



# EMPLOYEE HANDBOOK



**FELLOWSHIP**CHURCH

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Revised: January 1, 2024

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# CONTENTS

- Welcome \_\_\_\_\_ 1
- Introductory Statement \_\_\_\_\_ 2
- Mission Statement \_\_\_\_\_ 3
- Statement of Faith \_\_\_\_\_ 3
- Confidential Information \_\_\_\_\_ 4
- Conflicts of Interest \_\_\_\_\_ 5
- Employment at Will \_\_\_\_\_ 6
- Employee Family Members \_\_\_\_\_ 6
- Equal Opportunity \_\_\_\_\_ 7
- Americans with Disabilities Act (ADA) \_\_\_\_\_ 8
- Commitment to Diversity \_\_\_\_\_ 8
- Harassment and Complaint Procedure \_\_\_\_\_ 8
  
- Employment Relationship \_\_\_\_\_ 11
  - Employment Classification \_\_\_\_\_ 11
    - Exempt vs Non-exempt \_\_\_\_\_ 11
    - Non-Pastoral Staff Classifications \_\_\_\_\_ 11
    - Pastoral Staff Classifications \_\_\_\_\_ 12
  - Introductory (Probationary) Period \_\_\_\_\_ 13
  - Work Week and Hours of Work \_\_\_\_\_ 13
  - Meal and Rest Breaks \_\_\_\_\_ 13
  - Time Records \_\_\_\_\_ 13
  - Overtime \_\_\_\_\_ 13
  - Deductions from Pay \_\_\_\_\_ 14
  - Paychecks \_\_\_\_\_ 14
  - Access to Personnel Files \_\_\_\_\_ 14
  - Employment of Relatives \_\_\_\_\_ 15
  - Separation from Employment \_\_\_\_\_ 15

Time Off and Leaves of Absence	16
Holidays	16
Vacation	17
Sick Leave	18
Bereavement Leave	19
FC Mission Trip Policy	19
FC Offsite Event Policy	19
Duty and Court Appearances	20
Family and Medical Leave	20
Sabbaticals	21
Employee Benefits	22
Pastoral Staff Benefits	22
Full Time Employee Benefits	22
Part Time Employee Benefits	22
Worker’s Compensation	22
Unemployment	23
COBRA	23
Educational Assistance	23
Workplace Guidelines	24
Attendance	24
Care of Work Areas	24
Job Performance, Training, and Evaluations	24
Wage and Salary Reviews	24
Outside Employment	25
Expected Level of Effort & Intellectual Property	25
Credit Cards and Expense Reporting	26
Gift Card / Gift Certificate Policy	27
Gift Acceptance Policy	27
Reimbursement Policy	29
Dress and Grooming	30
Social Media Acceptable Use Policy	32

Bulletin Board and Required Postings	34
Solicitation	34
Computers, Internet, Email, and Other Resources	35
<b>Terminations and Disciplinary Procedure</b>	<b>37</b>
Termination (Voluntary or Involuntary)	37
Layoff	37
Exit Interview	37
Return of Equipment	38
Grounds for Dismissal	38
Disciplinary Procedure	39
Rehire	40
Bar from Employment	40
<b>Workplace Safety</b>	<b>41</b>
Commitment to Safety	41
Reporting Unsafe Conditions	41
Reporting Accidents	41
Reporting Job-Related Injuries	42
Drug-Free and Alcohol-Free Workplace	42
Smoke-Free Workplace	42
Workplace Violence Prevention	43
Emergency Closings	44
Fire Alarms	44
Employee Parking	44
<b>Employee Handbook Acknowledgement and Receipt</b>	<b>46</b>

# WELCOME

Now you are the body of Christ, and each one of you is a part of it.

1 Corinthians 12:27

**W**elcome to Fellowship Church! We consider you a gift from God and look forward to working with you as a member of our ministerial team. You are important to the overall ministry of our church. We appreciate you and the gifts and talents you bring to your position and are committed to helping you achieve your highest level of service for the Lord in this ministry.

The church exists for our Lord Jesus Christ to carry out His work on earth. We expect the conduct of all staff members to be worthy of their calling as instruments of His will. All activities ought to be performed in Christ-like love. As we deal with the membership at large, our church family members must never be viewed as “interruptions.”

As an employee of Fellowship Church, you represent this ministry in both your work life and your private life. As a result, you are expected always to be sensitive as 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 our church Mission Statement and Statement of Faith.

# INTRODUCTORY STATEMENT

This **EMPLOYEE HANDBOOK** applies to all pastoral / ministerial staff and employees and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. The policies in this handbook have been approved by our church's Pastoral Council and carry the full authority of Fellowship Church. In extenuating circumstances, exceptions to policies must be recommended by the Lead Pastor and approved by the Pastoral Council.

It is important that you read, understand, and become familiar with this handbook and comply with the standards that have been established herein. Please contact your supervisor or Human Resources if you have any questions or need additional information.

It is obviously impossible to anticipate every situation that may arise in the workplace or provide information that answers every possible question. As a result, the Pastoral Council reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision as needed, with or without notice, as it deems necessary or appropriate.

If there is a conflict between the Church's personnel policies, provisions, benefits, and rules of conduct in this employee handbook and those set forth in the terms of an ordained staff member's call, or the minutes of the Pastoral Council or a search team, the provision of the call or the minutes of the Pastoral Council shall prevail.

## MISSION STATEMENT

The Mission of Fellowship Church is to lead people to encounter Jesus and experience life.

## STATEMENT OF FAITH

We subscribe to the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. Copies of this document are available in our church office or online at <https://bfm.sbc.net/>.



# CONFIDENTIAL INFORMATION

As an employee of Fellowship Church (**herein referred to as the “Church,”**) you will be placed in a position of high confidence and trust.

During the course of your employment with the Church, you may have access on a regular basis to highly sensitive and confidential information. This information will be contained in church records, correspondence and conversations with church members and others, inter-office memoranda, and other similar documents. As an employee of the Church you are in a position of trust, and you have an obligation to the Church and to those persons to whom we minister to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both you and the Church and seriously erodes the confidence of others without which we could not effectively minister.

Information regarding Fellowship Church or its members, or other persons to whom we may minister, of which you become aware of as a result of your employment relationship, is considered confidential information. You may not disclose or duplicate or use this information except as required in the performance of your duties with the Church. Failure to adhere to these necessary standards may result in disciplinary action.

Your obligation to preserve the confidentiality of information acquired during your employment continues even after you are no longer employed by the Church. You may not disclose, after cessation of your employment, any information which you were not permitted to disclose during your employment. Moreover, you may not utilize the confidential information you acquired while you were an employee after your departure from the Church.

| ... you will be placed in a position of high confidence and trust.

# CONFLICTS OF INTEREST

No church insider (volunteer, church worker, immediate family member of a church leader, staff employee, or any other person who is acting on the church insiders' behalf) shall use his or her position, or knowledge gained there from, in such a manner that a conflict between the interest of the church or any of its integrated ministry auxiliaries and his or her personal interest arises.'

Effective ministry service and wise stewardship depends on deliberate, thoughtful, and prayerful fiduciary decision making which will always be in the best interest of Fellowship Church—whether the decisions involve far-reaching matters of organizational policy, approval of major transactions, or the management and reporting of church finances. All actions of the church must be performed in a manner which will not only be pleasing to the Lord, but also in a manner which would avoid any criticism by church members or the community-at-large (1 Corinthians 14:40 and 2 Corinthians 8:20-21). Leadership strongly feels that even the appearance of a possible conflict-of-interest should be avoided. Conflicts-of-interest, if not handled appropriately and sensitively, can do lasting damage to the church's governances and its reputation, credibility, and ability to fulfill its mission. Each church insider has a duty to place the interest of the church foremost in any dealings with the church and has a continuing responsibility to comply with the requirements of this policy.

The conduct of personal business between any church insider and the church, or any of its integrated ministry auxiliaries, is prohibited. Church insiders may not obtain for themselves, their relatives, or their friends a material interest of any kind, except for reasonable levels of compensation and benefits paid to staff, from their association with the church.

## EMPLOYMENT AT WILL

Applicants for employment will be expected to complete an employment application and understand that references will be checked. Note: If at any time this personnel policy is not in accordance with the current federal or state law including workers' compensation, etc. the law will control the actions of the church, its boards and committees with regard to personnel management. The language in this handbook is not intended to create a contract between the church and any of its employees. In no event will hiring an employee be considered creating a contractual relationship between the employee and the church. Their relationship is defined as "employment at will," where either party with appropriate notice may dissolve the relationship. Under Florida state law the church has the right to terminate the employment relationship at any time with or without cause or advanced notice. This employment at will relationship will remain in effect throughout your employment with the church unless it is specifically modified by an express written agreement signed by you with the supervising pastor and/or the Pastoral Council. This employment-at-will relationship may not be modified by any oral or employed agreement.

## EMPLOYEE FAMILY MEMBERS

We thank God for the spouses and children of our employees, and we always desire for you to place your family first before this ministry. Please help us by being sensitive to our position of responsibility with children. You are not allowed to have children on the church's property without proper supervision. The church cannot assume responsibility for a child left unattended in a room during any time of the day or night. We would also ask our employees not to be in the habit of allowing extended visits from children, spouses, or other family members during normal work hours.

# EQUAL OPPORTUNITY

The Church is committed to equal employment opportunity for all qualified persons without regard to race, color, ancestry, national origin, sex, marital status, physical disability, mental disability, medical condition or age to the extent required by law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

It is important to understand that the Church is a faith-based entity, organized for religious purposes. As a result, the Church is exempt from certain prohibitions contained in state and federal employment laws (e.g., Title VII of the Civil Rights Act of 1964). The Church reserves the right to differentiate in the filling of certain positions - or maintaining employees in various positions - based on the tenets of our religious beliefs. Therefore, being a “qualified person” for purposes of employment with the Church includes avoiding behavior (both during the workday and outside of work) that is considered immoral or unacceptable by Biblical standards.

That said, employees who believe they have been unlawfully discriminated against should report it immediately to their supervisor. The church will not tolerate any form of unlawful employee harassment or discrimination based on any of the characteristics - and subject to the limitation - mentioned above.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Manager. The Church will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the HR Manager.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

# AMERICANS WITH DISABILITIES ACT (ADA)

To ensure equal employment opportunities to qualified individuals with a disability, the Church will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

## COMMITMENT TO DIVERSITY

The Church is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in church policy and the way we conduct business at Fellowship Church and is an important principle of sound business management.

## HARASSMENT AND COMPLAINT PROCEDURE

It is the Church's policy to provide a work environment free of sexual and other harassment. To that end, harassment of the Church's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Church will take all steps necessary to prevent and eliminate unlawful harassment.

**Definition of Unlawful Harassment.** "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

**Definition of Sexual Harassment.** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances,

requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at the Church.

**Complaint Procedure.** Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, the Church will take immediate corrective action, including discipline, up to and including immediate termination.

# EMPLOYMENT RELATIONSHIP

## Employment Classification

In order to determine eligibility for benefits and overtime and to ensure compliance with federal and state laws and regulations, the Church classifies its employees as shown below. The Church reserves the right to review or change employee classifications at any time.

### Exempt vs Non-Exempt - Overtime Eligibility

The Fair Labor Standards Act (FLSA) has guidelines to determine whether or not an employee is eligible for overtime. An employee's Exempt or Non-exempt classification may be changed only upon written notification by the Church based on FLSA guidelines only.

**Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Non-exempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for hours worked over 40 hours in a seven day work week.

Note: An employee must receive written approval by the supervisor in advance of all overtime hours.

### Non-Pastoral Staff Classifications

When an hourly employee is hired, he/she is approved to work a certain number of hours per week (e.g. 20 hours per week, 32 hours per week, etc.) and is categorized in one of the following categories:

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for limited benefits offered by the church and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the church's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.



**Temporary, Part-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

NOTE

ALL HOURS WORKED OVER AND ABOVE APPROVED WORK HOURS MUST BE APPROVED IN WRITING AND IN ADVANCE BY A SUPERVISOR OR THE EXECUTIVE PASTOR.

### Pastoral Staff Classification

A pastoral staff member shall be one with specialized education, experience, and/or training for his staff responsibilities. All pastoral staff are accountable to the Lead Pastor and/or the Pastoral Council.

In accordance with the constitution and by-laws the congregation elects the Lead Pastor. The method of selection of Lead Pastor is at the discretion of the congregation as written in the by-laws.

**Regular, Full-Time.** Pastoral staff who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status are considered regular, full-time. Generally, these employees are considered exempt and are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time pastoral employees are considered non-exempt and are eligible for limited benefits offered by the church.

## Introductory (Probationary) Period

The first full three (3) months of employment are considered to be an Introductory (or probationary) Period. The Introductory Period is a “try-out” time for both the Church and the employee. At any time during the three (3) month period, the employee may resign (or be let go) without detriment to his / her record.

## Office Hours

Office hours are 8:30 a.m. to 5:00 p.m., Monday through Thursday, but individual work schedules may vary depending on the needs of each department.

## Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. If a nonexempt employee is required to work through a meal break, he or she will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day.

## Time Records

All non-exempt, hourly employees are required to complete accurate daily time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. It is the employee’s responsibility to report all time worked with the scheduled and approved work hours.

## Overtime

When required due to the needs of the Church, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Non-exempt employees will be paid overtime compensation at the rate of one and one half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time.

### NOTE

ALL OVERTIME WORK MUST BE APPROVED IN WRITING IN ADVANCE BY A SUPERVISOR OR THE EXECUTIVE PASTOR.

## Deductions from Pay

The Church does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

1. Deductions that are required by law, e.g., income taxes;
2. Deductions for employee benefits or reimbursements when authorized by the employee;
3. Personal leaves of absence;
4. Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the church will reimburse the employee for the improper deduction.

## Paychecks

The Church's pay period is biweekly (every other Friday). The Church takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If you believe there is an error in your pay, contact the HR department.

## Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department.

## Employment of Relatives

Relatives may be hired by the Church if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents.

Current employees who marry each other will be permitted to continue employment with the church provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry work in a direct supervisory relationship with each other, the church will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the church.

## Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off (PTO) will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and may be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all church property, and to review final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

# TIME OFF AND LEAVES OF ABSENCE

## Holidays

The church observes and allows time off with pay for the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. Monday after Easter
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving - two days
9. Christmas - two days floating holiday pay

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the church will select the following Monday as a substitute holiday.

**Holiday pay.** Full-time and part-time (at least 20 hours per week) hourly employees become eligible for holiday pay after they have been completed the 90 day probationary period. Part-time employees who are classified to work less than 20 hours per week and temporary employees, including summer employees, are not eligible for holiday pay.

Holiday pay shall be at the employee's regular hourly rate, payable according to the following schedule:

- Less than 20 hours per week - not eligible for holiday pay
- 20 to 25 hours per week - 4 hours of holiday pay
- 26 to 29 hours per week - 6 hours of holiday pay
- 30 hours and greater - 8 hours of holiday pay

Holiday pay is automatically included in salaried employees' pay.

# Vacation

## Hourly Employees

**Fellowship Church** provides paid vacation time to full-time and part-time employees who are classified to work at least 20 hours per week. These employees will accrue paid vacation based on their hourly classification (e.g. 20, 25, 29, 40 hours, etc.) following the completion of the Probationary Period.

Paid vacation time is accrued at the rate of one equivalent work week divided by 26 pay periods. Therefore, each pay period the employee will accrue 1/26 of the approved work week hours.

For example, if an employee is classified as 32 hours per week, then the accrual rate will be 32/26 or 1.23 paid vacation hours per pay period, accumulating to 32 paid vacation hours after a full year (26 pay periods).

Eligible employees will accrue paid vacation according to the following schedule (years are based on the employee's hire date anniversary):

<u>Service Period</u>	<u>Annual Vacation Accrual</u>
First 36 Months	One week (5 work days)
Years 4 - 5	Two weeks (10 work days)
Years 6 - 10	Three weeks (15 work days)
Years 11 - 15	Four weeks (20 work days)
Years 16 - 20	Five weeks (25 work days)
Years 21+	Six weeks (30 work days)

Employees may not take paid vacation until they have accrued the vacation time, and the vacation balance may not go negative. New employees accrue paid vacation at the start of employment but may not take any vacation until they have completed the Probationary Period.

Employees should submit vacation plans in writing to their supervisor at least 4 weeks in advance of the requested vacation date. Vacation may be scheduled in increments of 1 full work day up to a maximum of 2 weeks in a row.

Employees may carry accrued vacation days over from one year to the next. The maximum accrual allowed is ten days. Unused vacation will be forfeited.

Employees whose employment terminates will be paid for unused vacation time that has accrued during the calendar year of the termination.

## **Pastoral Staff and Salaried Employees**

Employees who are classified as Pastoral Staff or salaried will receive vacation pay according to their package.

## **Sick Leave**

### **Hourly Employees**

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill. Sick days may also be used if an employee needs time off for scheduled medical procedures.

Hourly employees may carry accrued sick days over from one year to the next. The maximum accrual allowed is ten days.

If the need for sick leave is foreseeable, employees are required to give at least 10 days' advance notice (e.g., a planned medical treatment) whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses three or more consecutive days because of illness, Fellowship Church may require the employee to provide a physician's written permission to return to work.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

### **Pastoral Staff**

Employees who are classified as Pastoral Staff or salaried will receive sick pay according to their package.

## Bereavement Leave

In the event of death in the immediate family (spouse, children, step-children, parents, sisters, brothers), up to three days' leave (with pay), including the day of the funeral, will be allowed. In the event of the death of a grandparent, in-law, aunt or uncle, up to two days' leave (with pay) will be allowed. In the event that more time is needed, the Executive Pastor or Pastoral Council will make the final decision.

## FC Mission Trip Policy

FC desires to provide the opportunity for part and full-time employees to receive paid time off to minister with others on official FC domestic or international mission trips. Once every two years, full time staff members may receive up to five days of additional paid time off that does not count against the earned vacation to go on a mission trip. The maximum time away for a mission trip is 10 paid days. This policy applies to trips that are voluntary in nature and not to trips where the church has requested an employee to attend in a leadership capacity. Trips which an employee is required to attend as part of their job duties will be paid as regular work hours. Requests for mission trip leave should be made as far in advance as possible. Requests must be approved by the employee's supervisor and Executive Team. The Executive Team retains the right to decline any request based on the employee's performance or other related or unrelated circumstances.

## FC Offsite Event Policy

From time-to-time FC will ask staff members to attend church events such as Student Camp in order to provide additional assistance, supervision, etc. When staff employed directly in the ministry leading the offsite event attend, it is considered regular employment and not charged to vacation. If a staff member from another ministry is requested to attend the event in a leadership capacity, the employee must obtain approval by their supervisor and Executive Team for this to be considered paid work hours and not charged to vacation. If a staff member elects to attend an offsite event in a helping capacity this is considered voluntary and will be charged to vacation.



## Jury Duty and Court Appearances

FC believes it is the duty and responsibility of employees to answer a jury duty notice and serve if selected. Employees who are called to serve on jury duty will be paid his / her regular wages for a maximum of (five) 5 work days. An employee receiving jury duty pay from the court is entitled to keep that pay.

Employees who are required to serve for more than five business days may take time off, using accrued vacation hours or without pay, for the balance of the time as approved by their Supervisor.

A jury duty attendance form provided by the Court should be submitted to the accounting office. Employees who are excused from jury duty for the day, or are excused early, should report back to work.

Employees appearing as a plaintiff, defendant or for a non-subpoenaed court appearance will not receive pay but they may use accrued vacation hours.

## Family and Medical Leave

Fellowship Church complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The church also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

## Sabbaticals

It is the desire of the leadership of Fellowship Church to preserve the spiritual, emotional, and physical health of its pastors and of the church by instituting the following sabbatical leave policy:

Sabbatical leave may be granted to full-time pastoral staff members of the church for the pursuit of activities as approved by the Pastoral Council. The following stipulations and requirements will apply:

1. Sabbaticals may be approved for two months at the end of each five years of full-time ministry at the Church. Each pastor may apply vacation time earned to extend his leave as approved by the Pastoral Council.
2. Full salary and benefits will be paid during the leave.
3. A proposal for use of a sabbatical leave will be presented to the Pastoral Council at the time of application of leave. Applications should generally be presented six months prior to expected leave. The Pastoral Council may deny leave for sabbatical for a particular pastor if circumstances dictate.
4. The intent of sabbatical leave is to provide rest and renewal for the pastor and to thereby further the ministry of the church. Therefore, the primary elements of sabbatical should be rest and activities that spiritually renew the pastor.
5. The pastor may be allocated up to an additional \$5,000 to use toward sabbatical activities in the year that he takes his sabbatical. This is considered income and will be reported on the W-2 form.
6. A pastor who resigns from the Church within twelve months of the date from which he was eligible to take a sabbatical will be responsible to reimburse the church for salary and benefits, as well as sabbatical expenses, received during the sabbatical unless otherwise agreed by the Pastoral Council.
7. Nothing in this policy shall be construed to confer a right of remuneration to any staff member for which he/she is not otherwise eligible to receive.
8. The pastor will provide the Pastoral Council a brief written report about the sabbatical within 30 days after returning from sabbatical.

# EMPLOYEE BENEFITS

Although the benefits described in this section are currently available, the benefits may be adjusted. Considerations that may lead to an adjustment in benefits include, but are not limited to, an increase in the costs of the benefits and / or the decrease of funds or contributions received by the Church which may have an adverse effect on the fiscal integrity of the Church's financial position.

## Pastoral Staff Benefits

Remuneration and benefits for Pastoral Staff is determined by the individual's salary package. Please contact Human Resources with any questions related to pastoral staff benefits.

## Full Time Employee Benefits

### Health Insurance

All hourly employees who are classified as full time (at least 30 hours per work week) are offered the option to join the church's group health insurance plan. A portion of the cost of the program is paid by the church for the employee, and is effective at the completion of the Introductory Period. Please contact Human Resources for details of this benefit.

### Life Insurance

The Church pays for \$15,000 life insurance for all full time non-pastoral employees.

## Part Time Employee Benefits

Part time employees are not eligible for health or life insurance benefits.

## Worker's Compensation

All employees are covered for job-related injuries through workers' compensation insurance. Injuries must be reported to the HR Representative by the employee within 24 hours of the accident and appropriate documentation provided.

## Unemployment

If you become unemployed, you may not be eligible for unemployment insurance. Generally, churches are not required to pay these taxes because they are exempt from the Federal Unemployment Tax Act.

## COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain qualifying life events. Please contact Human Resources with any questions related to Cobra.

## Educational Assistance

Please contact Human Resources with any questions related to Educational Assistance.

# WORKPLACE GUIDELINES

## Attendance

All employees are expected to arrive on time and ready to work when they are scheduled. If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voice mail and e-mail messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

## Care of Work Areas

Eating or drinking in work areas should be kept to a minimum. Employees are responsible for maintaining their own office or work space in an efficient and attractive manner. Employees are responsible for the security and protective care of their equipment. Employees are also responsible for clean-up of their own work and activities and other parts of the work area such as the kitchen, resource rooms, and coffee break areas.

## Job Performance, Training, and Evaluations

Communication between employees and supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Formal performance reviews are conducted annually. These reviews include a written performance appraisal, discussion between the employee and the supervisor about job performance, and expectations for the coming year.

## Wage and Salary Reviews

Employee performance is reviewed at least once per year prior to their anniversary hire date. A performance review does not imply an automatic pay increase. Salary information is not published for public disclosure at Fellowship Church. If such information is inadvertently relayed to an employee, he or she is strongly advised not to discuss it.

## Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance at Fellowship Church. Outside employment may not adversely affect the church's ministry or create a conflict of interest with the church's mission.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

You are not to use your position to obtain personal benefits. Examples of this would be to accept personal compensation, gifts or other things of value from people of businesses in exchange for performance of your normal duties. *This does not include honorariums which might be offered as a result of ministry efforts over and above your normal day-to-day activities (e.g., weddings, funerals, etc.).* If a situation should arise where you have any doubts (e.g., about any work-day activities, use of Church facilities or personal benefits obtained through your position), you should discuss it with your supervisor or Human Resources.

## Expected Level of Effort and Intellectual Property

The Church respects your ability to choose how to spend your own time. The Church expects that your time off the clock and off-site involves activities that are morally pure, private in nature and which in no way conflict with or reflects adversely upon our Lord or the Church.

The Church's respect of your free time is based on its expectation that you will make the most of your work time. You are expected to devote your full time, energy and ability to the Church and to not have outside interests which interfere with employee attendance, performance, and efficiency. This includes any use of the Church facilities, materials and resources.

In both your free and working time, the Church encourages you to develop, create, and write creative works (sometimes called "intellectual property") that have ministry value and provide developmental channels for your God-given talent. During this creative process, you and the Church must maintain faithful stewardship of ministries, funds, doctrinal standards, representation, and image.

If you are developing, or expect to develop, a creative work, you must notify the Executive Pastor. He will schedule a meeting with you to discuss your work, and come to an agreement about ownership rights (and any royalties) prior to the completion of its development. It is important to make clear that, in the absence of

a written agreement based on such a meeting, the Church will retain all rights of ownership in the creative work.

## Credit Cards and Expense Reporting

All employees with a church credit card must enter the account and budget in Divvy within one week of the purchase.

Any personal charges or unsubstantiated credit card charges will be reimbursed by the employee's to the church.

No personal charges of any kind are allowed on the church credit cards.

Credit card points are not to be used for personal purchases.

A lost or stolen church credit card must be reported to the church accounting office immediately.

Failure to follow these guidelines may result in the loss of credit card privileges.

## Gift Card/Gift Certificate Policy

The church frequently gives gift cards to volunteers as a taken of appreciation for their service. However, the IRS considers gift cards and gift certificates a “de minimis fringe benefit” that is equivalent to cash, and therefore reportable as taxable income. The burden is on the recipient to report these gifts as taxable income. For accountability and for the employee’s protection, any employee who purchases gift cards for volunteers is required to report to the accounting office the names of the recipients and the amount of the gift card(s).

## Gift Acceptance Policy

At times a pastor or church employee may receive a gift (monetary or otherwise) as appreciation from another employee or church member. While these gifts are most likely purely altruistic, the desire of the Church is to protect ethical standards and prevent any appearance of conflict of interest or special favor incurred to the gift donor. We also aim to prevent any obstacles to the gospel message that Christ is most valuable or inadvertently share the message that the Christian life consists of the abundance of things as opposed to the abundance of Christ.

Offering or accepting personal gifts may influence an individual’s decisions and thus may constitute a conflict of interest. Employees and church leaders are deemed to have received a “gift” when an item of value is given to them personally, to their designee, or to their family member for their benefit.

### Gifts Among Employees

There are ethical considerations regarding the acceptance of personal gifts from and to subordinates. To eliminate any actions which could influence, or appear to influence, a supervisor or official superior’s impartial conduct of his/her job, especially in the areas of promotion, performance appraisal or other personnel actions which could affect a subordinate’s paycheck in any way, gifts between subordinates and supervisors are prohibited with the following exceptions:

The Church prohibits an employee from giving, donating to, or soliciting contributions for a gift to an official superior (supervisor) over the amount of \$50 per annum. An employee’s superior includes the employee’s immediate supervisor as well as any other employees who direct or evaluate the employee’s performance or the performance of any of the employee’s supervisory superiors. Conversely, a superior may not give a gift to a subordinate employee over the amount of \$50 per annum.

If a group of employees desire to give a gift collectively to a superior, the total from that group of employees may not exceed \$500 per annum and each individual contribution cannot exceed the gift limit set above (\$50 per annum). This limit is inclusive of individual gifts already given by subordinate employees (i.e., if a



subordinate has already provided a \$50 gift, the same employee cannot then participate in the collective gift).

Gifts, meals, and accommodations of a reasonable and normal value below \$50 per annum may be accepted between employees and between supervisors and subordinates.

Employees should consult with HR on the appropriateness of any gift exchange.

### **Gifts from Church Members**

Church members frequently desire to bless their pastors and church staff with generous gifts including cash, paid vacations, etc. Again, there are ethical considerations regarding the acceptance of personal gifts from church members or their family members. The desire of the church is to prevent any appearance of conflict of interest or special favor incurred to the gift donor.

An employee is free to accept any gift under \$500 per annum from any church member.

To provide transparency and to protect and serve the long-term interests of the Church, the Pastoral Council shall meet to consider the receiving of gifts to employees that are considered “non-ordinary” and greater than \$500 per annum, meaning that they are not a part of the regular offering or anticipated gifts toward the general/non-designated expenses of the church’s operating funds.

The goal of this gift review policy is to be able to facilitate and honor the donor’s intent, while keeping in mind the vision, mission, ethics, and normal operating values that govern all of the congregation’s decision-making practices. A gift that honors the intention of the giver and facilitates necessary mission and ministry for the congregation is the ideal toward which both donor and Pastoral Council shall strive. This may include suggesting alternatives to either the form/nature/instrument of the gift, the appropriation of the gift to the church as a whole rather than an individual employee, or other alterations to the designation of the gift.

Also, many of these gifts constitute taxable income to the receiver. It is strongly recommended that the employee seek tax advice on whether to report and pay income taxes on a gift received directly from members of the church.

## Reimbursement Plan of Fellowship Church

Employees may incur out-of-pocket business expense for entertainment, educational, automobile travel and purchase of books for the work of the ministry. Fellowship Church will reimburse its employees for legitimate out-of-pocket expenses as follows:

1. The church will reimburse only those business expenses that the employee substantiates as to the date, amount and business nature of each expense.
2. The church requires any excess reimbursement that is advanced in excess of cost to be returned to the church with full documentation within 30 days.
3. Business expenses will be deemed substantiated if done so within 30 days after the expenses are paid or incurred.
4. Excess reimbursements must be returned to the church within 30 days after the expense.
5. All reimbursements must be approved by the supervisor.
6. Method of Reimbursement
  - a. Entertainment and educational expenses will be reimbursed from budget line items for discretionary ministry expenses and staff development.

## Dress and Grooming

“My prayer for you is that you will overflow more and more with love for others, and at the same time keep on growing in spiritual knowledge and insight, for I want you always to see clearly the difference between right and wrong, and to be inwardly clean, no one being able to criticize you from now until our Lord returns. May you always be doing those good, kind things that show you are a child of God, for this will bring much praise and glory to the Lord.” Philippians 1:9-11 (The Living Bible)

Employees contribute to the culture and atmosphere of Fellowship Church in the way they present themselves. A standard of excellence is essential to a favorable impression with members and guests. Fellowship Church provides a casual yet professional work environment for its employees.

Even though the dress code is casual, it is important to project a professional image. All employees are expected to dress conservatively and in a manner consistent with good hygiene and safety. The following list is a guideline of appropriate and inappropriate attire. These are examples only. If you are ever uncertain about what is acceptable attire, please speak with your Human Resources representative and / or follow the guideline of, *“When in doubt, don’t!”*

### Tattoos

Offensive/inappropriate tattoos must be covered at all times while serving. If you question the appropriateness of a tattoo, please speak with a Pastor or Human Resources.

### Appropriate clothing:

- Tshirts or Polo shirts
- Dress shirts or blouses (may be untucked)
- Khakis
- Denim jeans
- Capri pants (longer than knee length)
- Leggings, if a top is worn that covers the rear end
- Dresses or skirts (hemlines must be no shorter than 2 inches below fingertip length)

## Inappropriate clothing (DO NOT WEAR):

- Shorts
- Spaghetti straps
- Camisoles or tank tops that reveal the shoulders (unless worn under a jacket or sweater)
- Leggings without a top that covers the rear end
- Tight, revealing, or see-through clothing (no visible cleavage or abdomens)
- Undergarments must not be visible
- Clothing with inappropriate slogans

All employees are expected to comply with this dress code. Employees who report to work inappropriately attired will be asked to leave work to change clothes and may be required to use personal time or vacation time to do so.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department.

# Social Media Acceptable Use Policy

Fellowship Church encourages employees to share information with co-workers and with those outside the church for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on social media is available to the public and, therefore, the church has established the following guidelines for employee participation in social media.

## NOTE

As used in this policy, “social media” refers to blogs, forums, and social networking sites such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, TikTok, etc.

**Off-duty use of social media.** Employees may maintain personal websites or social media accounts on their own time using their own devices. Employees must ensure that social media activity does not interfere with their work. In general, the church considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their personal agenda. However, please remember that you are a representative of the church, and conduct yourself online in an appropriate manner.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference church leaders, members, employees, or volunteers without express permission. The church monitors employee use of church computers and the Internet, including emails and social networking activity.

**Respect.** When engaging in social media, employees must demonstrate respect for the dignity of the church, its leaders, members, employees, and volunteers. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge confidential information regarding Fellowship Church. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Competition.** Employees should not use social media to criticize other churches or ministries.

**Confidentiality.** Do not identify or reference church leaders, members, employees, or volunteers without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For

examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas.** Please remember that new ideas related to work or the church's business belong to the church. Do not post them on a social media site without the church's permission.

**Trademarks and copyrights.** Do not use the church's or others' trademarks on a social media site, or reproduce the church's or others' material without first obtaining permission.

**Legal.** Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

**Discipline.** Violations of this policy may result in discipline including immediate termination of employment.

## Bulletin Boards and Required Postings

All required governmental postings and bulletin board items are located in the copier room.

## Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature in “working areas,” which includes all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on church property at any time.

## Computers, Internet, Email, and Other Resources

The church provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voice mail, scanner, Internet, intranet, e-mail, text messaging, or any other church-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional manner.

Employees should not have any expectation of privacy in their use of church computer, phone, email, or other communication tools. All communications made using church-provided equipment or services including email and internet activity, are subject to inspection by the church. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the church's systems.

Employee use of church-provided communication systems, including personal e-mail and internet use, that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through e-mail and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the church's systems as well as the reputation and/or competitiveness of the church. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

### NOTE

It is against church policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on church computers. Violation of this policy may result in immediate termination.

The church encourages employees to use e-mail only to communicate with fellow employees, vendors, leaders, members, and volunteers regarding church business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the church.

All use of church-provided communications systems, including e-mail and internet use, should conform to our church guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their



protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, member lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone, voice mail, and internet communication equipment are provided for church business purposes and are critical to the church's success, your communications may be accessed without further notice by Information Technology department administrators and church management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the church recognizes that some personal calls are necessary, these should be kept to a minimum. Personal use of the church's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to disciplinary action and/or termination.

The church reserves the right to monitor phone calls to ensure employees abide by church quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

#### NOTE

Any inappropriate usage of the internet, email, texting, or any type of communication media, such as harassing, offensive, or obscene messages or material, whether originating from church property or off-site, are grounds for immediate termination.

# TERMINATIONS AND DISCIPLINARY PROCEDURE

## Termination (Voluntary or Involuntary)

### 1. Voluntary Termination

A voluntary termination is a termination that is initiated by the employee. We request that you give at least a two week written notice before you leave your job.

### 2. Involuntary Termination

An involuntary termination is a termination that is initiated by the supervising pastor or Pastoral Council for reasons other than changing business conditions. Generally, terminated employees will be given adequate time to clear his/her office of personal effects. For the employee's protection and the Church's, an employee will act as witness. Terminated employees are required to leave the premises of FC immediately.

## Layoff

A layoff is a termination of employment that results from changing business conditions which necessitate a reduction in staff. Whenever the Fellowship Church Pastoral Council and/or supervising pastor determine at their sole discretion a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude and dependability.

## Exit Interview

Exit interview forms are provided to each terminating employee. The form must be completed prior to the employee's last working day and returned to Human Resources.

## Return of Equipment

Upon leaving the Church's employment for any reason, your final paycheck will be available to you on the next regularly scheduled pay date. All Church property, including but not limited to keys, credit cards, cell phones, office supplies and equipment, etc., must be returned to Human Resources. The value of unreturned Church property will be deducted from your final paycheck.

## Grounds for Dismissal

Misconduct such as theft, falsification of records, sexual harassment, improper sexual behavior, uncontrolled anger, etc., is grounds for immediate termination without benefits other than earned wages through the date of dismissal.

Substance abuse – the prohibited use of drugs or alcohol – is a safety risk, and it negatively affects work performance and attendance. The use, sale, transfer, possession or being “under the influence” of alcohol, drugs or controlled substances when on duty, on church property or in church vehicles is prohibited. Violation of this policy may result in disciplinary action up to and including possible termination.

At Fellowship Church, we treasure the freedom of individual conscience and the autonomy of the local church, and we also believe that congregational leaders should be persons of moral integrity whose lives exemplify the highest standards of Christian conduct and character. Because of this, any instance of public intoxication may also result in disciplinary action up to and including possible termination.

Any inappropriate usage of the Internet, email, texting, or any type of communication media, such as harassing, offensive, or obscene messages or material, including blogs, internet chat forums, and social networking sites such as Facebook, Twitter, Instagram, SnapChat, etc., whether originating from church property or off-site, are grounds for immediate dismissal.

We believe that the foundation of a Christian sexual ethic is faithfulness in marriage between a man and a woman and celibacy in singleness. We also believe in the love and grace of God for all people, both for those who live by this understanding of the biblical standard and those who do not. As stated above, we believe that congregational leaders should be persons of moral integrity whose lives exemplify the highest standards of Christian conduct and character. Because of this organizational value, Fellowship Church does not allow for the purposeful hiring of a staff person who is cohabitating in a sexual relationship outside of marriage or is a practicing homosexual. Any staff member found to be practicing the homosexual lifestyle will be terminated.

This list is not all-inclusive. The Executive Pastor or Lead Pastor has the right to decide if any conduct or behavior is grounds for immediate dismissal.

# Disciplinary Procedure

Employees are expected to comply with the Church's standards of behavior and performance.

The Church endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the Church's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure.

## NOTE

Steps 2 - 5 in the discipline process will be communicated to Human Resources to be documented in the employee's personnel file.

**Step 1: Informal Discussion.** When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly communicated by the supervisor to the employee.

**Step 2: Counseling.** If a private informal discussion with the employee has not resulted in corrective action, the supervisor, along with a representative from Human Resources, should meet with the employee. During this meeting, the supervisor should (a) review the problem, (b) permit the employee to present his or her views on the problem, (c) advise the employee that the problem must be corrected, (d) inform the employee that failure to correct the problem will result in further disciplinary action which may include discharge, and (e) issue a written counseling notice to the employee.

**Step 3: Written Warning and PIP.** If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and a representative from Human Resources should meet with the employee in private and issue a formal, written reprimand notice to the employee that explains the discipline or performance problem, the opportunities offered to the employee in order to correct the problem, and the failure of the employee to correct the problem. A formal performance improvement plan (PIP) may also be created. These written records will be filed in the employee's personnel folder.

**Step 4: Suspension.** Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the Executive Pastor and the director of Human Resources.

**Step 5: Failure to improve.** Failure to improve performance or behavior after the written warning or suspension may result in termination.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the supervisor should suspend the employee immediately (with or without pay) and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

## 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 and the applicant must meet all minimum qualifications and requirements of the position. Former employees must successfully complete the entire screening process.

Employees who are rehired following a break in service, other than an approved leave of absence, are required to complete a new Introductory Period whether or not such a period was previously completed. All rehired employees are considered new employees from the effective date of their reemployment for all purposes, including for the purpose of measuring benefits.

## Bar From Employment

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

## Commitment to Safety

The Church should be a safe and healthy place for work and worship. Protecting the safety of our employees and guests is of vital importance to the Church. All employees have the opportunity and responsibility to contribute to a safe work environment by using safe practices and notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dial 911 to activate the medical emergency services.

## Reporting Unsafe Conditions

If an employee witnesses an unsafe condition, for example, spills, breakages, or otherwise potential harmful environmental hazards, it must be reported to the supervisor so it can be attended to as soon as possible. When in doubt, report the situation to your immediate supervisor.

## Reporting Accidents

When an accident occurs on Church property, whether involving a member, guest, or staff member, the matter should be referred immediately to the supervisor, regardless of how insignificant the accident may appear to be. This procedure is necessary in order to provide immediate medical aid to the injured person and to facilitate a full and prompt report to the insurance company. Do not make any statements to the injured person as to your opinions regarding the cause of the accident.

An Accident Report Form must be filled out and turned into the HR Office for insurance purposes.

### NOTE

AN ACCIDENT REPORT FORM MUST BE FILLED OUT AND TURNED INTO HUMAN RESOURCES FOR INSURANCE PURPOSES.

## Reporting Job-Related Injuries

The State of Florida Workers Compensation Act requires that an employee report any illness or injury on the job, no matter how slight. Please contact Human Resources for assistance. An employee who fails to report an injury within 30 days may jeopardize his/her right to collect workers' compensation payments as well as health benefits. If you observe any health hazards which might be present on the job, please notify your immediate supervisor so it can be investigated and corrective action taken if deemed necessary.

## Drug-Free and Alcohol-Free Workplace

It is the policy of the Church to maintain a drug-free and alcohol-free work environment that is safe and productive for employees and others having business with the church.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on church or client premises or while performing services for the church is strictly prohibited. The Church also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, the Church prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Church's reputation in the community.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

## Smoke-Free Workplace

Smoking is not allowed in church buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

## Workplace Violence Prevention

The church is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at church-sponsored functions.

All Fellowship Church employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the church, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action and/or termination.

The church reserves the right to inspect all belongings of employees on its premises, including packages, backpacks, briefcases, purses and handbags, gym bags, and personal vehicles on church property. In addition, Fellowship Church may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and may remove all Church property and other items that are in violation of Church rules and policies.



## Emergency Closings

Fellowship Church will always make every attempt to be open on normal work days. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full work day according to their normal work schedule. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

## Fire Alarms

If you should hear an alarm, find the nearest exit and evacuate the building immediately. The Church periodically performs fire alarm drills periodically to ensure preparedness in case of a real emergency.

## Employee Parking

Employees 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 lost, damaged, stolen or destroyed.

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## Employee Statement of Acknowledgment and Receipt

The employee handbook describes important information about the Church's personnel policies and procedures. I understand that it does not address every situation that I may encounter. There is not a substitute for applying good judgment and common sense.

I further understand that the personnel committee reserves the right to modify, supplement, rescind or revise any personnel policy or procedure, benefit or rules conduct with or without notice as necessary.

I have entered into my employment relationship with the Church voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the 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 nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by the Church and that 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.

This manual 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 your employment with the Church. By distributing this handbook, the Church expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

(continued on next page)

Any laws referenced in this Employee Handbook may be amended from time to time. The Church will abide by all federal, state and local laws as they currently exist and as they change or are amended. Such amendment, if any, shall be limited to the extent necessary to comply with applicable law, and shall extend no further. The remaining policy (ies), which does not conflict with applicable law, shall continue to apply unless amended by the Church in writing.

I acknowledge that the employee handbook has been reviewed with me and I have received the handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Employees' Signature Date

\_\_\_\_\_  
HR Manager's Name (Please Print)

\_\_\_\_\_  
HR Manager's Signature Date

**\*\*PLEASE SIGN AND RETURN BOTH PAGES TO YOUR  
HR REPRESENTATIVE**

**TO BE KEPT IN EMPLOYEE'S PERSONNEL FILE**