment at will, which may be terminated at the will of either Crosswalk Church or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Crosswalk Church or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Name (Print)

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Employee's Signature

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Date