

Peninsula Community Chapel

# **Human Resource Policy Manual**

(Revised and Updated - September 2011)

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# Welcome!

The pastors, staff, and Elders welcome you to the ministry at Peninsula Community Chapel.

It is a privilege for the entire staff to work together as a team for the Lord.

This Policy Manual is for the staff at all levels of employment in Peninsula Community Chapel, and it enjoys the unqualified approval of the Elders. It is designed to acquaint you with Peninsula Community Chapel and provide you with information about working conditions, employee benefits, and other policies affecting your employment. Because of the “at-will” employment relationship (explained later in this document), this Policy Manual is **not** in any way a contract. In addition, the Elders may elect to change, delete, or add policies at any time.

You should read, understand, and comply with all provisions of this Policy Manual. It describes many of your responsibilities as an employee and outlines the programs developed by Peninsula Community Chapel to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this Policy Manual and help ensure that all of Peninsula Community Chapel’s human resource policies and procedures are administered as consistently and fairly as possible.

In our work together as a team, we are accountable to the Lord, to the leaders He has established over us, and to the principles of His Word in fulfilling the vision and mission of the Peninsula Community Chapel:

***Knowing His Joy, Changing His World***

# General Provisions

## Policy Manual Conventions

This Policy Manual contains the basic Human Resource policies, practices, and procedures for Peninsula Community Chapel. It is not, however, intended to alter the employment-at-will relationship in any way.

As used in this Policy Manual:

- The words “Shall” or “Will” are understood to be mandatory in nature, and the word “may” as permissive in nature,
- The masculine gender includes the feminine gender,
- “Supervisor” means an individual with the authority to assign, direct, and review the work of two or more subordinates, and
- “Immediate family” means the employee’s spouse, brother, sister, parent, child, stepchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member residing in the employee’s household.
- “The Chapel” or “Chapel” or “PCC” are understood to refer to the Peninsula Community Chapel.

## Administrator

The Administrator of this Policy Manual is Peninsula Community Chapel’s Chapel Administrator, who is responsible for fair and consistent enforcement of Peninsula Community Chapel’s Human Resource policies and procedures. The Administrator is a senior consultant to the Elders on all matters concerning human resource management. The Administrator provides staff assistance to supervisors and department heads in developing, communicating, and carrying out Peninsula Community Chapel’s human resource policies and procedures.

## Human Resource Records

Peninsula Community Chapel maintains human resource records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Peninsula Community Chapel strives to balance its need to obtain, use, and retain employment information with each individual’s right to privacy. To this end, it attempts to restrict the human resource information maintained to that which is necessary for the conduct of its ministry operations or which is required by federal, state, or local law.

Employees are responsible to make sure their human resource records are up to date and should notify the Administrator in writing of any changes in at least the following:

- Name,
- Address,

- Telephone number(s),
- Number of dependents,
- Beneficiary designations for any of Peninsula Community Chapel's employee benefit plans,
- Addresses and telephone numbers of dependents and insurance beneficiaries, and
- Persons to be notified in case of emergency.

In addition, employees who have a change in the number of dependents must complete a new IRS Form W-4 for income tax withholding purposes within ten (10) days of the change if the change results in a *decrease* in the number of dependents.

### **Statement of Faith & Duties of Members**

All employees must sign Peninsula Community Chapel's *Statement of Faith and Duties of Members* upon being hired, and again on an annual basis to demonstrate their continued personal concurrence with and commitment to the biblical principles to which Peninsula Community Chapel is absolutely committed.

### **Goals and Expectations**

It is Peninsula Community Chapel's policy to implement fair and effective human resource policies and procedures, and to require all employees to serve Peninsula Community Chapel's best interests.

Peninsula Community Chapel expects all employees to:

- Deal with members and Chapel attendees, suppliers, and the general public in a professional manner,
- Perform assigned tasks in an efficient manner,
- Be punctual,
- Demonstrate a considerate, friendly, and constructive attitude toward employees, and
- Adhere to the policies adopted by Peninsula Community Chapel.

Peninsula Community Chapel retains the sole right to exercise all managerial functions including, but not limited to, the right to:

- Dismiss, assign, supervise, and discipline employees,
- Determine and change starting times, quitting times, and shifts,
- Transfer employees within departments or into other departments and other classifications,
- Determine and change the size and qualifications of the work force,
- Determine and change methods by which its operations are to be carried out,
- Determine and change the nature, location, services rendered, quantity, and continued operation of Peninsula Community Chapel, and
- Assign duties to employees in accordance with Peninsula Community Chapel's needs and requirements and to carry out all ordinary administrative and management functions.

## **Employment-At-Will Relationship**

All employees who do not have a written employment contract with Peninsula Community Chapel for a specific, fixed term of employment are employed at the will of Peninsula Community Chapel for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

This policy will not be modified by any statements contained in this Policy Manual, employment applications, Peninsula Community Chapel recruiting materials, Peninsula Community Chapel memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, shall create an expressed or implied contract concerning any terms or conditions of employment. Similarly, Peninsula Community Chapel policies and practices with respect to any matter shall not create any contractual obligation on Peninsula Community Chapel's part or state or infer termination will occur only for "just cause." Statements of specific grounds for termination set forth in this Policy Manual or in any other Peninsula Community Chapel documents are examples only, not all-inclusive lists, and are not intended to restrict Peninsula Community Chapel's right to terminate at will.

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict Peninsula Community Chapel's right to terminate such an employee or change the terms or conditions of employment.

# **Employment**

## **Equal Employment Opportunity**

It is the intention of Peninsula Community Chapel to practice equal employment opportunity without regard to an individual's race, color, national origin, sex, age, disability, marital or veteran status, genetic information, or any other category protected under applicable law in application of any policy, practice, rule, or regulation. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. Peninsula Community Chapel is committed to this policy and its enforcement.

Functioning as a not-for-profit Christian ministry, however, we can and do give employment preference to members of our religion for employees who perform primarily religious functions.

Employees are directed to bring any violation of this policy to the immediate attention of your supervisor. If you are not comfortable reporting to your supervisor, you may report to the Administrator or the Elders chair. Any employee who violates the Equal Employment Opportunity Policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be

subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

## **Employee Harassment**

Peninsula Community Chapel is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Peninsula Community Chapel is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

“Harassment,” including “sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, sex, age, disability, marital or veteran status, religion, genetic information or any other category protected under applicable law made by someone from or in the work setting under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment,
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual,
- The conduct has the purpose or effect of having a negative influence upon the individual’s work performance, or of creating and intimidating, hostile, or offensive work environment,
- The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance, or otherwise adversely affects an individual’s employment opportunities, or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, promotions, or activities available at or through Peninsula Community Chapel.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions,
- Offering employment benefits in exchange for sexual favors,
- Making or threatening reprisals after a negative response to sexual advances,
- Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person’s race, color, national origin, sex, age, disability, marital or veteran status, genetic information, or any other category protected under applicable law,

- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, national origin, sex, age, disability, marital or veteran status, genetic information, or any other category protected under applicable law, and that is placed on walls, bulletin boards, or elsewhere on Peninsula Community Chapel premises, or circulated in the workplace,
- Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, national origin, sex, age, disability, marital or veteran status, genetic information, or any other category protected under applicable law, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggesting or obscene letters, notes or invitations, and
- Physical conduct such as touching, assaulting, impeding or blocking movements.

Employees who believe they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Administrator, or the Elders chair if the complaint involves the Administrator. Employees who observe conducts of a harassing nature are also encouraged to report the matter to the Administrator, or the Elders chair if the complaint involves the Administrator. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, Peninsula Community Chapel reserves the right to fully investigate every complaint.

It is against Peninsula Community Chapel's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment. Employees who believe they have been retaliated against for reporting harassment should complain to the Administrator or Elders chair. All retaliation allegations will be investigated in accordance with the process above.

When the Administrator or Elders chair if the complaint involves the Administrator, receives a complaint, he will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment or retaliation in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **Hiring Qualifications**

Peninsula Community Chapel hires individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with Peninsula Community Chapel is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.

A member of the employee's immediate family may be considered for employment by Peninsula Community Chapel provided the applicant possesses all of the



qualifications for employment. An immediate family member may not be hired, however, if such an individual would:

- Create either a direct or indirect supervisor/subordinate relationship with a family member, or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring, or promoting an employee.

### **Hiring of Employees Under Age 18**

When Peninsula Community Chapel hires employees under age 18 who are not emancipated or have a high school equivalency degree (“minor employees”), Peninsula Community Chapel and the minor employee must comply with all necessary laws pertaining to the employment of minors. All minor employees must obtain a proper work permit and Peninsula Community Chapel must keep records of this compliance. All minor employees may only work during non-school hours.

### **Immigration Law Compliance**

Peninsula Community Chapel complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and those aliens who are authorized to work in the United States.

### **Ministry Position Descriptions**

Descriptions will be developed for all Chapel ministry positions which:

- Indicate the general nature of duties, responsibilities, and specifications,
- May be changed to meet the needs of the Chapel at any time, and
- Will be reviewed on an annual basis by the Administrator.

### **Employment Agreements**

Peninsula Community Chapel may execute, at its sole discretion, written employment agreements with certain of its employees. Such written agreements must have the approval of the Elders and be signed by the Administrator. Those who do not have a written employment contract containing a specified term of employment are considered at-will employees.

### **Disability Accommodation**

Peninsula Community Chapel is committed to ensuring equal opportunity in employment for qualified persons with disabilities. Reasonable accommodation is available to all disabled employees, who can perform the essential functions of the job, provided such accommodation would not pose an undue hardship on Peninsula Community Chapel. Employees with a disability who need an accommodation should address their request to their direct supervisor or the Administrator.

## **Medical Examinations and Health Procedures**

Peninsula Community Chapel reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. In addition, Peninsula Community Chapel reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work. Peninsula Community Chapel will pay for any such second opinion.

Employees who become ill on the job or suffer any work-connected injury, no matter how minor, must report the situation to the Administrator for determination of appropriate action such as arranging for examination and treatment, and for recording of the incident.

## **Introductory Period**

All new employees and all present employees transferred or promoted to a new job are to be monitored and evaluated for an initial introductory period on the job of at least three months. After satisfactory completion of the introductory evaluation, such employees will be evaluated on an annual basis as provided for in the Performance Appraisal policy.

At all times, employment with the Chapel is considered to be "at-will," and either party may terminate the employer/employee relationship at any time for any lawful reason.

## **Transfer**

Peninsula Community Chapel may, at its discretion, initiate or approve employee job transfers from one job to another or from one location to another. Transferred employees will retain their existing job seniority until satisfactorily completing their introductory period on the job. That seniority will be transferred to the employee's new job at the successful completion of the introductory period. Pay for transferred employees will be determined on an equitable basis considering individual circumstances.

## **Promotion**

Peninsula Community Chapel hires employees for entry-level positions, provides training and development for employees when deemed necessary, and offers employees promotions to higher-level positions when deemed appropriate. To fill non-ministerial vacancies above the entry level, the Elders prefer to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in Peninsula Community Chapel's best interest.

Promoted employees will be subject to the provisions of the Introductory Period policy for a period of at least three months. Seniority and pay for promoted employees will be handled as outlined in the Transfer policy.

## **Hours of Work**

Peninsula Community Chapel establishes the time and duration of working hours as required by workload and production flow, ministry needs, and efficient management of resources.

The normal workweek is Monday through Sunday, beginning and ending at midnight on Sunday, and consisting of forty hours. The normal workday will consist of eight hours of work with an unpaid meal period of one hour. Rest or coffee breaks are considered as time worked.

If an employee misses work and desires to make up the lost time within the same week in which it was lost, the employee may submit a written request to do so to their supervisor. Peninsula Community Chapel does not require employees to make up lost time in lieu of lost pay, nor is it required to grant such requests.

Overtime will be paid to all nonexempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) for time worked beyond forty hours in any week. All overtime must be pre-approved by the employee's supervisor. Failure to obtain pre-approval for overtime could cause the employee to be subject to discipline up to and including termination.

Employee attendance at lectures, meetings, and training programs will be considered hours of work if management requested it.

All nonexempt employees (the Administrator will inform employees as to whether they are exempt or nonexempt) are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and are to be completed contemporaneously throughout each workday. The supervisor should enter on the time record any unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time). The supervisor should also identify authorized overtime, and the Administrator must give prior approval for overtime.

Because time records are legal documents, their falsification can result in discipline up to and including termination.

Exempt employees (the Administrator will inform employees as to whether they are exempt or nonexempt) are not required to fill out hourly time records but must account for daily attendance. In addition, exempt employees will not normally receive overtime compensation.

## **Volunteer Service for Peninsula Community Chapel**

Peninsula Community Chapel, a ministry dependent on the volunteer efforts of those who feel led to give of themselves to help accomplish its mission, appreciates the volunteer time that many of its employees give. Because of legal requirements,

however, any time volunteered by an employee for Peninsula Community Chapel must first be approved by the employee's immediate supervisor to help ensure that it does not parallel or conflict with the employee's normal job description.

## **Temporary and Part-Time Employees**

Peninsula Community Chapel may supplement the regular work force with temporary or part-time employees, or other forms of flexible staffing, when needed because of periods of peak workload, employee absences, or other situations as may be determined by management. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period. A part-time employee is an individual who is hired for an indefinite period, but who works less than (30) thirty hours in a week (1,560 hours per year). Other flexible staffing classifications or arrangements may be added as needed.

## **Termination**

Peninsula Community Chapel or the employee may terminate employment at any time and for any lawful reason. The employee's supervisor will conduct an exit interview no later than the employee's last working day. The interview should:

- Attempt, if the termination is voluntary, to determine the actual reason or reasons why the employee is leaving so that, where appropriate, action can be taken to correct any problems that come to light,
- Discuss, if the termination is involuntary, the circumstances and reasons leading to the termination, so that misunderstandings and any negative aspects can be addressed. (Two Peninsula Community Chapel representatives should be present),
- Explain any conversion or continuation of benefits under Peninsula Community Chapel's group insurance plans and any other vested benefits available to the employee under Peninsula Community Chapel's benefit plans,
- Determine the employee's availability for future employment, if the supervisor's written evaluation recommends such employment, and explain Peninsula Community Chapel's policy on references (Peninsula Community Chapel will only confirm dates of employment, position responsibilities, and wage history to prospective employers, and only if the former employee has signed permission to release such reference information and a copy is provided to Peninsula Community Chapel),
- Obtain the employee's correct address for mailing IRS Form W-2 and the correct mailing addresses of the employee's spouse or former spouse and any dependents who are eligible to continue their health care benefits under Peninsula Community Chapel's health insurance plan,
- Remind the employee to remove any personal belongings and to return any Chapel issued items including keys, PCC property (laptops, office equipment, etc.), and credit cards, and
- Discuss the employee's continuing duty not to disclose confidential information.

The Administrator will have the final pay for terminating employees available on their last working day unless the employee quit and failed to give at least three business days of notice. If the employee quit without at least three business days of notice, the Administrator will have the final pay available within three business days. He will also be responsible for securing the return by terminating employees of all Peninsula Community Chapel property in their possession for which the employee is accountable.

# Salary and Benefit Administration

## Disclosure of Benefits

Peninsula Community Chapel provides its employees with various benefits. Peninsula Community Chapel reserves the right to modify, amend, or terminate its benefits as they apply to all current, former, and retired employees.

All benefits provided by Peninsula Community Chapel are described in official documents, which are kept on file by the Administrator. These documents are available for examination by any plan participant or beneficiary. In addition, they are the only official and binding documents concerning Peninsula Community Chapel's benefits.

## State and Federal Unemployment Insurance Exemption

Because churches are exempt from participation in state and federal unemployment insurance programs, Peninsula Community Chapel does not provide unemployment insurance as a benefit.

## COBRA Exemption

Because churches are exempt from participation in COBRA, the Elders do not offer COBRA participation as an employee benefit.

## Vacations

Peninsula Community Chapel grants annual vacations with pay to regular full-time and regular part-time employees. Employees may not receive vacation pay in lieu of time off except under circumstances that may be mutually agreeable or upon termination as specified below. The vacation year is the calendar year; January 1<sup>st</sup> through December 31<sup>st</sup>. Full-time employees will be offered paid vacation according to the following schedule:

<b>Calendar Years 1 through 5</b>	10 days maximum
<b>Calendar Years 6 through 10</b>	15 days maximum
<b>Calendar Years 11 and over</b>	20 days maximum

Vacation benefits will be offered according to the employee's tenure and status. No benefits accrue for an employee when their unused vacation benefit accumulates

to 1½ times one year's potential based on the above schedule. Unaccrued benefits cannot be recaptured.

Newly hired senior ministerial or administrative employees may be accommodated with special vacation provisions that recognize prior experience or professional standing.

Part-time employees who work at least 20 hours per week (1,040 hours per year) are entitled to vacation on a pro rata basis. The length of the vacation will be determined on the same basis as for full-time employees, but the pay will be based on the employee's average number of part-time hours per week. Part-time employees working less than 20 hours per week (1,040 hours per year) and temporary employees receive no vacation benefit.

Employees whose employment is terminated for any reason, who quit, or who are laid off for more than thirty days will not receive vacation pay for any unused vacation at the time of termination or lay off.

If a paid holiday falls within an employee's vacation period, the holiday will not be charged as a vacation day. Allowance may be made for sickness or other compensable type of absence occurring during a scheduled vacation if the circumstances warrant, at the discretion of the Administrator.

The minimum vacation time period is one day. No partial vacation days will be granted.

Requests for vacation leave must be approved by the Senior Pastor, for pastoral staff, and the Chapel Administrator, for administrative staff. A general vacation schedule for all employees will be determined in January of each year to minimize the effect on Chapel operations and peak ministry times. In case of conflicts, priority will be given to the employee who has been with the Chapel the longest period of time. Exceptions to this policy will be handled on an individual basis with the approval of the Senior Pastor or Chapel Administrator.

## Holidays

Peninsula Community Chapel observes certain designated days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed. The following schedule of holidays is observed during each calendar year.

1. Easter Monday	6. Thanksgiving Day
2. Memorial Day	7. Day After Thanksgiving
3. Independence Day	8. Christmas and New Years
4. Labor Day	(5 days) floating
5. Birthday (floating)	

**NOTE: The birthday holiday must be approved in advance and must be taken in the month in which the birthday occurs, but need not be taken on the actual birth date. The eligibility policy for holidays will apply to birthdays.**

Temporary employees and employees on leaves of absence or on lay-off are not eligible to receive holiday pay. Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their regularly scheduled number of hours.

To receive holiday pay, an eligible employee must be at work, or on an authorized absence, on their regularly scheduled workdays immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, Peninsula Community Chapel reserves the right to verify the reason for the absence before approving holiday pay.

When a holiday occurs on a Saturday or Sunday, management may determine that it will be observed on either the preceding Friday or following Monday.

If a holiday occurs during an employee's vacation period, the holiday will not be charged as a vacation day.

If an employee works on one of the Chapel's observed holidays, or it is their normally scheduled day off, the employee may take the same amount of paid time off as they would have received if they had not worked on the holiday. The compensating day off must be taken within thirty (30) days after the original holiday.

## **Salary Administration**

Peninsula Community Chapel pays wages and salaries that are nondiscriminatory and as competitive as possible with rates being paid for like jobs by other employers in the community. However, all wage and salary policy decisions must take into consideration the Chapel's overall economic condition and ministry mission.

Peninsula Community Chapel withholds payroll deductions for federal and state income tax and federal insurance contributions (FICA) as required by law. Peninsula Community Chapel also complies with all garnishment orders served upon it and will not retaliate against any employee for any garnishment.

## **Performance Appraisal**

The employee's supervisor upon the following occasions should evaluate the job performance of each employee:

- By the end of the first three (3) months of employment,
- Prior to the annual salary review or on the anniversary date of employment,
- When the employee is transferred or promoted to a new job,
- Upon placement on probation due to performance issues, and
- At the time of the employee's termination, if a disciplinary or termination report is not prepared. If a performance appraisal has been completed on the employee within one (1) month prior to one of the above occasions, a new appraisal need not be completed except in cases involving probation or termination.

Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that warrant attention and should keep records of any significant incidents.

The employee will have the opportunity to examine the written evaluation and make written comments or write a response about any aspect of it. Employees who believe they want more than the chance to add written comments or write a response to their appraisal may request a review by the Administrator.

A good performance appraisal is not a promise of continued employment.

### **Severance Pay**

Peninsula Community Chapel is under no obligation to give a terminated employee severance pay, but severance pay may be granted to terminated employees under certain circumstances at Peninsula Community Chapel's discretion.

### **Pay Procedures**

Peninsula Community Chapel pays employees by check or direct deposit on a regular basis and in a manner that the amount, method, and timing of such payments comply with any applicable laws or regulations.

Employees are normally paid on the fifteenth day and the last day of the month. If the regular payday occurs on a Saturday, Sunday, or holiday, employees will be paid on the last working day prior to the regular payday.

If a payroll check is incorrect, it should be reported to your supervisor as soon as possible. If the error is the fault of Peninsula Community Chapel, every effort will be made to make the correction on the same day. If your paycheck is incorrect and it is the result of something that you forgot to do, such as recording your time, the time will be put on your next paycheck.

Overtime will be paid to all nonexempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) for time worked beyond forty hours in any week at the rate of one and one-half times their regular hourly rate. All overtime must be pre-approved by the employee's supervisor. Failure to obtain pre-approval for overtime could cause the employee to be subject to discipline up to and including termination.

## **Authorized Absence from Work**

### **Attendance and Punctuality**

Employees are to report for work punctually as scheduled, to work all scheduled hours, and any required overtime. Excessive tardiness and poor attendance disrupt workflow and service to members and Chapel attendees and will, therefore, not be tolerated.



Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. Absences in excess of those allowed in the short-term absence policy and tardiness or early leaving (for instance, beyond five minutes of starting or quitting time) more than three times in a three-month period are grounds for discipline.

Employees who are delayed in reporting for work more than thirty minutes and who have not called their supervisor within five minutes of the beginning of their work schedule may lose their right to work the balance of the workday. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work.

Nonexempt Employees will not be required nor permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours during the workweek or more than eight hours during the workday.

Employees who are absent from work for three consecutive days without giving proper notice to Peninsula Community Chapel will be considered as having voluntarily quit. At that time the Administrator will formally note the termination and advise the employee of the action by certified mail unless advised of acceptable extenuating circumstances.

### **Short Term Leaves of Absence**

Peninsula Community Chapel permits employees to be absent from work on a short-term basis under certain circumstances, including sickness or injury. A short-term absence is any absence continuing one week or less.

An authorized short-term absence may include any of the following:

- Sickness or injury resulting in temporary disability of the employee or a member of his immediate family,
- Death, funeral, or estate settlement in the employee's immediate family,
- Marriage of the employee or a member of his immediate family,
- Birth of a child to or adoption by the employee and/or the employee's spouse,
- Personal business which cannot be conducted outside of normal working hours,
- For employees with children in school, up to four hours per school child per year for school visits,
- Emergency closing of Peninsula Community Chapel's premises, and
- Approved voluntary participation in community projects.

Full-time employees are eligible to be compensated for regular base wages lost during periods of authorized absence to the extent they have accumulated days of paid absence. However, no compensation will be paid for absences covered by Workers' Compensation.

**Days of paid absence as follows:**

All employees: twenty four (24) hours/per calendar year. The minimum time period of paid absence is 1 hour. No fractions of hours will be granted. Unused time does not carry over.

Regular part-time employees who work twenty or more hours per week (1,040 hours per year) are eligible to receive compensation for short-term absences on the same basis (pro-rated) as full-time employees. Part-time employees working less than twenty hours per week (1040 hours per year) and temporary employees are not eligible for compensation for short-term absences.

Unused days of paid absence are not convertible into cash, personal holidays, or vacation. If employment is terminated, pay for accumulated and unused days of paid absence will not be granted.

Short-term absences resulting from jury duty, voting, testifying as a subpoenaed witness, emergency Chapel closings, and approved participation in community affairs will not be charged against an employee's days of paid absence. Employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness, up to a limit of one (1) workweek per calendar year.

### **Other Leaves of Absence**

Peninsula Community Chapel may grant employees other unpaid leaves of absence up to a maximum of one (1) year under certain circumstances. The following types of leave will be considered:

- **Sick Leave of Absence:** Employees who are unable to work because of an illness or disability, and whose illness or disability continues beyond the coverage afforded in Peninsula Community Chapel's Short Term Leaves of Absence policy, may be granted a sick leave of absence. This type of leave includes disabilities caused by pregnancy, childbirth, or other related medical conditions. Peninsula Community Chapel requires reasonable notice for disability leaves and may require certification, on a periodic basis, of an employee's continuing illness or disability by the employee's physician and/or a physician selected by Peninsula Community Chapel. At the end of the disability the employee will be required to provide a *return to work* slip signed by the treating physician. Peninsula Community Chapel will reinstate the employee to their previous position if the position is available, if the employee is capable of performing the essential functions of the job, and if it does not create an undue hardship for Peninsula Community Chapel.
- **Pregnancy-Related Disability:** An employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave of up to four months. An employee taking pregnancy-related disability leave may, at her option, substitute accrued vacation time or unused sick leave for all or a portion of the leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

- **Childcare Leave of Absence:** Female employees (not disabled by pregnancy or childbirth) and male employees may be granted a childcare leave of absence for the purpose of caring for newborn or seriously ill children. Employees who adopt a child may also be granted a childcare leave of absence for the purpose of receiving the child into the home and assisting the child in adjustment after placement.
- **Personal Leave of Absence:** Employees may be granted a personal leave of absence to attend to personal matters in cases in which the Administrator determines that an extended period of time away from the job will be in the best interests of the employee and Peninsula Community Chapel. Employees requesting a personal leave of absence should do so in writing, stating the reason for the leave, the duration of the leave, and the dates of the leave.
- **Military Leave of Absence:** A military leave of absence will be granted if an employee enlists, is inducted, or is recalled to active duty in the United States armed forces for a period of not more than five years. Employees who perform and return from military service in the armed forces, the military reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, compensation, and length of service pay increases as may be from time to time provided by applicable federal or state law.

Upon satisfactory completion of military service and timely notice of intent to return to work, an employee will be reinstated to a job comparable to the one the employee left, provided the employee is qualified and Peninsula Community Chapel's circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment. An employee must reapply for a job within 90 days after being released from duty if the length of the employee's absence exceeds 180 days. An employee must reapply for a job within 14 days after being released from duty if the length of the employee's absence does not exceed 180 days.

Military leaves of absence are unpaid.

If an employee, on return from military service, is physically unable to perform the duties of the employee's previous job, Peninsula Community Chapel will attempt to place the employee in a position of similar status and pay that is compatible with the employee's physical abilities.

Employees with one year or more of service will be protected against loss of income as a result of participation in annual encampment or training duty in the United States military reserves or the National Guard. In these circumstances, Peninsula Community Chapel will pay the difference between what an employee earns from the government for military service and what the employee would have earned as normal straight-time earnings on the job. This difference will be paid for up to two weeks in a calendar year.

If an employee fails to return to work following an approved leave of absence, the employee will be terminated from employment.

### **Family Medical Leave Act (FMLA)**

Peninsula Community Chapel is subject to the Family Medical Leave Act (FMLA) only if it has fifty (50) or more employees for at least twenty (20) workweeks in the current or preceding calendar year. If Peninsula Community Chapel meets this criteria, eligible employees will be granted up to twelve (12) weeks annually of unpaid absence. Peninsula Community Chapel currently does not employ the requisite fifty (50) employees.

### **Rest Breaks**

Whenever practical, hourly employees are to receive a rest break of fifteen minutes at approximately the middle of every four hours of work not broken by a meal period.

### **Meal Breaks**

Full-time hourly employees will take an unpaid meal break near the middle of the workday; the break will be sixty minutes. Part-time hourly employees scheduled to work more than five consecutive hours during any workday may likewise take an unpaid meal break of the same duration as full-time employees.

## **Employment Expense Reimbursements**

Peninsula Community Chapel has adopted an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f). This policy makes it legally possible for Peninsula Community Chapel to reimburse legitimate approved expenses to employees without having to show them as taxable income. Following are the terms of our accountable reimbursement policy:

- Any Peninsula Community Chapel employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on Peninsula Community Chapel's behalf if the following conditions are satisfied:
  - ❖ The expenses are reasonable in amount,
  - ❖ The employee documents the amount, time and place, business purpose, and business relationship of each person or persons entertained with the same kind of documentary evidence that would be required to support a deduction of the expense on the employee's tax return (receipts are required; oral or employee-written statements will not qualify), and
  - ❖ The employee documents such expenses by providing the Administrator with an accounting of such expenses, at least monthly. An expense will not be

reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee.

- Reimbursements will be paid out of Peninsula Community Chapel funds and not by reducing paychecks by the amount of the reimbursements.
- Reimbursable and professional expenses may include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. (See the following headings in the Employee Expense Reimbursements section for specific details.)
- Peninsula Community Chapel will not include as taxable income any business or professional expense reimbursement properly substantiated and reimbursed under this policy, and the employee should not report the amount as taxable income on his IRS Form 1040.
- Any Peninsula Community Chapel advance or reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee according to this policy must be returned to Peninsula Community Chapel within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
- If, for any reason, Peninsula Community Chapel's reimbursements are less than the amount of business and professional expenses properly documented by an employee, Peninsula Community Chapel will not report any part of the reimbursement as taxable income for the employee, and the employee may deduct the non-reimbursed expenses as allowed by law.
- Under no circumstances will Peninsula Community Chapel reimburse an employee for business or professional expenses incurred on its behalf that are not properly substantiated according to this policy.
- Peninsula Community Chapel will retain all receipts and other documentation from an employee to substantiate reimbursed expenses under this policy.
- Employees with Chapel issued credit cards must use the Chapel credit card for all Chapel related purchases unless special circumstances prohibit its use. Any purchases over \$500 placed on a personal credit card must be pre-approved by the Chapel administrator.

## **Travel Expense**

Employee travel on behalf of Peninsula Community Chapel of more than 100 miles round trip must be approved by the employee's supervisor in advance and such travel should be engaged in and reimbursed according to the guidelines below.

Employees are to use the most expedient mode of transportation available, to book the least expensive fares, and to stay in and eat at moderately priced

establishments. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of Peninsula Community Chapel. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility. Employees should provide their supervisor with a copy of their itinerary before leaving on Peninsula Community Chapel-related travel.

### **Automobile Usage**

Peninsula Community Chapel may allow employees to drive on Peninsula Community Chapel business. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage provided that the employee provides the Chapel with the proper IRS dictated documentation. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Proper IRS documentation includes keeping a mileage log that details start/stop odometer readings, business travel purpose, dates/times, origin/destination and vehicle used. In addition, employees driving on Peninsula Community Chapel business may claim reimbursement for parking fees and tolls incurred.

### **Chapel Related Entertaining**

Employees may engage in the entertainment of associates on behalf of Peninsula Community Chapel only in consultation with their supervisor. Such authorization will define the general circumstances and expense limits of the approved forms of entertainment.

Receipts must accompany expense reimbursement requests. Business functions or entertainment should not involve the consumption of alcoholic beverages.

### **Meal Reimbursement**

Peninsula Community Chapel may provide, pay for, or reimburse employees for ministry-related meals involving one or more non-staff members. Meal expenses must be reasonable and should not exceed the guidelines set by the Administrator.

Expense reimbursement requests must be accompanied by receipts, and should not involve the consumption of alcoholic beverages.

### **Membership in Clubs and Civic Organizations**

Employees are encouraged to seek membership in community clubs and civic organizations where such membership will promote Peninsula Community Chapel's interests and enhance its image in the community. Peninsula Community Chapel will not normally pay membership dues, nor will Peninsula Community Chapel normally reimburse them. Employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to Peninsula

Community Chapel's interests, or place the employee in the position of serving conflicting interests.

### **Participation in Trade and Professional Associations**

Employees are encouraged to participate in trade and professional associations that promote Peninsula Community Chapel's goals, individual skills development, and/or professional recognition. However, employee participation in such associations must not conflict with Peninsula Community Chapel's interests.

## **Chapel Premises and Work Areas**

### **Safety**

Employees should report to the Administrator or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries. Employees are encouraged to submit suggestions to the Administrator concerning safety and health matters. Management will make appropriate recognition to employees whose suggestions, once adopted, significantly enhance safety, reduce costs, or increase productivity.

### **Privacy**

Peninsula Community Chapel provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases and other software, communication systems, email, voice mail, lockers, file cabinets, and the like. These resources are the property of Peninsula Community Chapel, and are therefore not private. Peninsula Community Chapel reserves the right to search or monitor them at any time.

### **Safeguarding Personal Property**

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. Peninsula Community Chapel does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

### **Solicitation and Distribution**

Peninsula Community Chapel limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to staff efficiency, can be annoying to staff and members and Chapel attendees, and can pose a threat to security.

Persons who are not employed by Peninsula Community Chapel are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity on Peninsula Community Chapel premises unless granted specific written permission to do so by the Administrator.

Solicitation, collection for any cause, and distribution of literature of any kind is prohibited among employees during working hours and in working locations.

## **Parking**

Peninsula Community Chapel provides parking facilities, when practical, for the benefit and convenience of its employees, members and Chapel attendees, and guests. Peninsula Community Chapel supports carpooling and vanpooling as a community service and as a convenience and financial benefit for employees.

Employees who use the Peninsula Community Chapel parking lot do so at their own risk and should keep their cars locked while on the lot. Peninsula Community Chapel assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot.

## **Security**

Peninsula Community Chapel makes reasonable efforts to provide security for its property, its employees, and authorized visitors to its premises. Employees are expected to know and comply with Peninsula Community Chapel's security procedures and are expected to report any violations or potential problems to the Administrator. Employees violating security procedures will be subject to discipline; and, in addition, illegal acts committed by employees may be reported to law enforcement authorities.

Employees working in sensitive or high security jobs (such as bookkeeping or childcare) must meet any applicable special security clearance requirements specified for such jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet and/or comply with any special security requirements is grounds for termination of employment or rejection of an applicant.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Peninsula Community Chapel premises and while away from the premises on Peninsula Community Chapel business. Peninsula Community Chapel assumes no responsibility for employee losses resulting from robbery or theft while away from the premises on Peninsula Community Chapel business.



# Employee Conduct

## Personal Behavior of Employees

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of Peninsula Community Chapel and for the benefit and safety of all employees. As a religious organization, the conduct of employees on and off the job can impact Peninsula Community Chapel's mission. Conduct that interferes with operations, discredits Peninsula Community Chapel, or is offensive to members, Chapel attendees or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of Peninsula Community Chapel. Such conduct includes:

- Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time,
- Giving proper advance notice whenever unable to work or report on time,
- Complying with all Peninsula Community Chapel safety and security regulations,
- Wearing clothing appropriate for the work being performed,
- Maintaining work place and work area cleanliness and orderliness,
- Treating all members and Chapel attendees, guests, and fellow employees in a courteous manner,
- Refraining from offensive or undesirable behavior or conduct, or conduct which is contrary to Peninsula Community Chapel's doctrinal stance or official policies, and
- Performing assigned tasks efficiently and in accord with established quality standards.

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

- Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics, or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on Peninsula Community Chapel premises,
- The use of profanity or abusive language,
- The possession of firearms or other weapons on Peninsula Community Chapel property,
- Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter,

- Fighting or assaulting fellow employees, members and fellowship attendees, vendors, or visitors,
- Theft, destruction, defacement, or misuse of Peninsula Community Chapel property or of another employee's property,
- Falsifying or altering any Peninsula Community Chapel record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records,
- Threatening or intimidating management, supervisors, security guards, or fellow workers,
- Smoking on the job,
- Sleeping on the job,
- Failure to wear assigned safety equipment or failure to abide by safety rules and policies,
- Improper attire or inappropriate personal appearance,
- Engaging in any form of sexual misconduct (including, but not limited to the adoption of a homosexual lifestyle) or sexual harassment (see the following Personal Sexual Purity statement),
- Violation of Peninsula Community Chapel's policies on solicitation or distribution, and
- Improper disclosure of confidential information.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be all-inclusive. Any questions in connection with this policy should be directed to the Administrator.

### **Personal Sexual Purity**

In an age where secular society is increasingly confused about sexual identity and sexual purity, Peninsula Community Chapel believes it is important that it be clear with its staff, missionaries, and employees about its expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by Peninsula Community Chapel staff, missionaries, and employees, Peninsula Community Chapel cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.

We believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek,

in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women, and, because God's order intends the sexual relationship to be between male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy.

Because of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of Peninsula Community Chapel, staff, missionaries, and employees who disagree with this policy or who do not conform their conduct to it are expected to resign or they will be terminated. Individuals applying for positions with Peninsula Community Chapel must acknowledge their agreement with this policy and commitment to abide by it.

### **Employee Violence Prevention**

- Employees are to report all threats of violence as soon as possible to their supervisor.
- Employees are to report all suspicious individuals or activities as soon as possible to their supervisors.
- If an employee hears a violent commotion, they are to call 911 immediately.
- Employees are to cooperate fully with security personnel, law enforcement, and medical personnel that respond to a call for help.
- Employees, only if qualified, may provide first aid to injured persons.

### **Personal Appearance of Employees**

Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a professional, business-like image to members and Chapel attendees, prospects, and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Peninsula Community Chapel. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

The personal appearance of office workers and any employees who have regular contact with the public is to be governed by the following standards:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments and appropriate for their job/ministry responsibilities. The wearing of suggestive or immodest attire is not permitted, as they do not present a businesslike appearance.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkept hair is not permissible regardless of length.

- Sideburns, moustaches, and beards should be neatly trimmed.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

### **Personal Use of Communications Systems**

Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with members and Chapel attendees can enhance goodwill while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

- When answering the telephone, use a pleasant tone of voice, give the name of the department, and identify yourself (an example might be, "Peninsula Community Chapel Accounting, this is Bob. May I help you?"),
- If the person with whom the caller wishes to speak is on another line, ask the caller if he wants to be placed on hold or forwarded to Voice Mail,
- If a caller has been placed on hold, carefully monitor the holding period and offer to have the call returned if the person with whom he wishes to speak is not available within a reasonable time, and
- When a caller leaves a message, make sure it is recorded completely, correctly, and legibly, and given promptly to the appropriate individual.

Employee use of Peninsula Community Chapel communication services and equipment for personal purposes should be kept to a minimum. Such usage is restricted because it can impede the normal flow of business, incur unnecessary Peninsula Community Chapel expense, and reduce productivity. When personal usage is necessary, employees must properly log any user charges and reimburse Peninsula Community Chapel for them. However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged to the user's credit card or personal bill.

### **Conflicts of Interest Policy**

No Elder, Pastor, Minister, Director, Officer, employee or volunteer of the Chapel will take any actions or make any association that may: conflict with the best interest of the Chapel and its members or take any action on behalf of the Chapel which is illegal; or which impairs the image of the Chapel either with its members, staff, and attendees or the public.

The following list is purely for illustration. It includes acts in which a violation of this policy or a conflict of interest situation could arise. These

examples are not intended to be inclusive of all situations which might constitute a violation of this policy.

- Elders, Pastors, Ministers, Directors, Officers, and employees shall not directly or indirectly pay or accept bribes. This is all inclusive and covers, but is not limited to, inducements related to the securing of business, the purchase of services or goods, and the settlement of claims.
- No payment or other gratuity shall be made directly or indirectly to government officials for any purpose.
- Elders, Pastors, Ministers, Directors, Officers, and employees shall not enter into, directly or indirectly nor have any interest in, any transaction outside of the ordinary course of their association with the Chapel involving the purchase or sale of assets, lease commitments, contract awards, or other financial matters unless the rates or charges involved are determined by competitive rates or fair market values. All such transactions shall require prior written approval from the Elders which discloses the person's interest in the transaction, and the basis for the award or selection. The Chapel does not require that contract purchases be awarded to the lowest bidder, but does require documentation that the prices being charged for goods and services are competitive and reasonable.
- Elders may not accept paid staff positions at the Chapel. Former Elders may not accept paid staff positions unless they have been off the Elder Board for a period of at least one year or as approved by the Elders. Elders' family members may not be hired, or accept pay for goods or services rendered to or for the Chapel unless specifically approved by the Board of Elders.
- Employees may not have or hold interests in other businesses, organizations, financial instruments or activities that diminish their ability to fully, properly and objectively perform their job for the Chapel. The Chapel has many associations with worthwhile organizations, some of which require substantial commitments from Chapel employees. This policy is not intended to restrict participation in those organizations, only to prevent situations where employees are not able to adequately and fairly perform their job because of distractions resulting from associations with outside organizations or business interests. Employees or potential employees who may have such potential conflicts should seek approval from the Board of Elders, through the Chapel Administrator to ensure there is no conflict.

### **Conflicts of Interest Policy Procedure**

The Chapel Administrator is responsible for ensuring that this procedure is disseminated to all Elders, Pastors, Ministers, Directors, Officers, and employees, and is evidenced by a signed Orientation Checklist in each employee personnel file.

- Each Elder, Pastor, Minister, Director, Officer, employee and volunteer is responsible for immediately notifying the Chapel Administrator or Senior Pastor of any indication that there has been a violation of this policy.

- The Chapel Administrator or Senior Pastor shall immediately report the alleged violation to the Board of Elders for appropriate investigation and action. Any confirmed acts which are contrary to Chapel policy or illegal will subject the offending party to disciplinary action, up to and including discharge.
- This policy shall be given to each person asked to serve in the capacity of Deacon or Elder before they accept the position.

### **Confidential Nature of Peninsula Community Chapel's Interests**

The interests of Peninsula Community Chapel, particularly confidential and proprietary information must be respected and protected by each employee.

Information designated as confidential is to be discussed with no one outside Peninsula Community Chapel, and only discussed within on a "need to know" basis. This responsibility is not intended to impede normal ministry communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard Peninsula Community Chapel's interests.

Employees authorized to have access to confidential information may be required to sign special non-disclosure agreements and must treat the information as proprietary Peninsula Community Chapel property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

### **Media and Public Inquiries**

All media inquiries and other inquiries of a general nature should be referred to the Administrator. Inquiries seeking information concerning current or former employees should likewise be referred to the Administrator.

### **Disciplinary Procedure**

All employees are expected to comply with Peninsula Community Chapel's standards of behavior and performance, and any non-compliance with these standards must be remedied.

Under normal circumstances, Peninsula Community Chapel endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, up to and including termination.

The Administrator, under normal circumstances, should review and approve all recommendations for termination before any final action is taken.

Employees who believe that they have been disciplined too severely or without good cause should utilize the appeals procedure.

An employee's record will normally be cleared of any disciplinary incidents if the employee works a full year without further action being instituted under this policy.

## **Appeals Procedure**

Employees have an opportunity to present their work-related complaints and to appeal supervisory decisions through a dispute resolution or appeals procedure. Peninsula Community Chapel will attempt to resolve promptly all appeals that are appropriate for handling under this policy.

An appropriate appeal is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees.

Employees must notify Peninsula Community Chapel in a timely fashion of any appeal considered appropriate for handling under this policy. The appeal procedure is the exclusive remedy for employees with appropriate issues in dispute. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" will normally mean five (5) working days.

Employees will not be penalized for proper use of the appeal procedure. However, it is not considered proper if an employee abuses the procedure by raising disputes in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising issues that a reasonable person would judge have no merit. Implementation of the appeal procedure by an employee does not limit the right of Peninsula Community Chapel to proceed with any disciplinary action that is not in retaliation for the use of the appeal procedure.

The appeal procedure has a maximum of three (3) steps, but disputes may be resolved at any step in the process. Appeals are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who believe they have an appropriate complaint should proceed to appeal as follows:

**Step 1:** Promptly bring the item to the attention of the immediate supervisor. The complaint must be in writing. If the issue involves the supervisor, then it is permissible to proceed directly to Step 2. The supervisor is to investigate the item, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the findings and proposed resolution for file purposes.

**Step 2:** Appeal the decision to the Administrator, if dissatisfied with the supervisor's decision, or initiate the procedure with the Administrator if the complaint involves the employee's immediate supervisor. If the complaint involves the Administrator, then it is permissible to proceed

directly to Step 3. Such an appeal or initial complaint must be made in a timely fashion in writing. The supervisor's version of the findings and decision will then be submitted, also in writing. The Administrator will, in a timely fashion, confer with the employee, the supervisor, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.

**Step 3:** Appeal an unsatisfactory Administrator decision to the Elders chair, or initiate the procedure with the Elders chair if the issue involves the Administrator. The timeliness requirement and procedures to be followed are similar to those in Step 2. The Elders chair will take the necessary steps to review and investigate the situation and will then issue a written, final, and binding decision.

Final decisions on appeals will not be precedent-setting or binding on future appeals unless they are officially stated as Peninsula Community Chapel policy. When appropriate, the decisions will be retroactive to the date of the employee's original appeal.

Information concerning an employee appeal is to be held in strict confidence. Supervisors, department heads, and other members of management who investigate a complaint are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.



**ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK**

I hereby acknowledge receipt of a copy of Peninsula Community Chapel's Employee Handbook. I understand that I am responsible for familiarizing myself with the information contained in the handbook. I understand that this handbook is only for my reference and is not an exhaustive statement of all policies of Peninsula Community Chapel. If discrepancies arise between the information in this handbook and that of the policies and procedures, the policies and procedures will govern. Peninsula Community Chapel may revise the policies, procedures, and benefits in this handbook, in whole or in part, at any time without notice.

I acknowledge that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of Peninsula Community Chapel, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or Peninsula Community Chapel at any time, with or without cause, and with or without notice. I have also been informed that nothing contained in the policies, procedures, handbooks, or any other documents of Peninsula Community Chapel shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is Peninsula Community Chapel's property and must be returned upon separation.

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*(Print Name)*

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*(Signature)*

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*(Date)*

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*(Supervisor)*