



Bethany
Community Church

Employee Handbook

Welcome to Bethany Community Church

Dear Staff Member,

On behalf of all of us at Bethany Community Church, I welcome you!

I think you will find us to be a unique group. We believe that work should be more than just a way to make a living; rather, we think that the efforts of each member of our staff should lead to personal growth and fulfillment. We strive for perfection, knowing we can always improve. It will be part of your responsibility to let us know if we are falling short of this goal.

To maintain an effective organization, some rules and procedures are necessary. We strive to keep bureaucracy to a minimum. However, certain standards apply to every individual on staff. Bethany Community Church emphasizes behavior with high integrity and solid principles. This guide emphasizes that there can be no deviation from the basic rules. As Christians and as church-workers, we would not want it any other way.

Please note that the statements in this handbook do not create an employment contract or any binding obligation on Bethany Community Church. They are intended to serve as a guide to employee conduct. You are expected to follow these policies and rules throughout your employment with BCC.

Please read this handbook and refer to it as questions arise. You are encouraged to ask questions if you require further clarification.

Welcome to the Team!

A handwritten signature in black ink, appearing to read "Richard Dahlstrom". The signature is fluid and cursive, with the first name "Richard" and last name "Dahlstrom" clearly distinguishable.

Richard Dahlstrom
Senior Pastor,
Bethany Community Church

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Receipt of Employee Handbook

To:

From: Bethany Community Church

Subject: Employee Handbook

Enclosed is your personal copy of the Bethany Community Church employee handbook.

Please read this handbook carefully. We would be happy to answer any questions you might have. Once you have completed your review of the information, please read the statement below and return one signed copy of this form to the Operations Director.

I have received, read, and understand the Bethany Community Church employee handbook. I understand that the handbook is only a summary of the Church's policies. I understand that BCC may change, rescind, or add to any policies, benefits, or practices described in this handbook from time to time in its sole discretion, with or without prior notice. I understand that BCC will make efforts to inform me of any changes, but that it is my responsibility to ascertain the policy in force at any time.

I further acknowledge and agree that nothing in this handbook is intended to create or constitute an employment agreement with any employee. The handbook contains guidelines and standards for employee conduct, that I am expected to follow.

I understand that my employment is at will and that either BCC or I may terminate my employment at any time with or without notice or cause for any reason not prohibited by law. It is further acknowledged that no representative of the employer has any authority to enter into any agreement, written or oral, for employment for any specified period of time, or to make any agreement contrary to the foregoing, except by specific written agreement executed by the Executive Director or Senior Pastor.

In the event of termination of employment, I authorize BCC to deduct from my paycheck or paychecks any negative vacation balances and any other amounts owed by me to BCC.

Employee Signature

Date

Employee Name Printed

Introduction

This handbook was prepared to serve as a working guide for employees of Bethany Community Church (BCC). It is intended to help employees find answers to some of the basic questions regarding personnel policies and employment with BCC. Please keep it in a convenient place for future reference.

Obviously, the policies in this handbook cannot describe every employment situation that might occur. BCC may therefore, in its discretion, change or discontinue certain policies and benefits to meet the changing needs of BCC or its staff. We welcome suggestions regarding policy matters and administration of BCC policies from all our employees. Please feel free at any time during your employment with Bethany Community Church to bring them to our attention.

Do note that the description of certain benefits in this handbook is limited. Employees should review the various benefit plan documents and summary plan descriptions for information regarding such benefit plans. If there is a discrepancy between a statement in this handbook and a plan document, the plan document will govern.

Finally, please note that the statements in this handbook do not create an employment contract or any binding obligation on the part of BCC. They are intended to serve as a guide to conduct during your employment with BCC. Serious or repeated failure to abide by BCC's policies and rules may naturally result in discipline up to and including termination.

If you have any questions or need more information about the policies and practices at Bethany Community Church, please contact the Operations Director and/or Executive Director.

General Employment Information

One of BCC's core values is to encourage its attendees and members to participate in ministries as creative expressions of the gifts God has given them. At the same time, the size of Bethany Community Church requires that paid staff oversee and support many of its services and ministries. To fulfill the various roles of staff, there are different classifications for employees, depending on their hours and duties.

Employment At Will

Employment by BCC is "at will." Accordingly, both the employee and BCC have the right to terminate the employment relationship at any time, with or without cause or advance notice. No offer of employment and no statement or representation in this Handbook, in any other BCC publication, or in any BCC policy or made by any BCC employee shall be construed as a promise or guarantee of permanent employment or for any fixed period of time. No provision in this Handbook or any other employment policy statement changes the terms of this at-will employment policy. No BCC representative may change the at-will employment relationship, except by the explicit approval of the Church Council memorialized in a writing signed by the employee and the Executive Director of BCC.

Equal Opportunity Employment

BCC recognizes that God created us with unique gifts and abilities that will be given the highest priority.

The church is committed to equal employment opportunity for all qualified persons, without regard to race; color; national origin; sex; age; the presence of any sensory, mental, or physical disability; or marital status to the extent required by law. As a religious institution, BCC reserves the right to prefer applicants on the basis of religion as permitted by federal, state, and local law. BCC may also prefer applicants on the basis of sex where a particular sex is a bona fide occupational qualification for the particular position.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to BCC's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor or the Senior Pastor. Ordinarily BCC will immediately investigate any complaint and take appropriate preventative and/or corrective action.

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

Employment of Relatives

Relatives of employees should generally receive the same consideration as any other applicant for a job opening but may not be accorded preferential or discriminatory treatment in employment matters. Further, employees may not work under the direct supervision of a related person due to issues of employee morale, security, or other legitimate ministry reasons. BCC may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

Employee Classifications

All employees should be familiar with the classification of their position as indicated on their job description and located in their Personnel File. If you have any questions about your employee classification, contact the Operations Director.

Exempt and Non-Exempt Status

Exempt employees are so-classified because they are exempt from certain aspects of the Fair Labor Standards Act (FLSA), including payment for overtime or compensatory time off for hours worked in excess of 40 hours per week. "Non-exempt" employees in contrast are subject to all conditions of the FLSA and are eligible for compensation for overtime. Classification of a job as exempt or non-exempt is determined according to criteria established by the US Department of Labor.

Full-Time Employees

A full-time employee is an employee who is regularly scheduled to work forty (40) or more hours per week.

Part-Time Employees

A part-time employee is an employee regularly scheduled to work less than less than forty (40) hours per week. A part-time employee may occasionally work forty or more hours in a single week. However, an official change from part-time to full-time job status occurs only when an employee's normal and on-going responsibilities will regularly and routinely require forty or more hours per week. Any change in status from part-time to full-time, or the reverse, must be confirmed in writing by the Executive Director with a copy retained in the employee's Personnel File.

Regular Employees

Regular employees are full-time and part-time employees, paid on either an hourly or salaried basis, whose duties and responsibilities are on-going and not limited to a particular period of time.

Temporary Employees

Temporary employees are those who are hired for an assignment of limited duration, generally less than one year. A change from Temporary to Regular employment status requires written approval signed by the Executive Director. Similar to other employees of BCC, Temporary employees are employed at-will.

Compensation

Each employee will be offered a confidential pay-package in writing based on skill, experience, and current needs of the church, in accordance with the Church's approved compensation plan.

Pay days are the 20th, for the 1st through the 15th of the month, and the 5th, for the 16th through the end of the previous month. If a payday falls on a weekend or holiday, the pay date is the last business day before the weekend or holiday.

Employees must submit a time sheet on the last day of the pay period, showing hours

worked and, if eligible, vacation, sick leave, or time off without pay.

Time Sheets

In order to maintain an accurate record of hours worked and the accrual and use of paid or unpaid leave of any kind, all employees are required to complete and sign a time sheet for each pay period worked and turn it into the finance director by the 1st of the month or the 15th of the month respective to the pay date. To ensure each employee's concurrence with their individual payroll record, employees are not allowed to mark or sign the time sheet of another employee or knowingly allow someone else to mark or sign his or her time sheet.

Non-exempt employees may not work overtime unless approved in advance by your supervisor. Any change or correction in your time sheet must be initialed by your supervisor. For purposes of this policy, overtime is defined as more than 12 hours in a single day or 40 hours in a single week.

Telecommuting

Telecommuting is an alternative work arrangement available in cases where individual, job and manager/supervisor characteristics are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek. It is not an entitlement, nor is it a church-wide benefit. It is intended to enhance employee productivity and/or creativity. Telecommuting in no way changes the terms and conditions of at-will employment with BCC. The availability of telecommuting can be discontinued at any time at the discretion of Bethany Community Church.

Telecommuting procedures:

1. A supervisor or an employee may suggest telecommuting as a possible work arrangement.
2. Telecommuting may be informal such as working from home for a short-term project or on the road during business travel. It may be utilized for employees on family or medical leave to the extent that it is practical for BCC and the employee or recommended by the employee's healthcare provider. All informal telecommuting arrangements are made on a case-by-case basis, with the priority upon the business needs of BCC.
3. Individuals requesting formal telecommuting arrangements must have been employed with BCC for a minimum of 12 months of continuous, full-time or part-time employment and must have an above average performance review.
4. Any telecommuting arrangement will be on a trial basis for the first 3 months.
5. Equipment, if deemed appropriate by the employer, must be supplied and maintained by the employee. BCC accepts no responsibility for damage, repair or theft of employee-owned equipment.
6. Consistent with BCC's expectations of information asset security, telecommuting employees will be expected to ensure the protection of proprietary church and member information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, and any other steps appropriate for the job and the environment.

7. The employee will establish an appropriate work environment within their home. BCC will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
8. Injuries sustained by the employee while at their home-work location and in conjunction with their regular work duties, are normally covered by BCC's worker compensation policy. Telecommuting employees are responsible for notifying their supervisor of such injuries in accordance with BCC worker's compensation procedures.
9. BCC will supply the employee with appropriate office supplies (pens, paper, etc) and will reimburse for business-related expenses such as phone calls, shipping costs, etc., that are reasonably incurred.
10. The employee and supervisor will agree on the number of days allowed each week, the work schedule and the manner and frequency of communication. The employee agrees to be accessible by phone during established work hours.
11. Non-exempt and temporary employees will typically not be considered for telecommuting assignments.
12. Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the Executive Director, will evaluate the employee's suitability, job responsibilities, equipment needs, workspace, and scheduling issues. Responsibility for tax and other legal implications in using the employee's home for business use rests solely with the employee.
13. Evaluation of performance by the supervisor will include frequent interaction by phone and/or e-mail and weekly face-to-face meetings. At the end of the trial period, the employee and supervisor will evaluate the telecommuting experience and the supervisor will make a recommendation for continuance or not.
14. Telecommuting is *not* designed to be a replacement for appropriate childcare. The focus must remain on job performance and meeting BCC's needs.

Employee Benefits

Medical / Dental Insurance

The church provides group medical coverage for all eligible employees. Regular employees who have completed 1 calendar month of continuous service and are scheduled to work 20 hours or more per week on a regular basis are eligible. Eligible part-time employees will receive a pro-rated amount of sick leave based on their scheduled work hours. Spouse and/or dependents of employees may be insured under the group plan at the expense of the employee and as permitted by the group plan.

Payment for medical insurance is paid directly to the insurance carrier by the church on the employee's behalf. The cost for employee's spouse and/or dependents is deducted from the employee's gross compensation.

BCC's medical/dental benefit is provided in the form of insurance coverage only. Employees covered by other medical or dental insurance programs are not eligible to receive "substitute" compensation in lieu of participation in BCC's medical or dental insurance programs.

Temporary employees are eligible for group medical and dental benefits if their term of employment is greater than or extended beyond 6 months and they work on average of 20 hours or more per week.

Life insurance

Life insurance with a death benefit of \$50,000 is currently provided to all eligible employees in accordance with the Church's group life insurance coverage. The life benefit will be paid to the elected beneficiary upon the death of the insured.

Retirement Plan

The church currently offers a retirement plan in the form of a tax-deferred annuity program for eligible employees. Upon completion of two years of continuous service, Regular employees scheduled to work at least 40 hours per week are eligible for a monthly contribution equal to 7% of his/her gross wages to be invested in BCC's approved tax-deferred annuity account.

Participating employees may elect to have an additional amount of pre-tax dollars held from his/her salary on a monthly basis to be invested in the program at the end of three continuous months of employment. Total dollars invested shall not exceed the limit set by the plan, in accordance with IRS Publication 571.

All other regular BCC employees who meet the requirements of the plan and work 20 hours or more per week may enroll in the program and make his/her own voluntary monthly contributions, however no employer contributions will be made.

Continuing Education and General Guidelines

Bethany encourages its employees to continue training and education that enhances their ability to do their job. Employees may be eligible for continuing education allowances to help offset the cost of specialized training and formal education.

All educational endeavors that are supported financially by BCC must be approved in

advance by the Executive Director or Senior Pastor and must relate to the individuals specific area of ministry responsibility

When a continuing education allowance is approved, BCC will reimburse the employee or make a payment directly to the educational institution for the cost of tuition only, up to the budgeted allowance. BCC generally does not cover associated educational costs such as books, fees, and supplies.

Time off

Holidays

Bethany Community Church is closed on the following holidays. Eligible employees receive paid time off at their regular rate of pay.

New Year's Day

Martin Luther King's Day

President's Day

Memorial Day

Independence Day (July 4th)

Labor Day

Thanksgiving Day

The Day Following Thanksgiving

Christmas Day

Day following or preceding Christmas

General Holiday Pay Provisions

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

Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay.

Occasionally employees will be scheduled to work the observed holiday (i.e. when the holiday falls on a Sunday). When an otherwise eligible employee is scheduled to work on an observed holiday, he/she will receive an alternate day off of BCC's choosing, generally within the same pay period.

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

Employees on leave of absence "without pay" are not eligible for holiday pay on holidays that are observed during the period they are on leave.

Holiday pay will be equivalent to the average number of hours worked per day.

Part-time employees working more than 20 hours per workweek are eligible for holiday pay or will be given a floating day off, at the discretion of the Supervisor.

When completing a time sheet, please report the exact hours worked on the observed holiday and indicate the actual day you did not work.

Compensatory ('Comp') Time

A non-exempt employee may request and a supervisor may approve time off in lieu of overtime pay for hours worked in excess of 40 in a workweek. Compensatory time off must be given in increments of one and one-half hour for every one hour worked beyond 40 in a workweek. Compensatory time off must be used within the pay period in which it was earned.

For part-time non-exempt employees, one hour of compensatory time off may be earned for each hour worked beyond their usual schedule up to 40 hours worked in a workweek. For each hour worked over 40 in a workweek, one and one-half hours of compensatory time off may be taken.

Exempt employees are not eligible for compensatory time off.

Vacation

Vacation provides BCC employees with the opportunity to take time off from their normal duties and responsibilities. Paid vacation may be used for any purpose of the employee's choosing, including attending to personal matters or supplementing sick leave when necessary. However, to the maximum extent possible, it is BCC's desire and intention that vacation be used for an employee's physical, mental and spiritual rejuvenation. Regular employees who work an average of 20 hours or more per week will earn paid vacation based on their length of continuous service with Bethany as follows:

Length of Continuous Service	Vacation Accrual Rate
Level 1 – First Year	10 Days/Yr – 6.67 Hrs/Mo
Level 2 – After One Year	11 Days/Yr – 7.33 Hrs/Mo
Level 3 – After Three Years	13 Days/Yr – 8.67 Hrs/Mo
Level 4 – After Five Years	15 Days/Yr – 10.00 Hrs/Mo
Level 5 – After Seven Years	17 Days/Yr – 11.33 Hrs/Mo
Level 6 – After Ten Years	20 Days/Yr – 13.33 Hrs/Mo

For non-exempt employees, days in the above table shall be converted to hours based upon a five-day, forty-hour work week and the contracted number of hours worked. For example, if an employee works 30 hours per week, based upon a five-day work week, he or she would receive 6 hours of pay for each vacation day taken.

Requests for vacation should be made in writing and submitted to your supervisor for approval at least 10 working days in advance. Vacation requests will be approved on a first-come, first-served basis, to the extent that the employee's responsibilities are covered and BCC's normal operations may be maintained.

In the event of an unscheduled absence, such as personal business or other unexpected circumstance, advanced notice may not be required. However, in

all cases, paid vacation must be approved by the employee's supervisor.

Employees with accrued but unused and unexpired vacation will receive pay for unused vacation upon termination of employment at the employee's current rate of pay.

Because we believe regular vacations are necessary to refresh employees physically and mentally, it is BCC's policy not to carry over vacation credits from year to year (i.e., use it or lose it). When special circumstances prevent an employee from using all accrued vacation, up to one-half of an employee's then-current annual accrual rate may be carried over to the following year with the approval of the employee's supervisor.

Vacation accrues monthly at the annual rate outlined above. Increases in accrual rates will be applied from the first pay period that includes the employee's hire date.

Time taken off for certain leaves of absence such as jury duty or military leave will not be charged against the employee's vacation account.

BCC does not pay for vacation days in advance of being earned.

Temporary employees whose term of employment exceeds six months are eligible for prorated paid vacation based on the average number of hours worked during a typical work week.

Sick Leave

Sick Leave is intended to provide paid time off in the event of a health related event experienced by the employee or to care for the health related needs of an immediate family member. Sick Leave benefits may generally be used in the case of personal illness or injury that is not work-related but may not be used for personal time off or as additional vacation.

Regular employees working at least twenty hours per work-week are eligible to earn Sick Leave at the rate of eight (8) hours per calendar month. Part-time employees receive a pro-rated amount of sick leave based on their scheduled work hours. The actual Sick Leave hours per pay period will vary for part-time staff. Temporary employees are not eligible for Sick Leave.

Sick Leave begins accruing the first day of work. There is no accumulation limit to the Sick Leave benefits. Sick Leave time will be deducted in whole or partial day increments only for exempt employees.

Employees missing work due to illness must call their supervisor to report the sickness and the expected return date. Employees who receive Sick Leave benefits may be asked to provide medical verification.

Employees will not be paid for unused Sick Leave benefits upon termination of employment. Use of Sick Leave will not be considered as hours worked for the calculation of overtime, holiday eligibility, vacation time, or sick leave accrual. Employees will receive the same personal and family medical benefits during Sick Leave as they had during the month prior to the beginning of their Sick Leave.

Leaves of Absence

General Provision for All Leaves

All leaves of absence other than emergencies must be approved in advance, in writing, by the Executive Director.

A request for an extension of a leave of absence must be in writing prior to the expiration date of the original leave, and, where appropriate, accompanied by a physician's written statement that certifies the need for an extension.

Coverage of any group insurance plans will be continued if the employee pays the entire premium for continued coverage during the portion of an approved unpaid leave of absence greater than 12 weeks.

Employees will not accrue service credit for any accruals or benefits for the portion of a leave of absence in excess of 12 weeks.

Employees on leave of absence will be subject to lay-off on the same basis as employees who are actively at work and must communicate with BCC on a regular basis regarding their status and anticipated return to work date.

Employees who return to work from a pregnancy, medical, or worker's compensation leave of absence may be required to provide a physician's written statement regarding their fitness for duty.

Employees on leave of absence who seek or accept other employment without BCC's prior written approval may be subject to disciplinary action, up to and including termination.

Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.

Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

Study Leave for Ministry Staff

The Church provides 10 days of non-accruable study leave a year for ministry staff who work a minimum of 40 hours per week for a total of 2080 hours or more per year and who have completed 1 year of continuous service.

The purpose and time of leave must be approved by the Senior Pastor or Executive Director, who will inform the Church Council of the request. If the Senior Pastor is making the request for himself it must be approved by the Church Council

Unpaid Leave of Absence

An unpaid leave of absence may be granted for a compelling personal reason that is not medically related.

Employees who have completed at least three years of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of one year.

Written requests must be signed and must state the reason for the leave, as well as the beginning and ending dates.

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

Employees who return to work at the end of a personal leave should normally be returned to their former job classification if an opening exists or, if there is no such opening, they should be considered for a comparable position if one is available. BCC does not guarantee a job will be available upon return from an unpaid leave.

The purpose and time of leave must be presented to and approved by the Senior Pastor. If the Senior Pastor is making a request for himself, it must be approved by the Church Council.

Jury Duty Leave

BCC encourages employees to serve on jury duty when called. Employees doing so will receive the difference between their salary and the expense payment from the court, up to a maximum of five (5) working days. Individuals who are called for jury duty are usually required to report to the court each morning for possible selection and appointment to a jury. If you are excused, the time missed will not count against the 5-day maximum if you return to work after leaving the court. To receive jury duty pay, employees must provide BCC with a copy of the Jury Duty Notice on the first work day after receipt.

Unpaid Military Leave

Bethany Community Church provides a military leave of absence to any employee who must perform short-term military duty training or who enlists, is inducted, or is recalled to active military service of the United States. An employee who anticipates beginning a military leave should provide his or her supervisor with as much advance notice as possible. A request for a military leave must be accompanied by a copy of the official orders.

Military leave time will be without compensation from BCC; however, individuals may take their accrued vacation time. Military leave time will usually be considered a period of service with BCC for the purpose of certain benefits, as required in applicable laws and regulations.

Workers' Compensation Leave

Worker's compensation leave can be used for a leave of absence due to a work-related illness or injury. BCC should be notified immediately of accidents of any nature, regardless of whether an injury occurred or whether a claim will be made under Workers' Compensation. BCC complies with applicable state and federal law concerning leaves for work-related illness or injury.

Bereavement Leave

Full-time and part-time employees working at least twenty hours per week will be eligible for up to three days away from work, with pay, to arrange and/or attend the funeral of an immediate family member.

Immediate family member for the purpose of this policy is defined as the employee's siblings, spouse, children, parents, grandparents, grandchildren, and in-laws of the same relationship.

Employees who require more than three days away from work may request Vacation time, or a personal leave of absence, subject to the provisions of BCC's leave of absence policy.

Family Leave

Employees who have been employed for 1 year and work greater than 20 hours per week are eligible for up to 12 weeks of unpaid family leave.

Employees may use their vacation time and/or LTSP (*subject to the normal rules*) prior to taking unpaid leave for:

- The birth and care of the newborn child of the employee;
- Placement with the employee of a son or daughter for adoption or foster care;
- Care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- Medical leave when the employee is unable to work because of a serious health condition.

Expectations of Employment

Attendance

An employee who knows he/she will be absent from work, must report such absence to one's supervisor prior to that workday if possible. A record of tardiness or unexcused absences may result in loss of pay or other disciplinary action.

Breaks and Meal Periods

Non-exempt employees who work at least three and half-hours in a workday will receive a fifteen-minute paid break period for each four hours of work, or major fraction thereof. Break periods should be taken as close to the middle of each four-hour work period as possible. Non-exempt employees who work more than five hours in a workday will receive an unpaid meal period of thirty minutes.

Contact with the Office

During work hours, the office should know of your whereabouts at all times. Inform your supervisor and an office staff member of your whereabouts.

Safety

Safety on the job and care of property and equipment are the responsibility of all employees. This includes making sure doors are locked behind you when you are last to leave the building. Every effort should be made to avoid careless work habits and unsafe working conditions should be reported to supervisors.

BCC employees are required to report any on-the-job-injury to your supervisor or the Executive Director at the earliest opportunity.

Confidential Information

It is the policy of Bethany Community Church that all records and information relating to BCC or its congregation are confidential. Employees must, therefore, treat all matters accordingly. No BCC or BCC-related information, including documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of BCC) may be removed from BCC premises without permission. Additionally, the contents of BCC records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Common examples include:

- Financial data;
- Lists of members or friends of the congregation or individuals;
- Wage and salary data.

Employees may not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside BCC. Employees who knowingly or unknowingly reveal information of a confidential nature will be subject to appropriate disciplinary action, up to and including dismissal. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

Use of Office and Computer Equipment

Bethany's equipment and resources are first and foremost for ministry and business of the church. However, we recognize that employees will from time to time need to conduct personal business during business hours. Employees are expected to use good judgment and common sense, and not abuse this privilege by using the church's resources excessively for personal use.

Employees are responsible for ensuring that they do not receive excessive, frivolous communications from personal acquaintances. Staff should not give their office phone number, fax number, or e-mail address to friends, family members, or other personal acquaintances they do not feel will be able to abide by Bethany's communication policies. Personal web-browsing and on-line chat sessions should be kept to a minimum and should never get in the way of responding to business needs.

Because of the confidential nature of some of the information on Bethany's server, permission to access files may be restricted. Volunteers may use a guest login to perform church related work. Under no circumstances should you give out any pass codes or access to unauthorized personnel.

The nature of electronic communications prohibits the guarantee of privacy and employees are encouraged not to send any message they would not feel comfortable being accessed by others, or broadcast widely. Bethany reserves the right to access and/or seize any and all computer files, voice or e-mail messages on Bethany's equipment or system.

Communications (computer files, voice mail, e-mail) housed on the Bethany's equipment are subject to disclosure to law enforcement or government officials or other third parties through subpoena or other processes. Bethany reserves the right to make such disclosures without prior consent or notification to either the sender or receiver employee. Employees should always ensure that business information contained in their communications is accurate, appropriate, and lawful.

Software installation and License Liability

Installation of any hardware and/or software on the network, or any church computer, or laptop, without approval from the Executive Director is prohibited. This includes commercial software, freeware, shareware, and any other classification of software, including changes in code, programming, or updates. Software will not be approved or installed for any reason if there is not a license for that software on site. All software licenses will be held and maintained at the office.

Anti-Virus, Spy-ware, Data, and Firewall Protection

All church computers, laptop, and networks will have anti-virus, firewall, and spy-ware protection. Employees will be expected to educate themselves on how to employ routine virus and spy-ware checks or protection on their computer systems, on any files received from a third party, or files and information downloaded from the Internet. Please contact the Executive Director if you have not learned how to perform these actions or employ these tools.

Use of Audio/Visual Equipment

Audio/visual equipment or other costly office equipment may not be employed for personal use by employees. On a case-by-case basis, the Executive Director may allow

equipment usage for non-Church presentations or for other specific requests made in advance.

Phones and Postage Meter

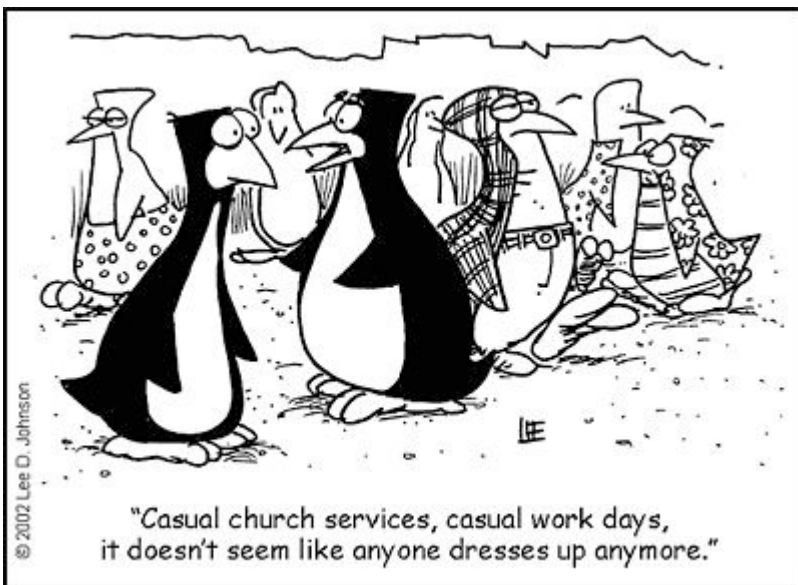
Personal telephone calls and faxes during work hours should be kept to a minimum and should never get in the way of responding to business calls. Long-distance charges for personal calls and faxes should be charged to a personal credit or calling card or reimbursed to the Church by the employee.

The postage meter is for the use of Church correspondence only. Stamps for personal mailing can be purchased from the receptionist.

All passwords, including for files on the network, are to be forwarded to the Executive Director.

Dress Code

It is our desire to maintain a casual atmosphere in the office among the staff at BCC, while at the same time reflecting an appearance of professionalism and appropriateness to the congregation and the community. All staff should refrain from wearing shorts unless the outside temperatures exceed 80 degrees. On Sunday mornings, ministry staff should refrain from wearing shorts, jeans, sweats, or tennis shoes. Support staff should refrain from wearing denim during working hours, except for casual Fridays.



Conflict of Interest

Bethany asks that each person on staff use good judgment, high ethical standards, and honesty in all job-related interactions. Employees should avoid any conflict of interest or appearance of conflict of interest. It is best to talk to your supervisor ahead of time before engaging in any activity or event that may be perceived as a conflict of interest.

Code of Conduct

Being an "employee of the church" in any capacity is no small matter, for the world at large tends to judge such individuals by a high standard. The unchurched may view any church employee as a "pastor," underscoring the need for every employee — regardless the scope of his or her ministry — to bring proper honor to Christ's church. It is the vision of Bethany Community Church that the staff exemplify in their lives and relationships the very life that we hope to see in our congregation.

Policy Against Harassment

BCC is committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, BCC maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand that certain jokes, stories, cartoons, nicknames, and comments may be offensive to others. Any harassment of employees or others in the workplace by supervisors, coworkers, or vendors is prohibited.

Examples of sexual harassment include: Unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault.

How to Respond to Harassment

If you believe that you are being, or have been, harassed in any offensive way, please promptly report the facts of the incident or incidents to your supervisor or the Senior Pastor immediately, without fear of reprisal. *If the harassment involves any pastor, please notify any Church Council member.*

To determine whether the alleged conduct is inappropriate or constitutes unlawful harassment, the investigating party will examine the totality of the circumstances, the nature of the conduct, whether there is a past history of harassment, and the context in which the alleged incident occurred. Harassment of a BCC employee, volunteer, visitor or attendee may result in disciplinary action, up to and including possible termination of employment.

Performance Evaluations

In addition to ongoing feedback and affirmation, every employee will be reviewed formally to ensure a growing proficiency in the work at hand, and to maximize job satisfaction. This review will be conducted by their supervisor within thirty days of their 6-month anniversary of hire, and periodically thereafter.

Outside Employment

Employment in addition to your job at Bethany is permitted providing that it does not interfere with your regular and punctual discharge of duties and responsibilities at Bethany. It is recommended that the employee discuss such outside employment with the supervisor before starting such employment to be sure there is no conflict of interest. Use of BCC property in such endeavors is prohibited.

Voluntary Termination

We recognize the complexities of life sometimes take good people away from our church staff. When a staff member voluntarily submits his or her resignation, they should provide a 2-week notice before their last day of work, and will be compensated for working during that notice period.

Progressive Discipline and Involuntary Termination

In the event employee matters need to be addressed (such as inefficiency, irresponsibility, etc.), the following three-step process shall normally be followed:

At the point the infraction becomes serious, the employee will receive a private, verbal reprimand from his or her supervisor or the Senior Pastor, clearly explaining the observed issue or behavior and necessary corrective action.

If the issue arises again or the behavior is repeated, the supervisor or Senior Pastor will present, in person and in private, a written reprimand detailing the matter and necessary corrective action. A copy of this document will be placed in the employee's personnel file.

If it becomes clear the issue or behavior has become a pattern or is not being dealt with properly by the employee, the Senior Pastor or Executive Director will, in person and in private, terminate the employee, usually effective immediately. Severance pay will ordinarily not be given for a termination based on inadequate performance or inappropriate conduct.

In the event the employee engages in serious misconduct or violations of BCC rules, termination may be immediate, without working through the process just stated.

Final pay, including any earned or accrued vacation pay or severance pay for any resigning or terminated employee shall be paid not later than the end of the current pay period.

Grievance and Appeals Procedure

Misunderstandings and difficulties will occur in a work setting. Understand that it is always our desire that you first attempt to work out a reasonable solution with the individual in which you find offense. While most of these situations can be handled either directly with the other employee or with your supervisor, we do recognize that there is always the potential for a disagreement that requires special attention. The procedures outlined apply to all employees of Bethany.

First Level - The employee attempts to remedy the problem through consultation with his/her immediate supervisor.

Second Level - If the grievance cannot be resolved satisfactorily with the supervisor, the employee may discuss the problem at each level of supervision up to and including the Senior Pastor.

Third Level – In the unlikely case that a remedy is not found after talking to the Senior Pastor, the employee may speak to the chair of the Church Council.

The above procedure is not mandatory for dealing with employment situations. Some violations of the BCC Operations Manual and Employee Handbook and Agreement will result in immediate termination of the employment relationship without any formal right to a hearing or appeals process.