FIRST PRESBYTERIAN CHURCH OF HOUSTON

EMPLOYEE HANDBOOK

FPC HOUSTON

APRIL 2026

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Who We Are

History

As a part of the ECO A Covenant Order of Evangelical Presbyterians, the system of rules that governs our church is called its —polity. The name of our church (denomination), —Presbyterian, refers not to our doctrine or beliefs but rather to how we govern ourselves. Each of our congregations is governed by a group of —presbyters elected by the congregation. In our church, they are known collectively as —the Session, and by title, —Elders.

In our church, three fundamental characteristics prevail under a polity that is *representative*, *constitutional* and *relational*. This system of government by officers duly elected by the people (the congregation) is significant and distinguishes it from other denominations. The congregation in Presbyterian churches governs only in strictly limited ways. The congregation elects officers (Elders) who govern the church. The Session of FPC is made up of 18 Elders. It is responsible for making most decisions regarding congregational life and welfare. Our Session is subdivided into committees that relate to the ministries of the church. These committees are assisted by other non-Session members whose personal ministry aligns with the ministry area of that committee.

About the Church

Compelled by the love of Jesus Christ and empowered by the Holy Spirit, we carry the gospel to Houston and to the world.

The following values were adopted unanimously by the Session of First Presbyterian Church of Houston at its stated meeting on August 15, 2017.

Jesus-Shaped Identity: We believe Jesus Christ must be at the center of our lives and making disciples of Jesus at the core of our ministry.

Biblical Integrity: We believe the Bible is the unique and authoritative Word of God, which teaches all that is necessary for faith and life. The prominence of God's Word over our lives shapes our priorities, and the unrivaled authority of the Bible directs our actions to be in concert with Christ's very best for our lives.

Thoughtful Theology: We believe in theological education, constant learning, and the life of the mind, and celebrate this as one of the treasures of our Reformed heritage.

Accountable Community: We believe guidance is a corporate spiritual experience. We want to connect leaders to one another in healthy relationships of accountability, synergy, and care.

Egalitarian Ministry: We believe in unleashing the ministry gifts of women, men, and every ethnic group.

Missional Centrality: We believe in living out the whole of the Great Commission – including evangelism, spiritual formation, compassion, and redemptive justice – in our communities and around the world.

Center-focused Spirituality: We believe in calling people to the core of what it means to be followers of Jesus – what "mere Christianity" is and does- and not fixate on the boundaries.

Leadership Velocity: We believe identifying and developing gospel-centered leaders is critical for the church, and a great leadership culture is risk-taking, innovative, and organic.

Kingdom Vitality: We believe congregations should vigorously reproduce new missional communities to expand the Kingdom of God.

Foreword

This handbook is intended as a resource of basic information provided to employees for common questions and concerns. The policies and practices described in this handbook reflect a great deal of care for the employees who make it possible for First Presbyterian Church of Houston, ("Church") to exist.

This handbook has been prepared as a personal reference book for you and provides a brief description of the organization, work environment, employee benefits, and other policies affecting your employment with the First Presbyterian Church of Houston (FPC).

Nothing contained in this handbook is intended to create, nor shall be construed as creating, an expressed or implied contract of employment or guarantee of employment for any term. There is no contract of employment between the Church and any one or all of its employees unless explicitly stated elsewhere and approved by the Sr. Pastor of the Church.

Policies, procedures, practices, and benefits may change with time. They may require clarifying, amending, and/or supplementing. The Church maintains the responsibility and the right to make changes at any time and will advise employees when changes occur. These changes shall become effective immediately unless otherwise noted by the Church.

Refer questions regarding these policies to your supervisor. The interpretation of policy by Human Resources in consultation with the Senior Pastor is final. It is important that you read, understand, and become familiar with this handbook, and comply with the standards that have been established. The policies in this manual apply to all staff members. Variations or exceptions to these policies require approval of the Senior Pastor.

If there is a conflict between the provisions or policies in this handbook and those set forth in the terms of an ordained staff member's call, the terms of the call will prevail. The structure of our Church is based upon the beliefs that are expressed by The Apostles' Creed.

Descriptions of various fringe benefits such as group insurance are summaries only. Should the descriptions in this handbook differ from those of any plan or document involved, the formal plan document shall be considered correct.

Questions on any matter pertaining to employment or any information included in this handbook should be directed to Human Resources.

I believe in God the Father Almighty, Maker of heaven and earth,
And in Jesus Christ his only Son our Lord;
Who was conceived by the Holy Ghost, born of the Virgin Mary,
Suffered under Pontius Pilate, was crucified, dead, and buried,
He descended into hell;
The third day He arose from the dead, ascended into Heaven
and sitteth on the right hand of God the Father Almighty;
from thence he shall come to judge the quick and the dead.
I believe in the Holy Ghost; the holy catholic church;
the communion of saints; the forgiveness of sins;
The resurrection of the body; and the life everlasting. Amen.

Section 1: General Information

Open Door

The Church recognizes that from time-to-time employees have suggestions, questions, or issues regarding their work, working conditions, wages, benefits, Church policies, procedures, or personal issues. In order to encourage employees to express these concerns and seek resolution of problems, questions, and suggestions, the Church has established an "Open Door" procedure for all employees. All management personnel are responsible for ensuring compliance with this procedure.

Employees should first raise any issues or questions with their immediate manager. The employee and the manager should make every effort to resolve the issues or answer the questions at this level as the information is readily accessible and most decisions can be made quickly.

If an issue or problem is not resolved to the employee's satisfaction, or if the employee has a valid reason for not first presenting the issue to the manager, the employee may present the issue to Human Resources. Human Resources will then investigate the matter, if necessary, review the issue and progress to date, and make every effort to resolve the issue.

Employment at Will

Employment at the Church is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Human Resources Director of the Church. This means that either the employee or the Church may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. Additionally, no Church representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Employees of the Church have the right to engage in or refrain from such activities.

Equal Employment Opportunity Policy

The Church provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. In addition to federal law requirements, the Church complies with applicable state and local laws governing nondiscrimination in employment in each location in which the Church operates. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, benefits, and training.

The Church expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. The Church prohibits any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation, should bring it to the attention of Human Resources.

Call to Commitment

Your job is important not only to you, but also to the other team members who are responsible for the integration and coordination of work at FPC.

We want you to have a pleasant work experience at FPC. Your work here is a shared ministry of worship, education, caring, growth, missions, benevolence, and support. You are encouraged to be active in church membership and to grow in your Christian life.

You are responsible for the efficient performance of your tasks. Teamwork is an important component in the combined efforts of employees.

Commitment to Diversity of Thought

Diversity of Thought brings deep strength and value to our team and business, and we know that our success is directly correlated to our ability to engage every member of the team.

With this in mind we:

1. Create and maintain 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

2. Provide purposeful leadership training and development to cultivate the philosophies, principles and disciplines that support our commitment to diversity of thought, inclusion and intentional engagement with all team members across diverse backgrounds

We will always stand on respect for all of our colleagues and by doing so, we can help affirm that each member of our team is deserving of the same opportunities to speak into our culture and share their diversity of thought.

Americans with Disabilities Act and Reasonable Accommodation

The Church is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is the Church's policy to provide reasonable accommodation to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment, unless to do so would impose an undue hardship on business operations. This policy applies to all applicants for employment and all employees. The Church prohibits any harassment of, or discriminatory treatment of, employees on the basis of a disability or because an employee has requested a reasonable accommodation.

The Church will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Church's business operations.

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

Employment Classification

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

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

Non-exempt. Non-exempt employees are typically paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

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 less than 30 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the 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 employees are not typically eligible for Church benefits due to the limited duration of their services, however upon meeting certain qualifications, a temporary employee may become benefit eligible subject to the terms, conditions, and limitations of each benefit program.

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 less 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. Temporary, part-time employees are not typically eligible for Church benefits.

Compliance Information

It is the policy of the Church to abide by all federal, state, and local laws, rules, and regulations applicable to the Church and any other state in which the Church operates in. In order for the Church to comply with federal government regulations regarding its practice to employ people without discrimination, it may be necessary for the Church to compile and maintain certain information on each formal candidate for employment and those who are hired.

Required Postings

All required governmental postings are posted on the boards located in the work room. These boards may also contain general announcements. The Church reserves the right to refuse permission to post or to take down any announcement.

Section 2: Employment Information

Application for Employment

All candidates for employment must fully complete, date and sign the standard Church employment application form. *(A resume will not be accepted in lieu of a completed employment application.)* The form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information. The Church may investigate any portion of the requested information and may deny or later terminate the employment of anyone for providing false, misleading, or incomplete information.

The completed application form will be made part of the employee file of those applicants accepted for employment.

Employment Eligibility and Work Authorization

The U. S. Citizenship and Immigration Service (USCIS) requires the Church and candidates for employment to provide specific information regarding work authorization upon commencing employment. Therefore, all newly hired employees are required to complete Section 1 of Form I-9 and provide the Church with specific valid documents to establish both identity and employment eligibility.

Any employee whose work authorization is subject to expiration is required to renew their authorization documents before the expiration date, as failure to do so will result in the employee's termination of employment.

Use of fraudulent identification to establish identity and/or employment eligibility is not permitted. Human Resources representatives or other Church representatives are NOT permitted to accept documents which they know are fraudulent. The Church will not tolerate violations of the Church's immigration policy. Violation of this immigration policy will result in immediate termination.

Background Checks

Candidates for employment, promotion, or employees who hold certain positions may be required to authorize the Church to obtain a consumer report (background check) after receiving a conditional offer of employment or being offered a promotion. The consumer report will contain information for verification of criminal history and/or other background information relevant to the essential business-related interests of the Church. All results will be kept confidential and will not be provided to any parties other than the Church or its legal representatives, on a need to know basis, and to you, if you request a copy of the report in writing. In addition, if you are informed that the Church will need to perform a background on you as part of the application process, then the Church will request that you sign a disclosure and authorization form acknowledging that the Church has permission to seek information related to the background check. The Church will provide a copy of this document to you, and the document will include a description of your rights and notices concerning the report. The Church is an equal opportunity employer and will not use background check information as a means of discriminating against an applicant based upon a protected classification, including but not limited to age, race, national origin, or gender.

Motor Vehicle Record (MVR) Inquiry

Prospective employees expected to drive on Church business will be required to provide the Church with current valid motor vehicle driving information, acceptable to the Church. Failure to do so may result in rejection of the application and ineligibility for reconsideration of employment for a period of 12 months after the date of rejection. Employment and assignment will depend upon the Church's receipt of a satisfactory report from the State Department of Transportation, Division of Motor Vehicles, and employment will be conditional until the report is received and verified by the Church.

Confirmation of Previous Employment

The Church, at its discretion, may request information from a prospective employee's previous employers relative to the prospective employee's work record in connection with the application for employment.

Employment Verification

Verification of employment is at the sole discretion of the Church. If approved, Human Resources will coordinate the process of verifying employment for a current or former employee. No other individual should provide such information, and failure to comply with this policy shall result in corrective action up to and including termination of employment. Information concerning a former or current employee will be released by the Church only with written authorization from the current or former employee, unless upon receipt of a bona fide request from federal, state, or local agencies.

Employment of Minors

The following provisions apply with respect to the Church 's employment age requirements:

- The Church will fully comply with the child labor provisions of the Fair Labor Standards Act and applicable state statutes, which govern the employment of minors.
- For purposes of insurance management, it is the Church's policy to prohibit the employment of individuals younger than 21 in any position which requires driving a vehicle on public highways.
- Should the Church have any reason to question whether an individual applicant is under age 21, the applicant may be required to furnish proof of birth date.

Job Orientation

Following the acceptance of employment, a new employee will meet with his or her manager to discuss job duties, areas of responsibility, Church policies, and procedures. Each employee shall be provided with a copy of the Employee Handbook for their records to read and review. Each new employee will be given a New Hire Paperwork Package which includes federal and state tax forms along with appropriate insurance forms. The completed New Hire Paperwork and insurance forms will be forwarded to Human Resources.

Introductory Period

During the first ninety (90) days of employment, the Church and each new employee are given an opportunity to evaluate whether the employment relationship should continue. Employment is on an "at will" basis the same as after the introductory period ends.

The completion of the introductory period should not be considered a guarantee of employment. The Church evaluates employees on a continuing basis and reserves the right to terminate an employee at any time during or after the introductory period.

Continuous Service Date

In order to have a record of an employee's benefits, a continuous service date will be maintained for each employee. The continuous service date will be the employee's first day of employment and will continue uninterrupted as long as the employee remains an active employee of the Church. An employee's service date may be adjusted if there are breaks in employment.

Job Performance

Each and every employee contributes to the Church's overall success. If one employee allows his or her performance to slip, we all suffer. We expect everyone to perform to their highest level possible. Communication between employees and managers is very important to help us achieve optimal performance as a Church. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their managers if they feel additional ongoing feedback is needed.

Performance Reviews

Because our employees' performance is vital to our success, we generally conduct reviews of individual employee performance quarterly. These reviews include a written performance appraisal and discussion between the employee and the manager related to job performance and expectations for the coming year. We hope that, through these reviews, our employees will learn what we expect of them, and we will learn what they expect of us. We require all employees to participate in the review process and failure to participate could lead to corrective action, up to and including termination.

Employee Meetings

From time to time, the Church will have all staff meetings. These meetings are designed to keep you informed of changes in policies, discuss operational concerns or product knowledge, and facilitate communication. These meetings are held at convenient times and are usually mandatory. All employees attending will be on the clock. You are expected to attend each such meeting punctually and fully. Failure to attend mandatory meetings may result in disciplinary action, up to and including termination.

Growth and Development

The Church is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. Promotion decisions may be based on factors such as quality and quantity of work, prior job performance, experience, educational background, attendance record, safety record and the ability to work well with others and Church needs. When the Church has open positions available, we encourage eligible employees who meet the qualifications to apply. To be eligible for an internal promotion or transfer, the below criteria must be met:

- Be an active regular full-time or part-time employee;
- Have been in current position for at least 90 days;
- Maintain a performance rating of satisfactory or above;
- Not be on conduct/performance – related probation or warning;
- Meet the job qualifications listed on the job posting; and
- Provide their current manager with notice prior to applying to the position.

If employees find a position of interest and they meet the eligibility requirements, an application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The Church reserves the right to seek applicants from outside sources or to post positions internally and externally simultaneously.

For more specific information, please contact Human Resources.

Outside Employment

Outside employment may create a conflict of interest and may affect the quality or value of an employee's work performance. Employees are generally expected to notify the Church promptly if they have undertaken any kind of outside employment. If, in the sole discretion of management, it is determined that an employee's outside

employment is affecting the employee's job performance, work hours, scheduling, or the general ability to effectively perform the employees' duties, the employee may be asked to discontinue such employment.

Further, it is a direct violation of Church policy to seek or hold outside employment with a direct competitor of the Church or with any other organization where such activities create the possibility or the appearance of a conflict of interest in the judgment of the Church. All employees are expected to adhere to this policy and all employees must report any conflicts to their immediate manager.

Voluntary Resignation

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their manager at least ten (10) working days (excluding leaves such as Holidays, personal days, vacation, and sick days) in advance of the last day of work. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

Exit Interview

An employee whose employment relationship with the Church is ending may be asked to participate in an exit interview to assist the Church in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview, matters relating to final pay and any other applicable considerations will be arranged.

Pay at Time of Separation from Employment

The Church will determine if the terminated employee has any outstanding balance confirmed in writing and owed to the Church and whether the employee has in his or her possession any Church credit cards, uniforms, tools, keys, safety equipment, manuals, vehicles, ID cards/badges or any other Church property.

After the Church conducts a full accounting of the employee's account, the Church will issue final payment to the employee in accordance with state law, for time worked less any lawful and contractual deductions and withholdings.

A live check may be issued as final payment to the employee in place of direct deposit (at the Church's sole discretion). Final pay issued as a live check may be mailed to terminated employees.

Return of Church Property

An employee must return any Church property to the Church at the time the employment relationship ends, and employees are responsible for any lost or damaged items. In order to facilitate this process, the Church requires employees to sign a wage deduction authorization form for the purpose of deducting from final pay the value of any Church property issued to the employee and not returned.

Section 3: Working Hours & Pay

Hours of Work

The standard workweek is Monday through Friday from 8:30 AM to 4:30 PM. Individual work schedules may vary depending on business needs and the needs of each department. Each employee is expected to complete an assigned normal workday and work week, as well as work any additional hours assigned as required to meet Church needs.

Building hours are as follows:

- Monday through Friday – 7:00 AM to 8:00 PM
- Saturday – 8:00 AM to 4:00 PM
- Sunday – 7:00 AM to 2:00 PM

Meal and Rest Breaks

Reasonable meal and rest periods will be provided. Breaks will be scheduled by the employee's immediate manager. Employees are requested not to perform any work during their regularly scheduled meal period, unless specifically authorized to do so by Church management. If a non-exempt employee is required to work through a meal break, he or she will be paid for the time period worked. It is important that employees return to work on time at the end of the meal period.

Lactation Breaks

The Church will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child for up to one year following the child's birth as required by law. If possible, the break time should be taken concurrently with other break periods already provided. Break time given for this purpose that does not run concurrently with other break periods already provided will be unpaid. Employees should clock out for time taken for 30 minutes or more that does not run concurrently with normally scheduled break periods.

The Church will make every reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, where the employee may express milk in private. Speak with your manager should arrangements for refrigeration of expressed milk be required.

Employees needing to express milk during the workday should notify their immediate manager so that appropriate accommodations can be made to meet the needs of the employee and the Church.

Time Records

All non-exempt employees are required to complete accurate weekly time reports showing all time actually worked. Time worked is all the time actually spent on the job performing assigned duties. These records are required by applicable federal and state law and are used to calculate regular and overtime pay. Every non-exempt employee is required to enter all hours worked accurately, including all lunch breaks and rest periods of more than 20 minutes. At the end of each week, the employee and his or her manager must approve the time record attesting to its correctness before forwarding it to Human Resources/Payroll. Employees are required to notify the Church of any pay discrepancies, unrecorded or mis-recorded work hours, or any other discrepancies in time records.

Employees are strictly prohibited from entering in the time records of another employees' time, regardless of whether the other employee gave permission to do so. Violation of this policy may result in corrective action, up to and including termination of employment.

Non-Exempt Status

Non-exempt employees under the Federal Wage and Hour Law are expected to confine their work to the assigned normal workday and work week unless overtime is authorized in advance by their manager, as specified above. Non-exempt employees are prohibited from engaging in any off-the-clock work, which includes checking and responding to Church emails, text messages, and phone calls during off-the-clock hours.

Non-exempt employees will receive overtime pay for all hours worked in excess of forty (40) per week. Employees in certain states with different wage and hour laws may be treated differently in accordance with the law of that state. While an employee is entitled to be paid for all hours actually worked, including any overtime hours, the Church retains the right to assign working hours to all employees.

Overtime

Employees may be expected to work overtime in case of emergency or when necessary to meet the needs of the Church. Management must authorize overtime work in advance. Non-exempt employees will be paid the greater of one and one half (1.5) times their regular rate of pay, or the then existing lawfully required formula for overtime pay, whichever is greater, for approved overtime hours worked in excess of forty (40) hours per work week. Paid leave, such as holiday, PTO, and jury duty are not hours actually "worked" and therefore are not considered as hours counted toward overtime.

Non-Exempt Payroll Deductions

Under state and federal law, your pay is subject to certain deductions or withholdings including but not limited to state, federal and/or local taxes. Your pay may also be reduced for certain types of deductions including your portion of health insurance premiums along with any and all other deductions as allowable by state and federal law.

Exempt Status

The hours worked by exempt employees are often irregular and may begin and end beyond the normal workday. Exempt employees are exempt from the overtime provisions of the Federal Wage and Hour Law and are not eligible to receive overtime pay. 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.

Exempt Employee Payroll Deductions

The Church complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and makes deductions for exempt employees as permissible by the FLSA.

Permitted deductions. The FLSA limits the types of deductions from pay of exempt employees. Deductions that are permitted include:

- Absences from work for one or more full days for personal reasons other than sickness or disability;
- Absences from work for one or more full days due to sickness or disability;
- To offset amounts employees receive as jury or witness fees, or for temporary military duty pay;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace infractions;
- In the employee's initial or terminal week of employment if the employee does not work the full week, or
- For unpaid leave taken by the employee under the Federal Family and Medical Leave Act.

An exempt employee's salary may also be reduced for certain types of deductions such as the employee's portion of health, dental, or other insurance premiums; state, federal, or local taxes, social security or voluntary contributions to a retirement and savings plan, as well as other government required deductions.

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 Human Resources/Payroll. The report will be promptly investigated, and the Church will reimburse the employee for any improper deductions identified in the investigation.

Pay Period and Payment Date

The pay period is:

- Biweekly – the payroll week runs *Monday through Sunday*, with payday being every other *Friday*;

If pay day falls on a federal holiday, employees will receive their paycheck on the preceding workday.

Direct Deposit

Employees may participate in electronic funds transfer, known as direct deposit, by completing the Direct Deposit authorization form. Direct deposit payments can be deposited into a checking, debit, or savings account of the individual's choice, at any U.S. financial institution. Employees are solely responsible for notifying Human Resources/Payroll of any changes in their banking information, such as account number changes, closed accounts, or bank routing number changes one week prior to payroll processing.

Upon termination, a live check may be issued as final payment to the employee in place of direct deposit (at the Church's sole discretion).

Garnishment of Employee Wages

Garnishments are directives either from a court or a governmental agency with proper authority that require an employer to withhold a sum of money from an employee's wages for payment of an obligation potentially owed by the employee to a third party. Applicable law requires the Church to honor garnishments of employee wages (including child support) as a court or other legal judgment or directive may require. The law also provides for an administrative fee to be charged when a garnishment occurs. If an employee is aware that he or she is potentially subject to any kind of garnishment judgment or directive, he or she should make this known promptly to the Church so any disruptions to processing of wages can be minimized to the extent possible.

Error in Pay

The Church takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on scheduled paydays. In the unlikely event that an error does occur, the employee should immediately notify Payroll/Human Resources. The Church will take necessary steps to research the problem and to ensure that any necessary correction is made properly and promptly on the employee's next paycheck. Failure to immediately notify the Church about a paycheck discrepancy could subject the employee to civil and criminal penalties, including prosecution for wage theft.

Section 4: Workplace Policies & Regulations

Workplace Safety

The Church is committed to providing safe working conditions for all employees, to provide complete instructions covering safe working methods, and to make available special equipment required to protect employees against particular hazards.

It is management's responsibility to see that every employee is provided with safe working conditions, all safety regulations are observed, and employees use good common sense to protect themselves as well as others. Management will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is YOU. It is your responsibility to abide by the safety rules – these rules are made for your protection. Report all accidents, injuries, and illnesses to your manager, regardless of how minor they may seem. Report all dangerous conditions and practices to Human Resources.

Employees who violate Church safety rules may be subject to corrective action, up to and including termination.

General Safety Rules

Injuries – Report all injuries to your manager immediately, no matter how slight. The requirement to report injuries applies whether it is you or a co-worker that is injured.

Housekeeping – Good housekeeping is the foundation of a safe workplace. Please keep all work areas, equipment and tools neat, clean, and organized. Please return any items used or otherwise moved back to being stored safely after use.

Unsafe Conditions & Work Practices – Report all unsafe acts or conditions to your manager immediately.

First Aid – First aid kits are located in designated areas. If you are unfamiliar with the location, please ask a manager.

Visitors – No unauthorized visitors are allowed in the facility. All visitors must check in at the reception area to be escorted by authorized personnel at all times.

Safety signs & Posters – Signs and posters are for your information and protection and must be followed.

Fire Exits – Fire exits must be kept unobstructed at all times. Be familiar with the locations of fire alarms, exits and the evacuation plan.

In addition to the above general safety rules, additional rules may be in place for your position. These accident prevention rules should be reviewed regularly, and revisions made as required.

Employee Responsibilities

Every employee has a duty to assure a safe working environment for themselves, fellow employees and covenant partners of the Church. Employee safety responsibilities include:

- Perform duties according to established safe operating procedures.

- Recognize hazards on the job and take steps to ensure the employee's safety, as well as the safety of others.
- Become familiar and abide by the safety rules, and local work rules.
- Report all unsafe conditions to the appropriate manager.
- Follow the instructions of managers and/or work guidelines to ensure the safe performance of a given task.
- Report all injuries, regardless of severity, to the immediate manager promptly and accurately and cooperate with any investigation to determine cause and future preventative measures. Should an employee experience an injury or illness that appears over time, it should be reported as soon as practicable.
- Use all required personal protective equipment and maintain this equipment in a satisfactory manner.
- Help maintain good housekeeping standards.

Reporting Injuries and Accidents

All employees have a right to report work-related injuries free from retaliation.

The Church will provide the proper forms for reporting job-related accidents, injuries, and illnesses. Any employee failing to report these occurrences is subject to corrective action, up to and including termination of employment.

In the event of a vehicular accident involving a Church -owned vehicle or while on Church business, employees are to report all information immediately to the employee's manager and/or Human Resources. In no instance should an employee express responsibility for an accident to anyone until the employee has notified the proper person in the Church and the employee has obtained permission to make statements expressing responsibility for an accident.

Emergency Action Plan

The following procedures should be followed in the event of a fire or other emergency situation:

- Notify the police and/or fire department immediately by dialing 911.
- In the event of a fire, all employees and covenant partners will be notified as soon as possible using the building alarm system.
- Evacuate the location.
    - Employees and covenant partners must leave the facility at once using the nearest fire exit. Management is in charge and should direct everyone to these exits.
    - Managers should remain in the location (if reasonable) until they are certain the building is completely evacuated.
    - All employees should report to the designated meeting area so they can be accounted for by management.
    - Once outside, do not re-enter until the building has been declared safe by the fire department.
- Under no circumstance should an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor attempt to enter a burning building to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so.

Human Resources maintains a separate written Emergency Action Plan which communicates policies and procedures to follow in an emergency situation. This plan is available upon request.

Drug-Free and Alcohol-Free Workplace

It is the policy of the Church to maintain an environment that is safe and productive for all employees. The unlawful use, possession, purchase, sale, distribution, or solicitation for sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription, on Church or customer premises or while performing an assignment is strictly prohibited. The Church also explicitly prohibits being impaired or under the influence of legal or illegal drugs or

alcohol, whether on Church or customer premises, if such impairment or influence adversely affects the employee's work performance, safety of the employee or of others, or puts the Church's reputation at risk.

Work Time – Any on-duty employee with a detectable level of alcohol, drugs, or controlled substances will be prohibited from performing regularly assigned daily services for the Church and will not be permitted to remain at work. The employee will only be permitted to come back onto Church premises with the express authorization of the Church.

Testing – To ensure compliance with this policy, the Church, when circumstances warrant and at its discretion, may require testing for the following situations:

- **Pre-employment** – as required by the Church for all prospective employees who receive a conditional offer of employment
- **For cause** – upon reasonable, objective suspicion by the employee's manager or Church management that the employee is under the influence of drugs or alcohol in violation of this policy.
- **Post-accident investigation** – to evaluate the root cause of a workplace incident that harmed or could have harmed employees, if timely testing could reasonably support such investigation. All employees whose conduct could have contributed to the incident, not just employees who reported injuries or incidents, will be tested.
- **Random** – as authorized or required by federal or state law
- **Per client requirement** – as authorized or required by federal or state law

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination or rescinding of offer. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to corrective action, up to and including termination.

Occupational Safety and Health Administration (OSHA) requires employees to report workplace injuries and illnesses and prohibits retaliation against employees who do so. Post-accident drug testing will not be used as retaliation against an employee who reports a workplace injury or illness.

Prescription Drugs – To ensure the safety of everyone in the workplace, it may sometimes be necessary for the Church to inquire about an employee's medical prescription, if the Church has a reasonable belief that the employee won't be able to perform the essential job duties or because the employee will pose a direct safety threat due to prescription drug usage. In certain circumstances, employees may be reassigned or restricted from performing certain tasks if such influence from prescription drugs impair or adversely affects the employee's work performance or the safety of the employee or others. The Church will make reasonable efforts to accommodate employees who must take prescription medication to the extent that safety will not be jeopardized.

Corrective Action – As indicated above, Employees who violate this policy will be subject to corrective action up to and including termination of employment. These violations include but are not limited to:

1. Any prohibited incident defined in the preceding paragraphs of the Drug-Free and Alcohol-Free Workplace policy.
2. Refusal to take any drug or alcohol test.
3. Testing positive on a drug or alcohol test for drugs that are illegal under both state and/or federal law.
4. Excessive or dangerous consumption of alcohol at Church or customer-sponsored events.
5. Driving Church vehicles while under the influence of alcohol or drugs.

Zero Tolerance for Workplace Violence

The Church is committed to providing a safe, violence-free workplace for our employees. The Church has a zero-tolerance policy regarding workplace violence and will not tolerate acts of threats of violence, harassment, intimidation

and/or other disruptive behavior, whether physical or verbal, that occurs in the workplace, at Church functions, or on customer premises. This policy applies to management, co-workers, employees, and other non-employees such as contractors, covenant partners, and visitors.

Workplace violence may include physical violence or oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm damage to person or property, or any other threatening behavior. Examples include, but are not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Church property or while performing Church business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Employees must report to their manager or Human Resources any behavior that compromises the Church 's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, unless disclosure is otherwise required by law. Employees are expected to cooperate in any investigation of workplace violence. No employee will be subject to retaliation, intimidation, or corrective action 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 may 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 corrective action up to and including termination.

Possession of Weapons and Firearms

Employees are not permitted to carry (either openly or in a concealed manner) any firearms while on the Church's premises, while at client work locations on Church business, while in Church vehicles, or while acting as a Church representative at any work-related activities, meeting, or functions. This prohibition against the possession or carrying of firearms applies even if the employee is licensed to carry a concealed handgun or to openly carry a handgun.

This policy precludes weapons including, but not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons, martial arts paraphernalia, stun guns, and tear gas.

Firearms/weapons are permitted to be stored in an employee's locked personal vehicle, when such storage is in compliance with local, state, and federal regulations. Possession of firearms/weapons may be prohibited at client sites.

This policy is intended to comply with all applicable state laws concerning employee rights to possess and carry firearms and shall be interpreted and enforced accordingly. Questions regarding whether an item is covered by this policy should be directed to a member of management.

Any employee violating this policy is subject to corrective action up to and including immediate termination.

Active Shooter Policy

The Church is committed to the safety and security of each employee. Our goal is to educate and prepare our employees for Active Shooter situations. An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people on the Church's premises.

Preventing an Active Shooter situation

Active Shooter situations are unpredictable and evolve quickly. In most cases, people do not just "snap." Please be familiar with the below warning signs.

Warning signs:

- Explosive outbursts of anger or rage or other inappropriate responses to minor disturbances or situations
- Suicidal behavior/comments, including comments about "putting things in order"
- Behavior which is suspect of paranoia (e.g., "everybody is against me")
- Talk of previous incidents of violence, potentially bragging or reveling about such incidents
- Empathy with individuals committing violence or engaging in active shooter scenarios
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes,
- Escalation of domestic problems into the workplace
- Above all, a potentially violent person usually talks about their intentions. They may draw doodles of a violent situation, share a "dream" they had about doing harm to others, update social media statuses with such intentions, etc.

If you observe someone who you believe exhibits these signs (covenant partners, building tenet, employee, etc.), notify Human Resources and/or any security personnel immediately. Human Resources will investigate further and determine what action, if any, is to be taken.

Reporting such a concern to Human Resources will be kept confidential to the full extent possible. Do not try to "protect" an individual by not reporting these signs as you may be putting yourself or someone else in danger. Even if you only observe a few of these signs, but "something just doesn't seem right" and you feel uncomfortable, speak with Human Resources. You will never face corrective action or retaliation for reporting an observation of these indicators in good faith.

If you are experiencing personal difficulties, you can reach out to Human Resources regarding the Employee Assistance Program (EAP) benefit the Church provides. Discussions with the EAP regarding such difficulties will be kept confidential.

Take Action!

The first employee to identify an active shooter situation should **immediately call 911**. Provide the dispatcher with all available information requested including:

1. Physical description and possible location of the active shooter(s).
2. Number of shooters, if more than one.
3. Number and type of weapons held by the shooter(s).
4. Suspect's direction of travel
5. Location and condition of any victims

Incident Recovery and Response

After the Active Shooter has been neutralized and is no longer a threat, Human Resources and/or leadership will begin the post-event assessments and activities.

If you have any questions regarding the Active Shooter Policy, please reach out to Human Resources.

Policy Against Workplace Harassment and Discrimination

The Church has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment or discrimination based upon an individual's sex, gender, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, gender identity or any other status protected by federal, state, or local laws. All forms of harassment or discrimination of, or by, employees, vendors, visitors, covenant partners, and clients are strictly prohibited and will not be tolerated.

Policy Against Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or as the basis for employment decisions affecting such individual; 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.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- unwelcome requests for sexual favors;
- lewd or derogatory comments or jokes;
- comments regarding sexual behavior or the body of another employee;
- sexual innuendo and other vocal activity such as catcalls or whistles;
- obscene letters, notes, emails, text messages, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual natures;
- repeated requests for dates after being informed that interest is unwelcome;
- retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the Church or any government agency;
- offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- any unwanted physical touching or assaults or blocking or impeding movements.

Reporting Discrimination and Harassment

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their manager, Human Resources, or other leadership at the Church.

The Church will promptly investigate any claim and take immediate and appropriate corrective action where the Church finds that a claim has merit. Corrective action may include, but is not limited to, verbal or written warnings, adverse performance evaluations, training, reprimand, transfer, suspension, demotion, and discharge. Serious incidents may result in the immediate dismissal of the violator. Additionally, this individual may also be named individually as a defendant in an employee's sexual harassment complaint and may be held personally liable for damages. This also applies to all supervisors, managers, human resources professionals, and third parties as it relates to being aware or knowledgeable of the incident and failing to report it or failing to take appropriate corrective action. As necessary, the Church may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped.

Anti-Retaliation Policy

The Church strictly prohibits any form of retaliation against an employee who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he

or she reasonably believes to be in violation of the Church's policies or applicable laws. This policy is designed to ensure that all employees feel comfortable speaking up when they see or suspect illegal or unethical conduct without fear of retaliation. Additionally, any employee who knowingly makes a false allegation, provides false or misleading information in the course of an investigation, or otherwise acts in bad faith also violates this policy. Retaliatory conduct directed at you or a co-worker must be reported immediately to Human Resources. Retaliatory acts will lead to corrective action up to and including termination of employment.

Workplace Searches

The Church reserves the right to conduct searches to monitor compliance with the rules concerning safety of employees, security of Church and individual property, and drugs and alcohol policy.

There is no general or specific expectation of privacy, including privacy regarding computer usage, while on Church premises. Unless otherwise prohibited by state law, the Church reserves the right to conduct searches and inspections of employees, their work areas, lockers, desks, motor vehicles, personal effects, (such as purses, packages and electronic devices of any kind) and other items, which are brought onto Church property (including parking lots) and/or used in the conduct of Church business. Such searches and inspections may be conducted at the sole discretion of the Church from time to time without prior announcement.

By entering onto Church property or conducting Church business, employees consent to such searches and inspections. A search of an employee and his or her clothing will be conducted by a person of the same gender with an appropriate Church witness. Employees who refuse to cooperate with or submit to a search or inspection of themselves, their work areas, motor vehicles, lockers, desks, or personal effects, or who are found in possession of controlled items such as alcoholic beverages, drugs not properly authorized to that person, drug paraphernalia, weapons, or other items prohibited by law or Church policy will be subject to discipline, up to and including termination of employment.

Confidentiality of Medical Information

The Church strives to protect the privacy of its employees' medical information to the greatest possible extent. Any medical information concerning employees will be maintained in separate, confidential medical files apart from regular employee records. Only authorized employees may have access to such files.

"Medical information" is any information, data, or documentation relating to an employee's mental or physical condition. The term includes, but is not limited to, oral, written, or digital information concerning an employee's mental or physical condition; medical records; dental records; disability records; workers' compensation records; medical leave records; genetic information; health insurance information; and/or information concerning visits or payments to any health care professional, hospital, emergency room, or other type of short- or long-term health care facility.

Employees are hereby notified that medical information concerning employees is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances, unless an employee needs to do so in order to carry out his or her job duties, or unless the person discussing the information is talking or otherwise communicating with the subject of the information at that person's invitation. If an employee is concerned about a possible medical condition on the part of a coworker, the employee must not discuss such concern with anyone other than Human Resources.

Any employee who is found to have discussed medical information about another employee with anyone else in violation of this policy, or who is found to have released such information without authorization, will be subject to corrective action, up to and including immediate termination. In addition, state and federal laws may subject such an employee to both civil and criminal action in a court of law.

Corrective Action

The Church expects an employee's performance and conduct to contribute to the achievement of the organization's goals and objectives. When an employee's performance or conduct is unsatisfactory, we believe it is important to correct these problems before they become so serious that termination is unavoidable. Therefore, to the extent possible and when applicable, the Church will make efforts to use performance development steps as well as progressive corrective action to address performance and/or conduct issues.

Both performance development plans and corrective action are intended to bring about positive changes that allow employees to move forward with their careers. The level of corrective action varies depending on the circumstances of the infraction. Performance development plans and corrective actions can include several steps such as coaching, counseling, or documented warnings. Corrective actions may include warnings, reprimand, demotion, transfer, re-assignment and/or leave without pay. In some cases, suspension of an employee with or without pay may be necessary to complete a fair and thorough investigation or to determine the appropriate corrective action. In serious situations, immediate termination may be warranted without the implementation of a progressive corrective action procedure.

The following actions are examples of misconduct that will result in an employee's being subject to corrective action up to and including termination of employment. Repetition of any of these offenses may result in immediate termination in the sole discretion of the Church. This list provides examples but does not limit the types of performance or behavior that is unacceptable:

1. Refusal to follow professional development plan – the employee's work does not meet Church standards for quantity or quality of production, and the employee has been placed on a professional development plan but has refused to comply with the directives for improvement.
2. Unacceptable conduct – conduct that is rude, unprofessional, disruptive, or argumentative.
3. Minor or unintentional violation of safety policy and/or procedures.
4. Failure to report an absence in a reasonable time prior to scheduled work time.
5. Repeated and/or excessive tardiness or absenteeism.
6. Working overtime hours that are unauthorized by a manager.
7. Removing Church equipment from Church property.
8. Soliciting or disrupting other employees, guests, or vendors during working hours.
9. Involving a Church vehicle in a minor traffic violation or accident where the employee is found to be at fault.
10. Gambling, in any form, on Church premises.
11. Frequent or excessive time away from your work area or work assignment.
12. Excessive or distracting personal telephone calls while at work.
13. Violations of other Church policy or procedures listed in this handbook.

The following actions are examples of cause for immediate termination of employment, with or without warning or notice. This list provides examples but does not limit the types of performance or misconduct that is unacceptable:

1. Falsifying time sheets, Church records, or responses to requests for information from Church officials.
2. Leaving Church premises during working hours without permission of your manager.
3. Defacing or abusing Church property or equipment.
4. Fighting on Church premises.
5. Sleeping while on duty.
6. Insubordination or refusing to follow instructions issued by management.
7. Committing acts of dishonesty towards the Church, its covenant partners, other Employees, organizations servicing the Church or committing other acts which tend to bring the Church into disrepute.
8. Behavior that damages business relationships.
9. Theft from a co-worker, guest, or the Church.
10. Major violation of safety policy and/or procedure.
11. Failing to follow Church procedures.

12. Violating any Church policy.
13. Involving a Church vehicle in any major traffic violation or accident where the Employee is found to be at fault.
14. Participation (either directly or indirectly) in a business enterprise in competition with the Church's business interests.
15. Behavior that is in violation of the Church's Drug-Free and Alcohol-Free Policy.
16. Any harassing, threatening, or intimidating actions or behaviors.

Employees are put on notice that any attempt at progressive corrective action is not intended to, and does not, change the "at-will" status of Church employees. Further, the existence or implementation of a performance development plan does not waive or limit the Church's right to discipline or terminate an employee without any prior warning or procedure. To ensure compliance with existing law and as business necessity dictates, the Church retains the right to revise its policies and procedures at any time, with or without notice to employees.

Section 5: Church Rules & Expectations

Attendance

You are important to the effective operation of this business. When you are not here at expected times or on expected days, someone else must do your job or delay doing his/her own job while waiting for you to arrive. If you work with covenant partners or vendors, they may grow frustrated if they can't reach you during your scheduled work times.

As a result, we expect you to keep regular attendance and to arrive on time, ready to work, every day that you are scheduled to work. The Church understands that events may happen that prevent you from showing up to work on time. If you are not able to report to work as expected, you must contact your manager at least thirty (30) minutes before your designated start time for that workday. If your immediate manager is not available, you must contact Human Resources.

If any employee is unable to reach a supervisor by phone, the employee should leave a voicemail or email indicating the reason for absence or tardiness and the approximate time or day the employee expects to return to work. It is the employee's ultimate responsibility to provide notice of absence or tardiness. Do not rely solely on voicemail as sufficient notice. Notice is sufficient only when your supervisor or HR affirmatively acknowledges receipt of your absence/tardiness.

Failure or refusal to notify your manager or Human Resources of your inability to work as scheduled will be considered a no call/no show and may subject you to corrective action, up to and including termination of employment. When you are a no call/no show for three (3) consecutive days, you will be treated as having abandoned your job and will therefore be considered to have voluntarily resigned.

The Church reserves the right to request a return to work release where an absence extends beyond three (3) consecutive working days due to a non-job-related illness. If the Church is aware of an injury, regardless of whether it is job-related or not, it may require a work release before allowing the employee to resume working.

Excessive absenteeism or tardiness or other violation of this policy may result in corrective action, up to and including termination of employment.

Personal Appearance/Clothing

Every employee of the Church contributes to the Church 's overall public image during working hours. Each employee is expected to dress in a manner that is professional, appropriate, and consistent with good hygiene, safety, and good taste. The Church will make every effort to reasonably accommodate an employee's special dress or grooming needs that are the result of religion, ethnicity, race, or disability.

Professionalism

Employees who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward covenant partners and vendors will influence whether those relationships are successful for our Church. Because your conduct affects many more people than just yourself, we expect you to act in a professional and courteous manner toward coworkers, covenant partners, vendors, and any member of the public while representing the Church or conducting Church business. Although it is impossible to give an exhaustive list of everything that is considered unprofessional behavior, it does include the following:

- coarse, vulgar, or profane language

- rude, negative, disrespectful, or disparaging behavior
- inappropriate/offensive jokes or comments
- conduct or behavior that damages the reputation of the Church or its management

Unprofessional behavior will not be tolerated. Failure to uphold the professional standards of the Church may result in corrective action, up to and including termination of employment.

The Standard for Staff Relationships

The interactions of staff will reflect the biblical principles of Christian community, particularly those principles that shape our attitudes, actions, and speech. Staff will not only refrain from doing harm to one another in any form but will seek to build up one another so that we might all be successful in serving Christ through this setting. Consider the following words from Romans 12:9-21:

Let love be genuine; hate what is evil, hold fast to what is good; love one another with mutual affection; outdo one another in showing honor. Do not lag in zeal, be ardent in spirit, serve the Lord. Rejoice in hope, be patient in suffering, persevere in prayer. Contribute to the needs of the saints; extend hospitality to strangers.

Bless those who persecute you; bless and do not curse them. Rejoice with those who rejoice, weep with those who weep. Live in harmony with one another; do not be haughty but associate with the lowly; do not claim to be wiser than you are. Do not repay anyone evil for evil but take thought for what is noble in the sight of all. If it is possible, so far as it depends on you, live peaceably with all. Beloved, never avenge yourselves, but leave room for the wrath of God; for it is written, "Vengeance is mine, I will repay, says the Lord." No, "if your enemies are hungry, feed them; if they are thirsty, give them something to drink; for by doing this you will heap burning coals on their heads." Do not be overcome by evil but overcome evil with good.

Relatives and Personal Relationships

The Church wants to ensure that corporate practices do not create situations such as conflicts of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion and transfer.

Close relatives, domestic partners, or those in a dating relationship are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: spouses, children, siblings, parents, grandparents, aunts, uncles, in-laws, step relatives and cousins. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Individuals will not be hired or promoted into a position that would create a conflict in the Church's policy. If employees begin a dating relationship or become relatives, partners, or members of the same household, and one party is in a management position, that person is required to inform Human Resources of the relationship. The Church will attempt to reassign one of the employees to another position. If no such position is available, termination of one of the employees may be necessary.

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 no direct reporting relationship or authority is involved. In these situations, the Church will attempt to reassign one of the employees.

Any exceptions to this policy must be approved by the Department Director and Human Resources. Written justification for the exception must be submitted to Human Resources prior to any employment decisions.

Smoke-Free Workplace

Smoking is not allowed in any Church building or work areas at any time. Smoking includes the use of any tobacco products, electronic smoking devices, or e-cigarettes containing nicotine cartridges.

Personal Belongings

The Church recognizes an employee's desire to display mementos pertaining to his/her family or other personal items. While the Church can take no responsibility for the safekeeping of these items, it welcomes employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- Safety comes first – No object can interfere with job safety as viewed by Church management.
- Nothing can be displayed that (in the opinion of management) is derogatory to any person or system of beliefs.
- Objects (in the opinion of management) that are inappropriate or hinder work efforts will not be allowed and must be removed upon request.

Parking

An adequate parking area is provided for employees. Employees may park in any space within the designated area that is not marked reserved. Employees are expected to cooperate by not blocking any gate, door, driveway, or the dock of the shipping and receiving area. The Church assumes no responsibility for an employee's vehicle or its contents while on Church property.

Severe Weather Conditions

It is the policy of the Church to remain open during most periods of inclement weather. However, where extraordinary circumstances warrant, the Church reserves the right to close the facility. Such closures will be communicated to all employees.

Open Facility

If management does not elect to close the facility due to inclement weather conditions, then employees are required to report to work as normal, but only if conditions are safe to do so. If an employee elects not to report to work while the facility is open, regardless of the reason, then the employee must utilize available paid time off. If the employee does not have sufficient paid time off, then the absence may be considered an excused, unpaid absence which will be determined at the sole discretion of management. Employees who do not report to work should inform their manager as soon as practicable before the start of their scheduled start time.

Closed Facility

If management elects to close the facility due to inclement weather, then all employees will receive their normal rate of pay for the day(s) that the facility is closed. Employees classified as exempt will receive regular pay and employees classified as nonexempt will receive an amount equivalent to seven (7) hours of base pay for the day. Part-time employees will be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

Employees who regularly work from home or who are able to work from home should continue to do so and will be paid as expected.

Absences from work due to inclement weather will not be counted as hours worked when computing weekly overtime.

Questions regarding hours of work during severe weather conditions should be directed to Human Resources.

Personal Communication Devices

The Church recognizes that cell phones and personal communications devices have become valuable tools in managing our professional and personal lives. However, use of these devices in the workplace can raise a number of issues involving safety, security, and privacy. Therefore, the Church has adopted the following rules regarding the use of personal communication devices in the workplace during working hours:

- Except in cases of emergency, employees should conduct personal business during lunch breaks and other rest periods. This includes the use of personal communications devices (including cell phones) for personal business (including personal phone conversations and text messages, personal e-mails, and use of the Internet for personal reasons). Employees should be considerate of their co-workers and keep ring tones and alerts on vibrate or silent while at work. Phone calls made during an employee's lunch break or rest period should be made away from the employee's desk or workstation so as not to disturb co-workers. Minimal or incidental use is permitted (e.g., child confirming safe arrival at home after school).
- Due to the potential for issues such as invasion of privacy (employee and covenant partner), sexual or other harassment, protection of proprietary information and confidential documents, employees may not take, distribute, or post pictures, videos, or audio recordings while on working time. Employees also may not take pictures or make recordings of work areas. An exception to the rule concerning pictures and recordings of work areas would be to engage in concerted activities protected by the National Labor Relations Act.
- Camera phones and other devices with photographic or recording capabilities are strictly prohibited from being utilized to capture or record another individual in the restroom or other private areas in the workplace.
- Making discriminatory or harassing comments to co-workers via any electronic means of communication is prohibited. This includes offensive messages, photos, or images that are sexual in nature or that are considered offensive to a person.

Violation of this policy may result in corrective action, up to and including termination of employment.

Cell Phone Safety

The use of cell phones and other hand-held electronic devices interferes with safe performance of driving tasks. It is strict Church policy that no employee may use a cell phone or other electronic device (including personal digital assistants, smart phones, tablets, or laptops) while operating a motor vehicle for work, except when using a hands-free device. Should an employee need to make a business call or otherwise use an electronic device while driving and does not have the use of a hands-free option, he or she should pull off the road and locate a lawfully designated parking area to make the call or utilize the device from this safe location. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs. This includes employees who travel frequently and those who may drive incidentally. Texting and emailing while driving is strictly prohibited in all circumstances.

Employees who drive on Church business (using a Church vehicle or not) must also abide by all state or local laws prohibiting or limiting cell phones and other mobile devices use while driving. An employee who receives a traffic citation or is involved in an incident related to cell phone or electronic device use while operating a motor vehicle must report it to his or her manager immediately or as soon as possible. An employee who is convicted of a traffic violation resulting from using a personal or work-issued cell phone or electronic device while operating a motor vehicle must report the conviction to his or her manager immediately and will be responsible for all penalties that result from such action.

Safety Equipment

Employees will be provided with safety equipment if it is a requirement for a particular job. This equipment is the responsibility of the employee and replaced at the employee's expense if lost, damaged or stolen. Replacements will be provided if the equipment is shown to be defective through no fault of the Employee.

Care of Equipment and Facilities

The Church will furnish all necessary tools and equipment to complete job assignments. Employees are expected to demonstrate the proper care and safe use of Church-owned equipment and facilities. Good housekeeping is expected of every employee. Each employee is reminded that all items purchased by the Church are the property of the Church and may not remove Church property from the premises without prior and proper authorization of management. If an employee loses, breaks, or damages any property, the employee is required to report it immediately to their manager. Damage to or defacing of any equipment or property may subject the employee to corrective action up to and including termination.

Computers, Internet, Email and Other Resources

To maximize the benefits of Church computer resources and minimize potential liability, employees are obligated to use computer and electronic resources responsibly, professionally, ethically, and lawfully.

Employees will be given access to the Church's computer network to assist in performing their duties. Employees have no right of privacy when using the Church's computer system, and anything that employees create, store, send or receive is subject to Church review without notice to employees. This means the Church may review any material created, stored, sent, or received on its network, via the Internet or any other computer network. The computer system belongs to the Church and can be used only for business purposes.

Among the prohibited uses of Church computer resources are the following activities:

- Sending, receiving, downloading, displaying, printing or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially discriminatory, defamatory, or otherwise unlawful.
- Disseminating or storing commercial or personal advertisements, solicitation promotions, destructive programs (viruses, worms, self-replicating code, etc.), political information or any other unauthorized material.
- Misusing computer resources by, among other things, sending mass mailing or chain letters, spending excessive amounts of time on the Internet, playing games, gambling, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.
- Copying or distributing any materials that are the Church's proprietary material, without express written consent from the Church.
- Downloading, using, or copying software in violation of a license agreement or copyright.
- Engaging in any conduct that violates any state, federal or international law.
- Intentionally damaging computers and/or computer accessories.

Employees who become aware of another employee using computer resources for any of the above activities or any other activities that are not business-related or authorized, they are obligated to report such an incident immediately to a manager.

Violations of this policy will be taken seriously and may result in corrective action including possible termination of employment, as well as potential exposure to civil or criminal liability.

Please note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit an employee's rights under any applicable federal, state, or local laws, including his or her rights under the National Labor Relations Act to

engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

Social Media Use

The Church understands its employees may be using "social media" in a variety of ways and does not want to unnecessarily restrict the otherwise legitimate use of these networking tools. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for employee participation in social media. Social media, as used in this policy, includes but is not limited to communication or posting of information or content on the Internet via blogs, wiki's, Facebook, LinkedIn, Twitter, YouTube, Instagram, Flickr, Snapchat, TikTok, personal websites, and other similar and emerging social media tools.

Personal Use

The use of social media for personal use is strictly prohibited during working hours or on equipment provided by the Church unless it is work-related as authorized by your manager. Do not use Church email addresses to register on social networks, blogs, or other online platforms for personal use.

Guidelines for Social Media use

Although it is impossible to give an exhaustive list of every guideline for social media use, employees are expected to refrain from:

- Posting internal reports, policies, procedures or other internal business-related confidential communications or information.
- Posting discriminatory, harassing, or threating remarks, or similar inappropriate or unlawful conduct.
- Posting anything online using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or contents that disparage covenant partners, associates, suppliers, or that might otherwise constitute harassment or bullying.
- Posting anything online that may harm the reputation of the Church, a fellow associate, covenant partner, supplier, someone working on behalf of the Church, competitor, etc.
- Posting anything online that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.
- Making false or misleading statements about the Church's philosophy, products, services, opinions, internal operations, employee relationships or relationships with other organizations.
- Referring to or mention Church clients, partners, or covenant partners without their express written consent.
- Posting anything using Church names, logos, trademarks, or other images without the Church's written consent.

Employees who, during the course of their employment, utilize social media on behalf of the Church should speak to their manager regarding additional specific limitations and usage requirements.

Ultimately, you are solely responsible for what you post on the Internet. Before creating online content, consider the risks and rewards that are involved. Keep in mind that any online conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects covenant partners, suppliers, partners, etc. will be taken seriously and may result in corrective action up to and including termination.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act (NLRA) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Media Relations

The Church cooperates and generally provides a response to news media inquiries. The Director of Events and Media is the individual designated to speak on behalf of the Church. No one other than the Director of Events and Media or a designated spokesperson should represent the Church's position to the media.

All media inquiries, whether verbal or written, are to be directed to the Director of Events and Media. Any media contact not made initially through the Director of Events and Media should be immediately reported to this individual.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act (NLRA) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Solicitation and/or Distribution

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 during "Working Time" and in Working Areas. "Working Time" is defined as time during normal working hours in which an employee is not at a meal break, on break, or on the premises immediately before or after his or her shift. Working area includes all office areas other than break rooms, parking lots, or common areas shared by employees during nonworking hours.

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

Use of Church Name

Employees may not use the Church name in connection with personal activities, except as part of a biographical summary of work experience. If an employee intends to participate in meetings or publish materials in which the Church name will be used, then the employee's manager should be notified.

Use of Church Assets

All employees should regard the protection of Church funds, assets, and services as a vital responsibility. The improper handling of funds and assets is expressly forbidden. All funds and assets of the Church must be disclosed and recorded properly. Church assets include, but are not limited to, Church manuals, procedures, samples, forms, plans, covenant partner lists and files, software, and all other documents, writings, and copies used or relied upon in your employment. These materials are proprietary and must not be used for personal benefit or any other improper purpose. They must not be disclosed, sold, lent, given away, or otherwise disposed of, regardless of condition or the value in consideration thereof, except with proper authorization. Church assets must be returned upon request or upon termination of employment. As a general rule, employees should disclose or give to non-employees only information which is already available to the public.

Church Records

Each entry made in the Church's books, records, and accounts must properly and fairly reflect the transaction being recorded to the best of the knowledge, information, and belief of the employee making the entry.

Regardless of your position with the Church, you have direct or indirect access to our network, systems, and databases. All employees report Church information, and all are required to do it completely, correctly, and honestly.

Employee Files

The Church will maintain a paper/electronic confidential file on each employee. From time-to-time information will be added to this file regarding an individual's employment status with the Church. Employees are asked to promptly report any major change which may affect their employment benefits status to Human Resources. Important changes to report include but are not limited to, name, address, telephone number, e-mail address, marital status, dependent information, emergency contact information, beneficiary changes, authorized payroll deductions, additional education/special training courses, etc. Employee files are the property of the Church and will be treated the same as any other confidential Church information.

The following provisions apply with respect to the Church 's standards for establishing, maintaining, and handling employee files:

- All official records concerning an employee will be kept up to date insofar as possible, and all employees shall promptly report all pertinent personal information and data changes to Human Resources.
- Employees will be permitted to review their files so long as Human Resources approves the request and as permitted by applicable state and federal laws.
- Information regarding the medical condition or history of an employee will be maintained in a separate file with restricted access.
- Employee files will only be available to the employee, senior management, and the employee's immediate manager responsible for the employee. The only exception to this rule will be in a transfer situation where the new manager may be allowed to review the employee's file with the approval of Human Resources.

Any violation of this policy is a serious offense and may result in corrective action up to and including termination of employment.

Infectious Disease Guidelines

The Church is committed to providing a workplace free of health hazards and to protecting its employees from diseases that can easily spread in the workplace. Therefore, the Church will seek to provide reliable information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak. This policy is provided to assist with efforts to prevent and mitigate the spread of infectious diseases in the workplace. Unless otherwise noted, requirements set forth in this policy apply to all employees as well as visitors on Church premises. In the event of an infectious disease outbreak, the Church will enact appropriate guidance and procedures to enhance hygiene, reduce infection, and otherwise provide a safe environment for all employees. All employees and guests are expected to follow the requirements set out by the Church, as may be modified from time to time to meet applicable law and any evolving medical guidelines provided by health authorities.

Stay Home If Sick

It is critical that employees do not report to work while they are ill and/or experiencing symptoms of illness. If an employee is sick, they should stay home and notify their manager immediately. Many times, employees report to work even though they feel ill. Employees who report to work ill will be sent home in accordance with this policy and may be subject to corrective action, depending on the circumstances and consistent with applicable law.

The Church will strive to adhere to all guidelines provided by the Centers for Disease Control and Prevention (CDC) as well as other health authorities when responding to suspected and confirmed cases of an infectious disease in the workplace. All employees are required to comply with these guidelines and assist with their proper implementation.

Enhanced Hygiene

The best strategy for prevention is enhanced hygiene procedures, such as the following:

- Frequent hand washing with warm, soapy water for at least 20 seconds.
- Using alcohol-based hand sanitizer (with at least 60% alcohol) if soap and water are not available.
- Avoiding touching your eyes, nose, and mouth.
- Covering your mouth whenever you sneeze or cough, and discard used tissues in wastebaskets.
- Cleaning your work area regularly including any tools or office devices used throughout your day.

From time to time, the Church may further require that employees wear appropriate face coverings when in an area or performing an activity which will necessarily involve close contact or proximity to co-workers or the public.

The Church will endeavor to provide a clean workplace through the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.

Social Distancing

As an added precaution, the Church may, from time to time, require that employees exercise the following social distancing guidelines throughout the workday to minimize the spread among team members.

- Maintain six (6) feet of distance from others to the extent possible and avoid person-to-person contact such as shaking hands.
- Avoid meeting face-to-face by utilizing phones, online conferencing, e-mail, or instant messaging to conduct business whenever possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 6 feet from each other, if possible.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.
- Do not congregate in work rooms, breakrooms, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

Exposure, Infection, and Return to Work Procedures

The Church will consider guidance from federal, state, and local health authorities as well as civil authorities when determining the appropriate course of action for any employee who is infected or exposed to an infectious disease. Such course of action will incorporate appropriate requirements (e.g., masking, social distancing, or return-to-work requirements) which must be followed by any such employee.

From time to time, depending on current recommendations regarding public health, the Church may issue guidelines regarding travel for work or use of public transportation.

Employees with a confirmed infection will not be permitted on Church premises nor are such employees permitted to interact with other employees off-site until they are confirmed to be symptom free and no longer infectious to others, as consistent with then-existing Centers for Disease Control guidance. Employees who can work from home may do so with approval from their manager.

Suspected or confirmed exposure as well as confirmed infection of employees are not expected to result in total shut down of business operations. Employee safety and wellbeing will be given top priority, and management will endeavor to balance the concerns of employees with the needs of the business.

The Church will establish appropriate return to work procedures utilizing guidance from health authorities. At a minimum, employees must be symptom free and no longer infectious to others prior to returning to work.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In such event, we may request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances, which will include individuals within the Church with a business reason to know the information. This may also include certain managers, first aid staff members and safety personnel, as required by law.

Limiting Travel

During an outbreak, the Church will make every effort to limit and/or avoid scheduling any nonessential travel. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will only be authorized with management's approval.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance will be provided on a case-by-case basis. Contact human resources for more information.

Section 6: Benefits

Benefits Overview

The Church recognizes the value of benefits to employees and provides a comprehensive benefits program. The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to eligible employees. The terms of the benefit plans are subject to change at any time by the insurer(s) or the Church. Please refer to the Summary Plan Description for details or contact Human Resources.

In general, the Church provides the following health and welfare benefits:

- *Medical*
- *Dental*
- *Vision*
- *Short Term Disability*
- *Long Term Disability*
- *Life & AD&D Insurance*
- *403(b)(7) Retirement*
- *Employee Assistance Program*

Health and Welfare Plans

The Church provides a comprehensive health insurance program that covers full-time employees from the date of hire. Employees will be provided with an annual Summary of Benefits Overview. At that time, Important Notices about Group Health Plan Rights will also be made available to employees for that plan year. Coverage may not become effective until the employee has submitted an appropriate enrollment form. The Church presently pays a portion of the cost of premiums for health insurance coverage on employees. An employee who wants to include coverage on his or her eligible dependents (which may be at an additional cost to the employee) may do so by indicating this choice on the group insurance enrollment form.

As health care costs continue to rise, the Church will attempt to provide suitable health coverage to its employees at an affordable price. However, when necessary, the Church reserves the right to increase the employees' share of health insurance premiums.

Please refer to the appropriate plan description or Human Resources for more detailed information.

403(b)(7) Plan

The Church makes available a 403(b)(7) pension plan through Vanguard. After one year of employment the Church will contribute an amount equal to 10% of the employee's annual income to his/her 403(b)(7) plan for qualifying employees. However, an employee may elect to set up their plan from the first day of employment.

COBRA (Continuation of Group Health Insurance)

COBRA (Consolidated Omnibus Reconciliation Act of 1985) is a Federal Law which allows eligible employees and their dependents the option of continuing their group health insurance for a certain period of time in instances where coverage under the plan would otherwise end. Employees have a right to choose COBRA benefits when coverage is lost due to a reduction in work hours or termination of employment (other than for gross misconduct). Dependents

have a right to elect COBRA benefits when coverage is lost due to the employee's death, divorce or legal separation from the employee, or when a dependent child no longer meets the eligibility requirements for the plan. The employee or dependent is responsible for the cost of the entire premium for COBRA coverage plus a 2% administrative

COBRA notification, costs, application, and procedure information will be mailed to the employee when applicable. The employee must notify the Company or its agent or Plan Administrator of his or her intent to continue coverage within sixty (60) days of the occurrence of a qualifying event and must make a payment within forty-five (45) days of the election. Payments must then be made in accordance with the premium schedules in effect.

Employees may be entitled to continuation of group health coverage under applicable state law.

Vacation

The Church recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The Church provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year. Regular full-time employees become eligible for Vacation on the first day of employment.

Vacation allowance is based on the employee's position. All full-time employees are granted the minimum of 70 hours per year, which is equivalent to two weeks.

The employee's initial year of employment, 'Year 0', is prorated using the following schedule:

Month of Hire	Vacation Allowance
Hired between January and June	80 Hours
Hired between July and October	40 Hours

The Church deposits a lump sum of all Vacation days an employee is eligible for into an account every year on January 1st.

Years of Service as of Anniversary Date	Vacation Allowance
Less Than 5 Years	80 Hours
5 Years to Less Than 10 Years	120 Hours
10 Years to Less Than 15 Years	160 Hours
15+ Years	200 Hours

Changes in vacation allowance based on years of service will be awarded on January 1st following their anniversary. Employees are only able to earn vacation time during periods of active employment with the Church. Employees paid on a salary basis will have hours deducted based on a 40-hour work week.

Holiday within a Vacation Period

A holiday that falls during a vacation period will be treated as a holiday and not as a vacation day.

Vacation Scheduling

Vacations may be taken as weekly periods or as single days or half-days, with prior departmental approval. Employees should submit vacation requests to their managers at least two weeks in advance of the requested vacation date. In

general, vacation will be awarded on a first come, first served basis. Human Resources will work with the employee(s) and/or management to resolve Vacation issues if they arise to balance the needs of the employee with the needs of the business. The Church reserves the right to deny any employee request for Vacation, if it interferes with business needs. If the employee desires to take more than ten (10) eight (8) hour days of consecutive Vacation, prior approval must be granted by the employee's manager, as well as senior management.

Vacation Administration

Employees will be awarded vacation days at the beginning of the calendar year. Unused vacation time is not lost at the end of the calendar year and is available to employees, as needed in the year after it was awarded; however, the employee may only rollover a maximum of 35 hours of vacation per calendar year. The Church reserves the right to limit vacation accrual or impose "use it or lose it requirements."

Employees may not take an advance on their vacation (vacation time taken before it is awarded) unless there is prior written approval from the employee's manager and senior leadership. Any advances allowed will be deducted from future awarded vacation.

Upon termination of employment for any reason, employees are not entitled to payout of any awarded vacation.

Sick Days

The Church provides full-time employees with paid sick days. Employees become eligible for sick days on the first day of employment. This policy is coordinated with the Family and Medical Leave Act and State Disability Programs.

The employee's initial year of employment, 'Year 0', is prorated using the following schedule:

Month of Hire	Sick Day Allowance
January thru June	80 Hours
July thru October	40 Hours

Following the employee's initial year of employment, full-time employees will be awarded 80 hours of paid sick days per calendar year.

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.

Holiday within Sick Days

A holiday that falls during a sick period will be treated as a holiday and not as a sick day.

Sick Day Scheduling

If the need for sick leave is foreseeable, employees are required to give at least 30 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.

Sick Day Administration

Employees may carry 56 hours of accrued sick days over from one year to the next. The maximum accrual allowed for full-time employees is 126 hours.

If an employee misses three or more consecutive days because of illness, the 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.

Personal Days

The Church provides full-time employees with six paid personal days. Employees become eligible for personal days on the first day of hire.

Mission Trips

All mission trips requiring time out of the office, whether sponsored or unsponsored by FPC, must have supervisory approval prior to the trip. All approvals should be in writing and list the location and dates of the mission trip. If approval is not received prior to the departure date, the employee must utilize either their personal or vacation time.

Holidays

The Church normally recognizes the following nine (9) holidays; however, the Church may decide to be open for business on these holidays depending upon job and business requirements.

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Day after Christmas

Different holidays may be observed depending on local custom. In order to serve covenant partners some operations may remain open.

The following provisions apply with regard to holidays observed by the Church:

- Pay for holiday time will be at the employee's regular rate of pay.
- If a holiday falls on a Saturday or Sunday, its observance on Friday or Monday is at management's discretion.
- To be eligible for holiday pay, an employee must have completed their first 30 days of employment.
- An employee must also work the regularly scheduled workdays before and after a holiday to be eligible for holiday pay.

Civic Leave – Jury Duty

The Church supports employees in their civic duty to serve on a jury. Employees will be paid at their regular rate for up to three (3) days of jury service minus any compensation received from the court. Employees may use available paid leave (i.e., vacation or PTO) if required to serve more than three (3) days on a jury. Employees who have exhausted all their paid leave and who do not work a full workday, must take any additional days as unpaid. If an employee is summoned for jury duty, the employee should notify his or her manager as soon as possible to make scheduling arrangements.

The Church reserves the right to require employees to provide proof of jury duty service to the extent authorized by law. The Church will not retaliate against any employee who requests or takes leave in accordance with this policy.

Court Attendance and Witness Leave

The Church realizes that, on occasion, employees may be subpoenaed to appear in a civil, criminal, legislative, or administrative proceeding. In such cases, employees will be provided unpaid leave to attend. Employees should notify their managers as soon as possible to make scheduling arrangements and may opt to use personal days, vacation, and/or sick days in place of unpaid leave.

The Church reserves the right to require employees to provide proof of the need to leave to the extent authorized by law.

Voting Leave

The Church encourages its employees to vote in every election. Employees are asked to vote early or before/after normal working hours. However, employees registered to vote who have not voted under early voting procedures will be granted time off and applicable pay in accordance with state law.

Funeral (Bereavement) Leave

The Church will grant to employees, with notice provided to their manager, up to three (3) days off with pay in the event of an absence due to a death in their immediate family. Immediate family is defined to include an employee's parents, spouse, children, siblings, in-laws, grandparents, grandchildren, living companion, or people who in the sole discretion of management have served in such a capacity to an employee. An employee's failure to notify the Church before taking funeral leave will be considered job abandonment. Pay for bereavement leave is computed at the regular hourly rate to a maximum of eight (8) hours for one (1) day and will not be credited as time worked for the purpose of computing overtime. The Church reserves the right to request verification of the need for bereavement leave.

Domestic Violence Leave

The Church will grant up to 5 days of Domestic Violence Leave to employees who are victims of domestic violence, sexual assault, or stalking. Leave may also be granted to employees who need to care for family members who are victims of domestic violence, sexual assault, or stalking; who are defined as children, spouse, siblings, or grandparents. Employees should use the leave time to attempt to obtain any relief, such as a restraining order.

Employees must provide appropriate documentation and provide reasonable advance notice of the intent to take time off, unless the advance notice is not feasible.

Personal Leave of Absence

An employee may request a leave of absence without pay from the Church; however, no employee is guaranteed a leave of absence. Management's approval of a leave of absence request will be based upon business considerations and/or circumstances of the request.

In order to be eligible for a personal leave of absence, an employee must have been employed for at least six (6) consecutive months with the Church prior to the request for leave. To initiate a personal leave of absence of up to thirty (30) days, an employee must receive written approval from his or her immediate manager and the employee must provide, in writing, the intended duration of the leave.

During an approved Personal Leave of Absence, the majority of an employee's benefits will continue, and the Church will make the same contribution as for active employees. Prior to the first day of a Personal Leave, the employee must make arrangements with Human Resources to pay his or her contribution for medical, vision and dental coverage along with any other premiums for applicable benefits.

For personal leaves of absence, that is, those absences that are not covered by the Family and Medical Leave Act identified below, an employee's job or job status is not protected. The Church reserves the right to replace an employee who is on personal leave at any time, with or without notice, in order to accommodate business needs.

Employees are expected to return to work at the end of the personal leave period. If an employee elects not to return to work or fails to appear, the Church will accept this as the employee's resignation from the Church and his or her decision to terminate the employment relationship voluntarily. In such a situation, if an employee elects to return to work within six months of termination, he or she may apply for any available position. Additional questions should be directed to Human Resources.

FMLA (Family and Medical Leave Act)

The Church fully complies with the Family and Medical Leave Act of 1993 (FMLA) which provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent, who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

Employees must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the Church for at least 12 months
- Have at least 1,250 hours of service in the last 12 months before taking leave*
- Work at a location that has at least 50 employees within 75 miles of the employee's worksite, or report to and receive work assignments from a location that has at least 50 employees within 75 miles of the worksite.

Family Medical Leave is generally unpaid. However, Family Medical leave and personal days, vacation, and sick days will run concurrently. An employee must use any accrued personal days, vacation, and sick days for any family and medical leave until the personal days, vacation, and sick days are exhausted.

An employee does not need to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

If the need to use FMLA leave is foreseeable, the employee must give the Church at least 30 days' advance notice of the need to take FMLA leave. When 30 days' notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of the FMLA leave.

Should an employee need a medical leave of absence, he or she must complete an FMLA form, available from Human Resources. When submitting a request for leave, the employee must provide sufficient information for the Church to determine if the leave might qualify as FMLA leave, and also provide information on the anticipated date when the leave would start as well as the duration of the leave. *Calling in "sick" is not sufficient.* Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing medical treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform the Church if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also will be required

to provide a certification and periodic recertification supporting the need for leave. If the Church determines that the certification is incomplete, a written notice will be provided indicating what additional information is required.

All employees requesting leave will be informed of their eligibility. Upon the Church's approval of a leave request, the employee will be given a written notice that includes any additional information required as well as the employee's rights and responsibilities. The approved leave will be designated as FMLA-protected and the amount of leave will be counted against the employee's twelve (12) week entitlement. To determine when the twelve (12) weeks maximum is attained, time will be calculated during a 12-month period measured forward from the date of your first FMLA leave usage. If an employee is not eligible under the FMLA, the Church will provide the employee with a reason for the ineligibility and any leave of absence will be considered a non FMLA-protected Personal Leave.

During an approved FMLA leave, an employee's medical benefits under any "group health plan" will continue and the Church will make the same contribution as for active employees. He or she will be required to make arrangements with Human Resources to continue making contributions for his or her coverage. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Upon returning from FMLA leave, most employees will be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. Exceptions to this general rule may include, without limitation, "key employees" when the restoration to employment will cause a substantial and grievous injury to the Church. Questions about this policy or any other should be directed to Human Resources.

The Church will not interfere with an employee's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to FMLA. Employees may file a complaint with the Wage and Hour Division of the U.S. Department of Labor or may bring a private lawsuit.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Military Leave

The Church supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify Human Resources and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the manager as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Parental Leave

The Church offers paid parental leave to employees following the birth of an employee's own child or the placement of a child with an employee in connection with adoption or foster care. The Church provides a maximum of two (2) weeks of maternity/paternity leave to all regular, full-time employees. All other eligible paid and unpaid leave must run concurrently including The Family and Medical Leave Act (FMLA), short-term disability and PTO.

Approved parental leave may be taken at any time during the first twelve (12) weeks immediately following the birth, adoption or placement of a child with the employee.

To be eligible for these benefits, the employee must have been a full-time employee for at least two years. The employee must be in good standing with no written warnings or probation. The employee must agree not to be employed by another Church while on paid leave from FPC. If both parents are employees, only one may access the paid benefits of this policy. Both, however, continue to be entitled to family and medical leave, if eligible.

The Church's provision of maternity/paternity leave will comply with all state and federal regulations regarding leave, including, but not limited to, requested accommodations pursuant to the Americans with Disabilities Act.

Employees may request parental leave by submitting a written notification to their manager and to Human Resources for approval.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

The Church pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

Eligibility for coverage under Worker's Compensation insurance is automatic and is effective on date of hire. Any time lost by an employee due to an occupational illness or injury covered by Workers' Compensation insurance is credited as active service for all Church benefits.

If an employee sustains a job-related injury or illness, it is important to notify their supervisor and Human Resources immediately. The manager will complete an injury report with input from the employee and return the form to Human Resources. Human Resources will file the claim with the insurance Church. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

The Church abides by all applicable state workers' compensation laws and regulations.

Failure to timely report a job-related injury or illness may jeopardize Workers' Compensation benefits. Please consult Human Resources for additional information.

Short-Term Disability

The Church provides a short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. All regular full-time employees are eligible to participate in the STD plan. The employee must have exhausted all paid leave, including PTO.

This policy does not include employees who are out on a worker's compensation injury or illness. These absences will be paid by the current worker's compensation insurance company.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working.

Contact Human Resources for more information about STD benefits.

Long-Term Disability

The Church provides a long-term disability (LTD) benefits plan to help regular full-time employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Church and the insurance carrier.

Unless otherwise required by law, employment will be terminated after an employee has been absent from work or unable to work for any reason or reasons for more than ninety (90) consecutive calendar days. This policy applies to all employees, regardless of the reason(s) for the absence or inability to work.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are provided to eligible employees. Contact Human Resources for more information about LTD benefits.

Tuition Assistance Program

The Church encourages all employees to improve their work skills and knowledge and offers tuition assistance or reimbursement for courses as long as all of the following requirements are met:

- Courses are offered by an accredited institution.
- The subject matter of the Course is considered by management of the Church to be business related and beneficial.
- Employee must have been employed full-time for a minimum of six (6) full calendar months.
- Written approval of assistance amounts, limits, time frames, course schedules and specific grade requirements is required before program begins.
- Successful completion of the course work must be indicated by a letter grade or pass fail where applicable.

If the employee voluntarily terminates his/her employment with the Church or is discharged for cause prior to completion of an approved course the employee must pay back the full amount of tuition to the Church. Please consult the Human Resources Department for additional information.

Facility Use Policies – Private Events/Outside Groups

- The use of FPC buildings and grounds is granted at the discretion of FPC Events staff in consultation with our ministries. Many factors influence the approval of a facility request, including space and resource availability, overall church calendar, and the nature of a requested event.
- All facility and event requests must be made through FPC Events or through a sponsoring ministry. All non-FPC ministry requests must sign the Events Agreement before an event confirmation is received. No request should be considered “booked” until an Event confirmation is received from the Events office.
- FPC ministries and Presbyterian School receive priority consideration for space. FPC Events reserves the right to pre-empt confirmed private events if it becomes necessary to accommodate a ministry or school function.
- Political and commercial events are not permitted at our facility. Fundraising events are only permitted when approved and sponsored by an FPC ministry.
- Ours is a 100% smoke-free environment. Smoking is not permitted anywhere on the grounds of First Presbyterian Church or Presbyterian School.
- No alcohol may be served or consumed on our campus.
- FPC does not provide childcare for private events and outside groups. Childcare is the sole responsibility of the requesting individual or group. Please note that FPC’s nursery and early childhood rooms will not be made available for private childcare.

- Media coverage and catering service requests are to be made through the Events department.

Please contact the Events Department to schedule a training time within two weeks from your hire date.

Childcare Benefit

Based on availability within the program, all children of employees who work a minimum of 20 hours per week are eligible for a 25% discount to Kid's Day Out (KDO) tuition. All enrollment and supply related fees are waived for all children of employees who work a minimum of 20 hours per week. KDO is a licensed program. Therefore, all documentation required by KDO will have to be completed before entry into the program.

Childcare Worker Recommendation

First Presbyterian Church does not provide names and/or contact information of our KDO teachers and/or Ministry Care givers for use in a private home setting. First Presbyterian Church is not responsible for any incidents that occur in private home environments that involve employees from the Church.

Employee Assistance Program (EAP)

The Church provides confidential and voluntary assistance through its Employee Assistance Program (EAP) to all employees and their immediate family members who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, childcare problems, etc. For the welfare of employees as well as for effective business operations, the Church encourages its employees to take advantage of this valuable benefit.

Employees should refer to the Summary Plan Description (SPD) or contact Human Resources for more information on this benefit.

Section 7: Business Ethics & Conduct

Confidentiality

The Church maintains a strict code of confidentiality regarding business information. Confidential information is any and all information disclosed to or known by you because of your employment with the Church and that is not generally known to people outside the Church.

An employee who improperly uses or discloses confidential business information will be subject to corrective action up to and including termination of employment and legal action, regardless of whether the employee actually benefitted from the disclosed information.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

Conflict of Interest

A conflict of interest is a divided loyalty between the interests of the Church and the personal or business interests of the employee or a member of the employee's family or a close personal friend of the employee. Employees must not let personal considerations or relationships, either actual or perceived, give rise to an appearance of impropriety when representing the Church.

Every employee has the obligation to avoid situations that give rise to a conflict of interest, or situations where the Church determines would create the appearance of a conflict of interest. Employees should promptly notify the Church if concerns surrounding such situation exist.

Employees may encounter potential conflicts of interest in a variety of situations, including but not limited to:

- Dealings with covenant partners or vendors, especially relating to entertainment situations or the exchange of gifts;
- Financial or other dealings with outside organizations that interact with the Church;
- Disclosure of confidential information related to Church records, practices and procedures, or information concerning other employees;
- Outside employment with any competitor, covenant partner, or vendor of the Church, or any other outside employment arrangements that have the potential to jeopardize the Church's interests or interfere with productivity.
- Borrowing money from covenant partners or firms, other than recognized loan institutions, from which our Church buys services, materials, equipment, or supplies.
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Church business.

Employees should examine their investments, relationships, and activities periodically to avoid becoming involved in a conflict of interest or in a situation that gives the appearance of a conflict. If there is doubt concerning the propriety of any activity, employees are obliged to review promptly the situation with their manager.

The Church reserves the right to determine whether certain activities constitute a conflict of interest. If, after such determination and appropriate discussion, an employee persists in engaging in such activities, the employee may be subject to corrective action up to and including termination of employment.

Bribes, Kickbacks, and Other Illegal Payments

Bribes, kickbacks, and other illegal payments to or from any individual with whom we conduct business (in any form and for any purpose) are prohibited.

Certain types of rebates provided to the Church from suppliers (but not to or from an individual employee) are permitted to the extent they are in compliance with government trade regulations.

Patents and Copyrights

Any patent or copyright developed by an employee in conjunction with and/or as a direct or indirect result of employment with the Church is the property of the Church. Any information pertaining to such patent or copyright must remain on Church premises and must be promptly disclosed to the Church.

Gifts

It is the policy of the Church that no employee shall accept any gift, excessive or unusual entertainment benefits, loan, or other favor from any outside source, including covenant partners and suppliers, without approval from senior management. Any employee failing to abide by this policy will be subject to corrective action up to and including termination of employment.

Section 8: Biblical Standards for Christian Leaders at FPC Houston

"It is a trustworthy statement if any person aspires to be a church leader, it is a fine work he (she) desires to do. A leader must be above reproach…. Those who serve well as leaders obtain for themselves a high standing and great confidence in the faith that is in Jesus Christ."
(1 Timothy 3:1-2a, 13 NIV)

Leadership in the church is a responsibility, not a right. It is a demanding calling extended to those who come under the authority of the church's teaching as expounded in the Bible and Book of Confessions. The growing gap between Christian and societal values makes leadership particularly challenging. As we serve Christ in a leadership position, our beliefs and lifestyle speak loudly to others, and will affect our ability to carry out Christ's mission.

Society seems to lack clear moral guidelines and accepts the belief that one person's standards are as valid as those of anyone else. God has provided Christian leaders with biblical principles for our selection, training, and development. We must remember to be faithful to these biblical standards, yet avoid being judgmental toward others, as we have all sinned and fallen short. At the same time, believing that our leadership and lifestyles must demonstrate our beliefs, we should be able to say with Paul, —…follow me, as I follow Christ.

There are three principal passages in the New Testament that explicitly discuss the guidelines for Christian church leaders. They are: 1 Timothy 3:1-13, Titus 1 6-9, and 1 Peter 5:1-5. Christian life and standards are described in 2 Corinthians 6:3-10 and Ephesians 5:1-5. Instructions on Christian service are found in Ephesians 1:11-13, 15-16, and Philippians 2:1-4. All who seek to lead in the Christian community should strive with the assistance of the Holy Spirit to exemplify the following biblical standards of Christian living drawn from all of these passages.

Personal Standards

- Integrity: The Christian leader shall be committed to the highest ethical standards in both personal and professional conduct.
- Speech: Christian leaders speak the truth in love and are not quarrelsome. Their speech should reflect their commitment to Christ.
- Self-Control: The Christian leader exercises self-control in speech and action, and is free from substance abuse (alcohol, drugs and other dependencies).
- Personal Behavior: The Christian leader is committed to fidelity in the covenant of marriage between a man and a woman, and chastity in singleness.
- Distinctive Lifestyle: The Christian leader will demonstrate in lifestyle that which is desirable in all believers; the fruit of the Spirit: love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. Leaders should seek to illustrate a ministry of grace in their own lives.
- Confession: Christian leaders can confess and repent of their sins. They lead the church in demonstrating humility and the need for God's grace.

Spiritual Standards

- Personal Faith: The Christian leader should exemplify a mature, vibrant, and Christ-centered faith. That faith includes a personal grasp of basic Christian beliefs, an active, ongoing relationship with God, rooted in prayer, obedience to Scripture, and a commitment to growth in love, holiness, service, and fellowship. Christian leaders should not be recent converts.
- Lordship of Jesus Christ: A Christian leader desires Jesus Christ to be the Lord of his or her life.
- Servants: Christian leaders are to serve others and always be willing to help those who are in need.
- Christian Growth: leaders make Christian spiritual growth a continuing priority, reflected in Bible study, fellowship with other Christians, worship, and involvement in Christian community.
- True to the Word of God: Those who lead are teachers in the Christian community. They

must teach with doctrine faithful to the Scriptures and the guidance of the Book of Confessions. They come under the authority of the Bible in their own lives.

- Commitment to Local Church: Christian leaders are to be members of the congregation, regular in attendance at worship and faithful to the extra commitments their positions may require.
- Stewardship: Christian leaders should tithe financially and have a growing commitment to progressive and disciplined giving, proportional to their resources. They should be generous in giving of their time, talents, and resources.

Leadership Standards

- Balance: The Christian leader makes an ongoing effort to balance quality relationships among family, occupation, and church responsibilities.
- Concern for Others: Christian leaders have a heart for seeing people come to know Christ, help nurture their Christian walk, and enable and equip them to share their faith with others.
- Commitment to Training Leaders: The Christian leader is committed to training others, encouraging them, and providing them opportunities to use their gifts.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the First Presbyterian Church of Houston ("the Church") Employee Handbook and I agree that it is my responsibility to read and comply with the policies in the handbook. The policies and procedures presented in the Employee Handbook may vary based on applicable federal and state law. I further agree to abide by the Church policies and understand that my failure to do so may subject me to corrective action up to and including termination of my employment. I understand and agree that the policies stated in this handbook are subject to change at the sole discretion of the Church, as are all other policies, procedures, benefits, and other programs.

While it is important to adhere to all Church policies, there are several specific policies within our handbook that the Church wants to emphasize our expectations for complete compliance and proactive support from employees. Please initial each policy below indicating that you have read, understand, and will proactively support each of these policies:

____ Policy Against Workplace Harassment and Discrimination
____ Policy Against Sexual Harassment
____ Drug-Free and Alcohol-Free Workplace
____ Zero Tolerance for Workplace Violence
____ Possession of Weapons and Firearms
____ Infectious Disease Guidelines
____ Confidentiality

I further understand that the Church's Employee Handbook and/or any other policies and practices do not constitute an expressed or implied contract between myself and the Church. I agree that my employment is at will, my compensation is for no fixed term, and may be terminated by myself or by the Church at any time, with or without cause and/or notice.

_____ _____
Employee's Printed Name Employee's Signature

_____
Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S FILE