

CHRIST COMMUNITY CHURCH OF MILPITAS TEAM HANDBOOK

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**Serving God Together
Team Handbook**

WELCOME TEAM MEMBERS

“God has given each of you some special abilities; be sure to use them to help each other, passing on to others God’s many kinds of blessing.” 1 Peter 4:10 (LB)

We welcome you to the staff ministry team of Christ Community Church of Milpitas (CCCM). It is an honor and delight to have you on our team. Our ministry teams serve God and others by using our unique spiritual gifts and talents to accomplish the overall vision and purposes of Christ Community Church. Being on the team offers you the privilege of making an eternal difference in the lives of people. We are committed to helping you achieve the highest level of excellence, efficiency, and effectiveness in your ministry for the Lord.

May God’s blessings be abundant to you as you join us in Serving God Together.

“Now to each one the manifestation of the Spirit is given for the common good.

*... The body is a unit, though it is made up of many parts;
and though all its parts are many, they form one body.*

*... But in fact God has arranged the parts in the body,
every one of them, just as he wanted them to be.*

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

1 Corinthians 12:7, 12, 18, 27 (NIV)

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| <p style="text-align: center;">Serving God Together Team Handbook</p> |
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ABOUT THIS TEAM HANDBOOK

We have developed this Team Handbook to acquaint you with the staff policies, procedures, guidelines, and basic information of Christ Community Church of Milpitas (CCCM).

This handbook applies to all employees. This handbook is not intended to be a contract, nor is it intended to create any legally enforceable obligation on the part of CCCM or its employees.

One of our objectives is to provide you with a safe working environment that will facilitate your personal, professional, and spiritual growth. We will review this document from time-to-time and update this handbook as things change.

Our hope is that you will read this handbook, understand its contents, and refer to it often.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. CCCM reserves the right to modify, supplement, rescind, or revise any policy, procedure, guideline, benefit, or rules of conduct as needed, without notice, as necessary or appropriate.

If there is a conflict between the policies, procedures, guidelines, benefits, and rules of conduct in this handbook and those set forth in the terms of a Presbyterian ordained pastor's Call of Service, the Call of Service shall prevail.

This handbook supersedes all prior employee manuals and handbooks. The specifics of all CCCM policies, procedures, and guidelines are in the Bylaws, Policies and Procedures Manual. Nothing in the Bylaws, Policies and Procedures Manual is intended to supersede or abrogate the provisions of the Book of Order of the Presbyterian Church U.S.A., or rules or provisions of the Presbytery of San Jose, California.

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Team Handbook**

ABOUT CHRIST COMMUNITY CHURCH

From 1871 through 1915, the first Protestant congregation in Milpitas began as First Presbyterian Church of Milpitas. It was located near the intersection of what is now Main Street and Weller Lane, on land donated by the Curtner Family. FPCM was established as a branch of First Presbyterian Church of San Jose. In 1915 the families in the congregation returned to San Jose to worship. From 1915 – 1963, the church was inactive but the corporation was kept going by William Curtner.

In 1964 The Presbytery of San Jose targeted Milpitas as a strategic location for church development. In July 1964, The Reverend Albert Damon was called by the New Works Committee to begin the reorganization of First Presbyterian Church of Milpitas.

The first worship service was held in a model home on September 13, 1964, and the church was officially reorganized on June 27, 1965. At the reorganization service, Mr. Curtner presented the church with the original finial, the bell on our patio, the silver baptismal font, communion chalice, and two communion bread plates.

In November 1966, groundbreaking was held for the permanent location of the church building on 4.6 acres of land at our current site on the corner of Clear Lake and South Park Victoria Avenue.

In March 1975, Pastor John Bristol was installed as pastor. John came to this church from Walnut Creek Presbyterian Church and is a graduate of Wheaton College and Princeton Seminary. John received his Doctor of Ministry degree from Fuller Theological Seminary in 1988.

In June 1977, Pastor Jim Tirone came to FPCM from the Boston area to serve as our summer intern. In January 1978, Pastor John asked him to stay and Jim accepted the position of Associate Pastor. Jim is a graduate of Wheaton College and Gordon-Conwell Seminary.

The first day of worship in our current Ministry Center was on Sunday, May 22, 1994.

On October 1, 2002, two words were changed in our church's name and First Presbyterian Church of Milpitas became Christ Community Church of Milpitas. Our new name proclaims that we are here for Christ and for the community. It also signified a new era for us as we seek to bring the love and truth of Christ to our community and world.

In 2007 we began our 10th capital campaign, "*Future with Purpose*", with plans to build a new Social Hall, Gymnasium and Children's Education Space. A new Kitchen and Office area are also in the plan.

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Team Handbook**

THE FIVE PURPOSES OF CHRIST COMMUNITY CHURCH

1. To celebrate God's presence: WORSHIP

Exalt our Lord.

"O magnify the Lord with me and let us exalt His name together."

Psalm 34:3 (RSV)

2. To communicate God's Word: EVANGELISM

Evangelize our mission field.

"The most important thing is that I complete my mission – the work the Lord gave me to do – to tell people the good news about God's grace."

Acts 20:24 (NCV)

3. To educate God's people: DISCIPLESHIP

Educate for maturity.

"...building up the church, the body of Christ, to a position of strength and maturity...until all become full grown in the Lord."

Ephesians 4:12b-13 (LB)

4. To incorporate God's family: FELLOWSHIP

Encourage our members.

"You are members of God's very own family and you belong in God's household with every other Christian."

Ephesians 2:19 (LB)

5. To demonstrate God's love: MINISTRY

Equip for ministry.

"...to prepare God's people for the work of service."

Ephesians 4:12a (NIV)

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Team Handbook**

We have incorporated the five purposes in the following purpose statement:

**CHRIST COMMUNITY CHURCH OF MILPITAS
PURPOSE STATEMENT**

To bring people to Jesus and **membership** in His family, develop them to Christ-like **maturity**, and equip them for their **ministry** in the church and their life **mission** in the world, in order to **magnify** God's name.

These purposes are squarely anchored in our Lord's two great mandates to His church:

THE GREAT COMMANDMENT

“Love the Lord Your God with all your heart...soul...and mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.” Matthew 22:37-39 (NIV)

“Love God with all your heart.” **WORSHIP**
“Love your neighbor as yourself.” **MINISTRY**

THE GREAT COMMISSION

“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Matthew 28:19-20 (NIV)

“Go...make disciples.” **EVANGELISM**
“Baptizing them.” **FELLOWSHIP**
“Teaching them to obey.” **DISCIPLESHIP**

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CCCM Core Values

1. People matter to God.
"...the Lord God formed the man from the dust of the ground..." Genesis 2:7 (NIV)
2. Loving relationships should permeate all aspects of church life.
"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves." Philippians 2:3 (NIV)
3. Excellence honors God and inspires people.
4. Life-change happens best in small groups.
5. Full devotion to Christ is normal for every Christ-follower.
6. The church operates as a unified community of servants with men and women using their spiritual gifts.
7. The church should be culturally relevant and biblically pure.
8. Christ-followers should show authenticity and grow continually.
"Submit to one another out of reverence for Christ." Ephesians 5:21 (NLT)
9. We are Christ's representatives every day and we represent Him in every relationship.
"Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave Himself up for us as a fragrant offering and sacrifice to God." Ephesians 5:1,2 (NIV)

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TEAM VALUES

1. A spiritually surrendered life is the greatest gift you can bring to your ministry. *“Submit yourselves, then, to God. Come near to God and He will come near to you.”* James 4:7,8 (NIV)
2. Model the values of the church by living them consistently.
3. Have a positive, optimistic, “can-do” servant’s attitude always asking the question, “How can I help?”
4. Practice honest communication by not letting conflict go underground and obeying Matthew 18:15: *“If a fellow believer hurts you, go and tell him, work it out between the two of you. If he listens you have gained a brother (sister).”* If we damage community, we must seek to repair it.
5. Approach your work with intensity. *“Whatever you do, do all for the glory of God.”* 1 Corinthians 10:31 (NIV)
6. Honor and value volunteers. Continually express appreciation for what they do.
7. Keep one eye on eternity. See the big picture. *“...you have been raised with Christ, set your hearts on things above...set your minds on things above, not on earthly things. ...When Christ appears, you also will appear with Him in glory.”* Colossians 3:1-4 (NIV)
8. Pray. Prayer is what Jesus did in between miracles. When we work, we work, but when we pray, God works.

TEAM MEMBERS

Team members (employees) including non-Presbytery ordained and non-ordained employees, are employed by and responsible to the CCCM Session of Elders. However, day-to-day operations and management is the responsibility of designated staff.

Employees need not be members of CCCM, however, employees must have an authentic and growing relationship with Jesus Christ. Your commitment to attend worship services on a regular basis, a commitment to prayer, a devotional life, and continuing spiritual growth is expected. Employees are expected to be sensitive to how others perceive them biblically, spiritually, and ethically, by maintaining sound judgment and integrity. Employees should maintain a life style consistent with CCCM’s vision and value statements, as well as biblical truths.

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TEAM CODE OF CONDUCT

1. My personal success is measured by the success of our team. *“From Him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.”* Ephesians 4:16 (NIV)
2. We will practice HOT communication:
Honest
Open
Transparent

“...Speaking the truth in love, we will in all things grow up into Him who is the Head, that is, Christ.” Ephesians 4:15 (NIV)
3. I recognize that each member of our team has a special gift that contributes to the success of the whole team. *“God gives us many kinds of special abilities, but it is the same Holy Spirit who is the source of them all. There are different kinds of service to God, but it is the same Lord we are serving.”* 1 Corinthians 12:4-5
4. I will always speak positively of my teammates in public; they are safe with me even in their absence. *“He who guards his mouth and his tongue keeps himself from calamity.”* Proverbs 21:23 (NIV)
5. If I have a problem with a teammate, I will go to him or her first. *“If your brother (sister) sins against you, go and show him his fault, just between the two of you.”* Matthew 18:15 (NIV)
6. When in doubt, I will give my teammate the benefit of the doubt. *“Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else.”* 1 Thessalonians 5:15 (NIV)
7. I will pray for each member of our team regularly. *“...Be alert and always keep on praying for all the saints.”* Ephesians 6:18 (NIV)
8. We will support in public the decisions we have made in private. *“Rise up; this matter is in your hands. We will support you, so take courage and do it.”* Ezra 10:4 (NIV)
9. Confidences will remain safely inside of our team. *“A gossip betrays a confidence, but a trustworthy man (woman) keeps a secret.”* Proverbs 11:13 (NIV)
10. Grace will be given freely when we encounter one another’s faults. *“Be kind and compassionate to one another, forgiving each other, just as Christ God forgave you.”* Ephesians 4:32 (NIV)

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MINISTRY MISSIONS

- **Administration / Daily Operations:** Provide day-to-day office functions and tasks for the advancement of church ministries reaching people for Christ.
- **Children:** Reach children (birth-5th grade) and develop them to full devotion to Christ.
- **Spiritual Formation:** Reach adults and develop them to be fully devoted followers of Christ.
- **English as a Second Language (ESL):** Provide life skills, English and Bible Classes for Christians and non-Christians.
- **Evangelism/Outreach:** Reach unsaved people with the Gospel of Christ.
- **Facilities:** Provide for building excellence and maintenance.
- **Finance:** Ensure that high integrity is maintained with all aspects of church finances and accounting systems.
- **Information Technology:** Encourage the congregation to support ministries with accurate information and technology for efficient communications.
- **International Ministries:** Fulfill the Great Commission throughout the world.
- **Local Ministries:** Connect and care for people within and outside of our church.
- **Men's Ministries:** Inspire and unite men to be passionate followers of Jesus Christ.
- **Women's Ministries:** Challenge and equip women to grow spiritually, to love and care for one another, and to reach out with the Gospel of Christ.
- **Worship:** Provide meaningful worship experiences.
- **Young Adults:** Reach young adults (18 years – 29 years) and develop them to full devotion to Christ.
- **Youth:** Reach youth (6th grade – 12th grade) and develop them to full devotion to Christ.

Serving God Together Team Handbook

EMPLOYMENT

Employment Practices

All open positions must have prior written authorization from the Executive Pastor before the position may be filled.

Employment At Will

Employment for all employees, except the ordained pastors called by the Presbytery, is with mutual consent of the individual and CCCM. Consequently, both the employee and the church have the right to terminate the employment relationship at any time, with or without cause, or advance notice. This “Employment At Will” agreement constitutes the entire agreement between the employee and CCCM on the subject of termination and it supersedes all prior agreements. Although other CCCM policies, procedures, and guidelines may change as needed, this “Employment At Will” agreement will remain in effect throughout your employment with CCCM unless it is specifically modified by an express written agreement signed by the employee, the Executive Pastor, the Ministry Leader, and with the approval of Session. This “Employment At Will” agreement shall not be modified by any implied agreement.

Equal Employment Opportunity (EEO)

CCCM is committed to equal employment opportunity for all qualified persons, without regard to race, color, male, or female, pregnancy, childbirth and related medical conditions, national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, veteran status, or marital status.

This applies to all employment practices, including recruitment, hiring, church benefits, promotions, training, disciplinary action, and termination. CCCM makes reasonable accommodations for disabled employees.

All employees are expected to show respect and sensitivity towards all other employees, and to demonstrate a commitment to CCCM’s equal opportunity employment objectives. If you observe a violation of this policy, report it immediately to your Ministry Leader, or the Executive Pastor. CCCM will immediately investigate any complaint and take appropriate preventive and/or corrective action. Violation of the policy may result in disciplinary action, up to and including termination.

Immigration Reform and Control Act 1986

CCCM is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. All employees are required to provide documentation verifying their identity and legal authority to work in the United States.

Serving God Together Team Handbook

Employment Classifications

Depending on job duties and the numbers of hours worked, positions are classified in the following manner:

- **Regular Employees:** Employees, except ordained staff called by the Presbytery and temporary employees, are considered “Regular Employees”.
- **Ordained Staff:** Employees called by the Presbytery, or non-Presbytery ordained.

Other Employees

- **Temporary Employees:** Hired on a specified basis. No benefits are provided.
- **Interns:** Hired on a specified basis. Includes the objective of providing experience for people considering or in training for ministry. No benefits are provided.
- **Independent Contractors:** Hired for a specific task or time period at a specified rate. They are not employees of CCCM and benefits are not provided.
- **Volunteers:** Volunteer on an ongoing basis or as needed. No salary or benefits are provided.

Exempt/Non-Exempt

- **Exempt:** Hired on an ongoing basis for 30 hours or more per week at an established salary. Exempt employees do not receive overtime pay at any time, but do receive benefits.
- **Full-Time Non-Exempt:** Hired on an ongoing basis for 30 hours or more per week at an established hourly rate of pay, plus benefits. Non-exempt employees receive overtime pay (1½ times their hourly rate) if previously authorized to work over 40 hours in a workweek or 8 hours in a day.
- **Part-Time Non-Exempt:** Hired on an ongoing basis for less than 30 hours per week at an established hourly rate. Part-time non-exempt employees receive overtime pay (1½ times their hourly rate) if previously authorized to work over 40 hours in a workweek or 8 hours in a day. Benefits are generally not provided with a few exceptions (see Benefits for details).

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Position Descriptions

- **Pastoral Staff: Ordained**
Presbyterian ordained pastors who are members of the Presbytery in a pastoral position.
- **Pastoral Staff: Other**
Professional, non-Presbyterian ordained, and/or non-ordained staff in the leadership of church ministries; Associate Pastor, Executive Pastor, Young Adult Pastor, and Youth Pastor.
- **Leadership Team**
Professional staff in leadership positions: Executive Pastor, Business Administrator, Worship Ministry Director, Children's Ministry Director, Prayer/Men's Ministry Director, Women's Ministry Director, International Ministries Director, Information Technology Manager, Facilities Manager, Finance Manager, Office Manager, and all pastoral staff.
- **Support Staff**
Administrative assistants, ministry assistants, technical support, facility support, and other ministry support staff.
- **Childcare Staff**
Adults and minors involved in childcare ministry.
- **High School and College Interns**
Students and/or adults who provide assistance to ministries on a limited part-time basis.

Employment of Minors

The terms and conditions of the Work Permit, as well as the provisions of state and federal law restrict the employment of minors.

Employees who are not at least 18 years old, are required by law to provide a valid Work Permit, High School diploma, or Certificate of Proficiency, before they are allowed to work.

The hiring of minors for childcare is governed by the federal and state laws regarding times worked, length of time worked, and hourly rate to be paid.

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Employment of Family Members

Family members of employees will receive the same consideration as any other applicant for a job opening and will not be given preferential treatment in employment matters. However, related employees may not be permitted to work in the same department or under the direct supervision of each other. CCCM may require employees who are related to transfer to another ministry or resign.

If two employees marry or become related and the potential for any of the above concerns is apparent or brought to the attention of the Pastoral Staff and Executive Pastor, only one of the employees will be permitted to remain employed by CCCM unless reasonable solutions can be made to eliminate the potential concerns. The decision as to which employee will remain will be done with the counsel of the Pastoral Staff and Executive Pastor.

Conflict of Interest/Outside Employment

All employees are prohibited from engaging in outside employment, private business, or other activities that might have an adverse effect on or create a conflict of interest with CCCM. Regular full time employees are prohibited from engaging in outside employment, without the prior written approval of the Executive Pastor.

If you or members of your family have financial interest in a supplier's firm, you must not allow those interests to impact your ability to make impartial decisions on behalf of CCCM. If you are in doubt about whether or not your activity or personal business conflicts with your employment, check with the Executive Pastor.

You may not operate any personal profit or non-profit business or commercial venture on our property at any time.

Labor Posters

State and Federal law labor posters are posted in the church office. Each employee is responsible for reading the information.

Serving God Together Team Handbook

Sexual Harassment

CCCM is committed to providing a work environment that is free of discrimination. In keeping with this commitment, CCCM maintains a strict policy prohibiting harassment, including gender and sexual harassment. Sexual and gender harassment, sexual abuse and misconduct of a sexual nature within the life of the Church interfere with its moral mission. It is important for each employee to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to other employees.

Gender harassment is behavior that is harassing in nature against a woman because she is a woman and against a man because he is a man.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive.

Sexual harassment of employees by Ministry Leaders, co-workers, members of the congregation, vendors, or other people, is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a condition of employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment has the purpose or effect of unreasonable interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include:

1. Unwelcome sexual flirtations, advances, propositions.
2. Verbal harassment of a sexual nature, explicit or offensive jokes, spreading rumors, sharing fantasies.
3. Subtle pressure or requests for sexual activities.
4. Unwelcome touching or suggestively brushing up against an individual.
5. Graphic comments about an individual's body.
6. A display in the workplace of sexually suggestive objects or pictures.
7. Physical assault.
8. Non-verbal such as giving unwanted gifts, staring at a person's body, stalking a person.
9. Electronic means including emails and the use of the Internet from CCCM's computers.

If an employee believes that they are being, or have been, sexually harassed in any way, report the facts of the incident or incidents to the Ministry Leader, the Executive Pastor, or a Pastor, immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful sexual harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated.

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

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Annual Performance Review

Employees will receive an annual review from their Ministry Leader. The review process will include overall performance, attitude, success, and areas needing improvement, goals, and objectives. The primary purpose for this feedback is to help the employee succeed in performing their job requirements.

If job performance is not satisfactory, the Ministry Leader and Executive Pastor will discuss and document the plan for improvement with the employee. The employee will receive a copy of the improvement plan with specific goals and dates to revisit their performance. The goal is to help the employee develop skills so their job performance will become satisfactory.

If job performance does not improve by a specific date, agreed upon by the employee, the Ministry Leader and the Executive Pastor, the employee may be terminated.

Employee Records

It is important that CCCM always has current personal confidential information available in the personnel files. Updated information needs to be provided for changes in address, phone number, or marital status. If an employee changes their name and/or Social Security number, they will be asked to provide original documentation authorizing the change.

Employees will be allowed to review their personnel records during normal office hours. You may be allowed to copy certain items and to offer a written rebuttal to any negative information contained in your file. Employee records are the exclusive property of CCCM and are confidential. For more information, talk with the Ministry Leader or Executive Pastor.

Criminal Convictions

Felony convictions and any pending felonies must be disclosed. Failure to do so is cause for immediate termination of employment.

Background Checks

Prior employers and references may be contacted prior to the time of hire. Some positions require more detailed background checks. This includes but is not limited to criminal, financial, fingerprint, license, education, certification, or drug/alcohol check.

Those working with children (under 18) in any capacity must fill out an additional application specifically for working with minors. Background checks and fingerprinting may be required prior to employment.

These records are periodically updated and reviewed to assure that employees continue to meet CCCM's and government standards.

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~~Employment Verification~~

All information regarding current and past employees is confidential. Employment verification inquiries are to be referred to the Executive Pastor. The Executive Pastor will only confirm employment and start and stop dates of employment. Employees (past or present) who wish additional information to be disclosed must submit a written request to the Executive Pastor.

Termination and Exit Interviews

All employees whose employment is terminated (voluntarily or involuntarily) will go through an exit interview.

The Executive Pastor will interview you about the reason for termination, and obtain any thoughts and/or ideas you may have about the organization and its ministry. This exit interview is an opportunity for you to tell us your thoughts. It is an opportunity for us to obtain valuable information.

You are responsible to return any church property issued to you, in your possession, or under your control. Prior to receiving your last paycheck, you must return to the Executive Pastor all funds, keys, portable computers, credit cards, books, vehicles, tools, supplies, church data, church information, and any other material or data belonging to CCCM.

You will receive final payment of wages and other compensation due on the following regular payday, or in accordance with government regulations, whichever applies. Your final paycheck will include any unused vacation time.

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COMPENSATION

Compensation Philosophy

Each month is divided into two pay periods. The Finance Manager publishes a schedule of due dates for submitting timecards and days covered by each reporting period. Employees are paid on the fifteenth of the month and the last day of the month. If either of these days occurs on a weekend or holiday, payday will be on the preceding day.

Pay Practices

A pay range will be established for each position. In establishing the pay range, consideration will be given to:

1. Current salary practices in the local Presbytery, other churches in the local area, and other public and private employment.
2. Job qualifications.
3. Job performance.
4. Cost of living as stated by the COLA (Cost Of Living Allowance) published by the federal and/or state governments.

Salary Reviews

- **Exempt & Non-Exempt Staff:** All compensation, except for ordained staff called by the Presbytery, is the responsibility of the Executive Pastor and Session. Salaries will be reviewed according to the established pay ranges at least annually in conjunction with the preparation of the annual General Budget for CCCM.
- **Presbytery Ordained Staff:** The ordained pastors salaries who are members of the Presbytery, will be approved by Session and the congregation at the Annual Congregational Meeting, through the call process of Presbytery with guidance from the Pastor and Executive Pastor.

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Overtime Pay

Occasionally, non-exempt employees may be asked to work beyond normally scheduled hours or on a regularly scheduled day off. Non-exempt employees are not allowed to work overtime unless they obtain prior approval from the Ministry Leader and/or Executive Pastor. When non-exempt employees are asked to work overtime, they will receive premium pay, if applicable, in accordance with state and federal law. Overtime is working more than eight (8) hours in one day or 40 hours in one week.

All non-exempt employees who are required by their Ministry Leader to work on Sundays, or other times beyond their regular work schedule, are required to record this time on their time sheet.

All non-exempt employees who work overtime without advance authorization by their Ministry Leader may be subject to disciplinary action, up to and including possible termination.

Exempt Employee Compensatory Time Off

Exempt employees may need to work additional hours without overtime pay. This is usually expected of those in an exempt position. If the job is consistently requiring more than 40 hours per week, the employee should talk with the Executive Pastor for compensatory time off. Compensatory time off will not be accumulated or added to vacation time, but should be taken in a reasonable period of time (within one month of the overtime).

Timekeeping Requirements

All non-exempt employees are required by law to complete a time sheet each pay period. The time sheet must reflect the hours worked, vacation hours, holidays taken, and sick time. The time sheet must be signed by the Ministry Leader and given to the Finance Manager at the end of each pay period. A meal break is assumed if it is not recorded on the time sheet, when working five hours or more per day, and will be deducted accordingly from the time worked.

If the time sheet is not filled out and given to the Finance Manager by the end of each pay period, employees will receive pay on the next pay day.

Exempt staff must fill out a Salaried Employee Time Record indicating days worked and time off taken for vacation, sick days, holidays, etcetera.

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Payroll Deductions

There are various payroll deductions that are required by law, such as Federal Income Tax, State Income Tax, Medicare, and Social Security. Each employee must authorize any other deductions from their paycheck in writing. See the Finance Manager to make other deductions.

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

As a nonprofit organization, CCCM does not pay into State Disability Insurance.

Paycheck stubs itemize amounts that have been withheld showing current pay period and year-to-date figures.

Direct Deposit

CCCM provides the option to directly deposit your paycheck to the financial institution of your choice. See the Finance Manager to make arrangement for direct deposit. Employees on direct deposit continue to receive paycheck stubs itemizing pay and withholdings. In the absence of a direct deposit request, a paper check will be issued.

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BENEFITS

Benefits At A Glance

CCCM provides an extensive list of benefits. Eligibility for benefits is dependent on your employment status. Even part time employees receive some benefits. The table below gives an overview of benefits eligibility. See the appropriate benefit section for details.

| Benefit | Full Time 30-40 Hours | Part Time 20-30 Hours | Part Time <20 Hours |
|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|
| Vacation | X | X | |
| Holidays | X | X | |
| Sick Leave | X | X | |
| Medical* | X | | |
| Vision* | X | | |
| Dental* | X | | |
| Flexible Spending Account | X | X | |
| 403(b) Retirement | X | X | |
| Worker's Compensation | X | X | X |
| Disability Benefits | X | | |
| Bereavement Leave | X | X | X |
| Leave of Absence | X | X | X |

* Medical, Dental and Vision benefits can be purchased by part time employees (20-30 hours) at their own expense.

CCCM does not provide: State Disability Insurance, Unemployment Insurance, or Life Insurance.

Vacation

CCCM provides vacation benefits to eligible employees. Vacation accrual will be pro-rated based on a normal workweek.

CCCM strongly encourages employees to take their annual vacation to maintain a healthy balance of personal and professional interests. It is recommended that at least one full week of vacation be taken consecutively to spend time with your family and loved ones, to develop outside interests, and to strengthen your spiritual life.

If an employee voluntarily terminates or is terminated by CCCM, the employee will be paid for vacation earned but not taken pro-rated to the last day worked.

Vacation requests must be scheduled and approved by the Ministry Leader at least two weeks in advance of the desired time off.

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Vacation not used during a calendar year may be carried over to the next year. The maximum accrual from all sources (regular accrual and carry over) is six weeks. Vacation accrual will stop until vacation time is taken to reduce the vacation balance below the maximum accrual.

A holiday that occurs during a vacation day will be treated as a paid holiday and not as a vacation day.

The Finance Manager maintains an accurate record of vacation time accrued and taken.

Vacation Accrual Rates

| Years of Service | Accrual Per Month | Accrual Per Year |
|-------------------------|--------------------------|-------------------------|
| 0-4 years | 1 1/4 days | 3 weeks |
| 5-9 years | 1 2/3 days | 4 weeks |
| 10+ years | 2 1/8 days | 5 weeks |

Vacation accrual rates change on the employee's anniversary date. E.g.; The vacation rate increases to 1 2/3 days per month exactly 5 years to the day after the employee's first workday.

Presbytery Ordained Staff Vacation

Those called by the Presbytery are granted vacation at the beginning of the year with a minimum per terms of call. The one-month language contained in the call is interpreted to mean four (4) weeks or twenty (20) workdays. During the time taken, the days counted as vacation will be the days the person would have normally worked. Vacations must be scheduled in advance and approved by Session.

Vacation Accrual for Presbytery Ordained Staff

| Years of Service | Accrual Per Month | Accrual Per Year |
|-------------------------|--------------------------|-------------------------|
| 0-4 years | 1 2/3 days | 4 weeks |
| 5-9 years | 2 1/8 days | 5 weeks |
| 10+ years | 2 1/2 days | 6 weeks |

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Holidays

CCCM observes the following holidays during which the office is closed and employees are not expected to perform their normal duties.

1. New Year's Day: January 1
2. President's Day: February
3. Good Friday: March/April
4. Memorial Day: May
5. Independence Day: July 4
6. Labor Day: September
7. Thanksgiving: November
8. Day after Thanksgiving: November
9. Christmas: December 25
10. Floating Holiday: To be used as desired

Holidays falling on Saturday will be observed on Friday and those falling on Sunday will be observed on Monday. If a holiday falls during an employee's vacation period, they will receive holiday pay and will not be charged with a vacation day on the day the holiday is observed.

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

Full time employees receive a normal day's pay when observing one of these holidays.

Part time employees receive holiday pay for 20% of their normal weekly hours. The remaining 80% of these hours will be distributed throughout the balance of the workweek. (i.e., a 20-hour per week employee will receive four (4) hours holiday pay and will be expected to work sixteen (16) hours that week.)

Sick Leave

Sick leave benefits are available for employees who work twenty (20) hours or more per week. Full time employees will be eligible to earn up to forty (40) hours of sick leave during each year.

Part time employees earn a number of hours equal to the number of hours they work each week. (i.e., if they work 20 hours per week, they are eligible for 20 hours of sick leave each year.)

There are no benefits to employees working less than 20 hours per week.

Sick pay benefits may be used in the case of personal illness or injury that is not work-related. Employees may use accrued vacation and/or sick pay time to care for a family member.

Sick pay benefits may be accumulated up to a maximum of 320 hours worked for full time employees and eight (8) times the number of hours authorized to work per week for a part time employee (i.e., an employee authorized to work 20 hours per week can accrue up to 160 hours).

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Employees who accumulate the maximum benefit allowed will not earn additional sick pay benefits until their accumulated total has been reduced below the maximum. Thereafter, sick pay benefits will only be earned up to the maximum amount.

Unused sick pay benefits may not be used for personal time off or as additional vacation and staff members will not be paid for unused sick pay benefits upon termination of employment. Sick pay will not be considered as hours worked for the calculation of overtime.

Employees who receive sick leave benefits will be required to provide medical verification and absences of more than five (5) working days will be subject to the leave of absence policy.

The ordained pastors, called by the Presbytery, are covered by this sick leave policy. However, if these provisions conflict with the terms of the call, appropriate arrangements will be made.

Employees on leave of absence do not accrue sick leave.

Group Insurance Plan

Full time employees who work 30 hours per week or more are eligible for enrollment in the group insurance plans offered by CCCM.

CCCM covers the full cost of medical, vision, and dental coverage for the employee while costs for dependent coverage will be split 50/50 between CCCM and the employee. These costs will be paid for through pre-tax payroll deductions.

Those employees working 20 hours or more but less than 30 hours may sign up for the group medical, dental, and vision coverage at their own expense.

CCCM reserves the right to extend these benefits only when no other medical, vision, and dental coverage is available to the employee. (i.e. if the spouse is covered through their employment, CCCM's coverage may not be available.)

The ordained employees, called by Presbytery, are covered by the Presbyterian group insurance policy.

Flexible Spending Accounts

The purpose of the Flexible Spending Accounts (also referred to as a Section 125 Plan) is to provide employees the choice of participating in a reimbursement plan through payroll deductions. Flexible Spending Accounts allow employees to pay for medical claims, dental claims, dependent care, and other out of pocket health care costs using pre-tax dollars. CCCM intends the Flexible Spending Account to satisfy IRS Code 125, and will interpret this Section 125 Plan in a manner consistent with that code provision.

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Each employee who has attained the age of 21 and has completed three (3) months of service and works 20 hours or more per week is eligible to participate in a Flexible Spending Account. An employee may enroll immediately after the eligibility requirement is satisfied, or during any annual enrollment period thereafter. Participating employees will have the opportunity to change their elections once per year during a declared open enrollment period.

A decision to participate in the flexible spending account is irrevocable during the plan year.

For additional information, see the Executive Pastor, Business Administrator, or Finance Manager.

403(b) Retirement Plan

CCCM makes available an IRS approved 403(b) salary deferral retirement program. Through this plan employees can make tax deductible, tax deferred contributions toward retirement. Each employee who has attained the age of 21 and works 20 hours or more per week is eligible to establish and make contributions into a 403(b) Retirement Account.

This benefit is separate from and in addition to CCCM's participation in the U.S. government's Social Security program where the church contributes to your FICA and Medicare (currently the employer contribution is 7.65% of your wages).

For additional information on the 403(b) Retirement Plan, see the Executive Pastor, Business Administrator, or Finance Manager.

Worker's Compensation Insurance

Worker's Compensation Insurance automatically covers all employees at the time they are hired. CCCM pays 100% of the premiums for this coverage. The following benefits are provided to employees who sustain a work related injury or illness:

1. Partial wage replacement for periods of disability.
2. Medical care, including medicine, hospital, doctor, x-rays, crutches, etc.
3. Rehabilitation services, if needed.

It is important that employees report any work related injury or illness to their Ministry Leader as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately. The incident report is given to the Executive Pastor and/or Finance Manager.

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Disability

The Disability Benefits Plan is designed to provide employees with continued income during a period when they are unable to work due to illness or injury. Employees are eligible for Short-Term Disability (STD) and Long-Term Disability (LTD) if you are a full-time employee who is regularly scheduled to work at least 30 hours per week.

STD benefits will be paid to you for a specified period of time if you become totally disabled by an accidental bodily injury or illness while you are an employee of CCCM.

STD pays a weekly benefit of 100% of your earnings for up to six weeks of your disability after completion of a five-day waiting period. After that, the plan pays 75% of your earnings for up to the next 20 weeks.

LTD pays a weekly benefit of 50% of your earnings for up to 26 consecutive weeks of your disability after completion of the STD period.

STD and LTD benefits are reduced by federal and state income tax, as well as other income you may receive, such as workman's compensation.

Bereavement Leave

Employees will be eligible for up to five (5) days away from work with pay, to arrange for and/or attend the funeral of an immediate family member. Immediate family member for the purpose of the handbook is defined as: mother, father, brother, sister, spouse, child, grandparents, grandchildren, and/or legal guardian. If the family member is not an immediate family member as defined in this handbook, then eligibility of bereavement pay may be at the discretion of the Executive Pastor.

Employees who require more than five (5) days away from work, may request accrued vacation time or a personal leave of absence subject to the provisions of the Leave of Absence policy.

Bereavement pay will not be considered as hours worked for the purpose of overtime or for the accrual of vacation or sick leave laws.

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Leave of Absence

The Executive Pastor and Ministry Leader must approve all leaves of absence in writing. CCCM makes leave of absence available to employees on the following basis:

- **Personal Leave**

A non-paid leave of absence for a compelling personal reason that is not medically related.

Employees who have completed at least six months of continuous service may submit a written request to their Ministry Leader for a personal leave of absence, without pay, for up to thirty (30) days. The written request must state the reason for the leave, as well as the beginning and ending dates.

Request for personal leave will be granted at the sole discretion of CCCM, based on the facts and circumstances surrounding individual requests.

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

- **Pregnancy Leave**

A non-paid leave of absence for a disability related to an employee's pregnancy, childbirth, or pregnancy related medical condition. Employees may submit a written request to their Ministry Leader for a pregnancy leave of absence, without pay, for the length of any pregnancy-related leave, up to a maximum of four (4) months.

Requests for pregnancy leave will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the pregnancy.

CCCM does not guarantee reinstatement to their former job classification in all cases. However, every effort will be made to reinstate those who return to work following the end of an approved leave. A physician's written release must verify that they are able to safely perform their duties. If the position held prior to the leave is not available, they will be placed in a comparable position, if available.

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- **Family Care and Medical Leave**

A non-paid leave of absence for the birth, adoption, or foster care placement of an employee's child or for the care of an employee's child, spouse, or parent with a serious illness or health condition; or the employee has a serious illness or health condition that hinders the employee from performing their duties.

Employees who have completed at least six (6) months of continuous service may submit a written request to their Ministry Leader, thirty (30) days in advance, for family care or medical leave for up to a maximum of three (3) months in a twelve (12) month period.

Based on the facts and circumstances of each individual request for leave, CCCM will grant requests. If the request is granted, the employee will be given written notice of their obligations. All requests for Family Leave to care for a child, parent, or spouse with a serious illness or health condition, or an employee with a serious illness or health condition, must be accompanied by a health provider's written statement that verifies the need for the leave and estimates the length of time the employee will be on leave.

Employees on Family Care or Medical Leave may be required, or may decide to use accrued vacation and/or sick pay benefits.

CCCM does not guarantee reinstatement to their former job classification in all cases. However, every effort will be made to reinstate those who return to work following the end of an approved leave. A physician's written release must verify that they are able to safely perform their duties. If the position held prior to the leave is not available, they will be placed in a comparable position, if available.

- **Jury Duty**

A leave of absence with pay (up to two weeks) to serve on jury duty, as required by law.

Employees who are required to serve for more than two (2) weeks may take time off, without pay, for the balance of the jury duty. Paid vacation time may be used in place of time off without pay.

Upon completion of jury duty, a Verification of Attendance form must be presented to CCCM. If you are excused from jury duty for the day or are excused early, you should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal church operations, CCCM may request that the jury duty be rescheduled for a later date.

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- **Study Leave**

Study leave is a paid leave of absence for personal growth and professional development for pastoral employees.

Amount of minimum study leave for ordained employees, called by the Presbytery, is determined by the terms of the call and is granted at the beginning of the year. This policy sets out the manner of application and record keeping.

The language contained in the call is interpreted to mean ten (10) workdays. During the study leave, the days counted as leave will be those that would have normally been worked. After seven (7) years of service. Presbytery ordained employees are entitled to three (3) weeks (15 workdays) of study leave. Maximum study leave accrual is six (6) weeks. Study leave must be scheduled and approved by Session for Presbyterian ordained pastors. Non-Presbyterian ordained pastors are eligible for one (1) week of study leave per year with a maximum accrued of three (3) weeks.

- **Military Leave**

Military leave is a non-paid leave of absence for required military service. CCCM complies with applicable state and federal law concerning military leave.

- **Worker's Compensation**

Worker's compensation is a leave of absence because of work related illness or injury sustained while on the job. CCCM complies with applicable state and federal law concerning Worker's Compensation leave regarding partial wages, medical and rehabilitation services.

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General Leave of Absence Guidelines

- A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave. When appropriate, (pregnancy, family care, or medical leave) must be accompanied by a physician's written statement that certifies the need for the extension.
- Failure to return to work on the first workday following the expiration date of a leave of absence may be considered a voluntary termination.
- Insurance coverage under CCCM's group insurance plan will be continued on the following basis:
 - a. CCCM will continue to contribute to premiums, as if the employee were actively at work, for the first month of a leave of absence.
 - b. Employees will be required to pay the entire premium for continued coverage during the portion of a leave of absence in excess of one month.
 - c. Employees must make arrangements with CCCM to pre-pay their share of group insurance premiums before going on the leave of absence.
- Employees will not accrue continuous service for the portion of a leave of absence in excess of thirty (30) days.
- Employees on a leave of absence will be subject to lay off on the same basis as employees who are actively working.
- Employees on a leave of absence must communicate with the Ministry Leader or Executive Pastor at least once a month, regarding their status and anticipated date of return to work.
- Employees who return to work from a pregnancy, medical, or worker's compensation leave, may be required to submit to a physical examination, at CCCM's expense, to determine their fitness for duty.
- Employees on a leave of absence who seek or accept other employment without CCCM'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.

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Education and Professional Memberships

When it can be demonstrated that CCCM will benefit from employee participation in an educational program or professional organization, CCCM may pay the related expenses.

Requests must be made in advance through the Ministry Leader and approved by the Executive Pastor.

Working From Home

At times, it may be appropriate for some employees to work from home. The Ministry Leader and the Executive Pastor must approve all work from home.

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TEAM RELATIONS

Work Schedule

- Full time employees (those working over 30 hours per week) are expected to develop a weekly work schedule with their Ministry Leader and Executive Pastor.
- Part time employees working less than 30 hours per week will develop their work schedule with their Ministry Leader.
- Full time and part time facility, childcare employees, and interns will develop their work schedule with their Ministry Leader.
- Work schedules must be communicated to the Office Manager.
- From time to time ministry needs may dictate a change in an employee's regular workweek schedule. When this occurs, the employee and their supervisor should adjust that week's work schedule in order that their regular work hours are not exceeded.

Breaks and Lunch Periods

Non-exempt employees who work at least 3½ hours per day, receive a ten minute paid break period for each four hours worked, or major fraction thereof. Break periods will be scheduled as close to the middle of each four-hour work period as possible.

Non-exempt employees who work more than five (5) hours per day are expected to take an unpaid meal period of 30 minutes to a maximum of 60 minutes. Longer meal periods may be approved by the Ministry Leader.

Job Descriptions

Every employee will have a job description, which will be reviewed by the employee and the Ministry Leader and updated as necessary.

Promotion and Transfer

It is CCCM's intent to give qualified employees preference over non-employees when filling job openings.

The past performance, experience, attitude, qualifications, personal interactions, and potential are important factors, which will be considered in making promotion and transfer decisions.

Employee Recognition

CCCM recognizes employee anniversaries at each 5-year juncture. CCCM also has an annual Excellence Award to recognize outstanding results and effort. The church may from time to time provide other employee recognition at its discretion.

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Termination

- **Voluntary Termination:** A voluntary termination is a termination that is initiated by the employee. CCCM requests at least two (2) weeks written notice of the intent to terminate. Written notice should include the reason for leaving and the name and address of the new employer, if applicable.
- **Involuntary Termination:** An involuntary termination is a termination that is initiated by CCCM for reasons other than changing business conditions. (Involuntary termination may include unsatisfactory job performance, the abuse of alcohol or drugs, sexual harassment, violation of Team Code of Conduct, and Professional Conduct).
- **Reduction in Workforce:** A reduction in workforce is a termination that results from changing business conditions. Whenever CCCM determines, at its sole discretion, a reduction should occur, the following factors will be among those considered: versatility, qualifications, skills, ability, performance, efficiency, loyalty, attitude, and dependability. Employees who are affected by a reduction in workforce will not be subject to recall.

Concerns About Unfair Treatment

We have an open-door policy for employees who feel they have been treated unfairly, who have a suggestion, or who have requests relating to their employment. The following actions by the employee should be taken within seven (7) days of the event causing the concern.

- Discuss the situation with the Ministry Leader.
- If not satisfied, discuss the situation with the Executive Pastor or Senior Pastor.
- The problem and action taken will be documented and placed in the appropriate personnel file maintained by the Executive Pastor.
- Any act or threat of discrimination or harassment should be reported immediately to the Ministry Leader.
- If the Ministry Leader is involved in the incident, the employee should report the incident or threat immediately to the Executive Pastor, Senior Pastor, or any Pastoral Staff.

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Conflict Resolution

Any employee, who has a conflict with another employee, should take the following steps within seven (7) days of the conflict.

- Conflicts should be resolved using the Matthew 18:15-16 principles. *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother (sister) over. But if he (she) will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”* (NIV)
- Where Matthew 18 principles fail, employees should inform the Executive Pastor or Senior Pastor who will take action to resolve the matter.
- When conflicts arise involving the ordained pastoral staff and it cannot be resolved using the Matthew 18 principles, employees should inform the Executive Pastor. The Executive Pastor will take action to resolve the matter keeping the Session Elders informed of the situation. The Executive Pastor will make a recommendation to Session, who has the final authority.
- If the conflict involves the Executive Pastor or the Senior Pastor, and it cannot be resolved, employees should inform their Ministry Leader. If their Ministry Leader isn't available, employees should inform another Ministry Leader.

HEALTH & SAFETY

General

Details of CCCM's Health & Safety can be found in the Injury and Illness Prevention Program (IIPP). It is the policy of CCCM to provide a safe, healthful workplace.

Every employee is responsible for safety. To achieve our goal of providing a safe work environment, everyone must be safety conscious. Please correct any unsafe or hazardous condition, or report it to the Ministry Leader immediately. Every effort will be made to remedy problems as quickly as possible. CCCM requires employees to cooperate in helping promote good safety practices and to prevent accidents to yourself, other employees, to the congregation, and to our visitors.

The Executive Pastor is responsible for assuring all safety policies are followed and that all safety problems are quickly investigated and resolved. All employees are responsible for following the Code of Safe Practices.

Injury and Illness Prevention Program

The Occupational Safety and Health Act of 1970 and the California State Bill 198 clearly define our common goal of safe and healthful working conditions. The safety and health of our employees and volunteers is and will be a primary consideration in the operation of CCCM.

Our goal is for zero accidents and injuries. Safety and health must be part of every activity and it is the responsibility of every employee.

It is the intent of CCCM to comply with all laws. We must be alert to unsafe working conditions that can cause injuries and/or illness, and take action to resolve.

Each new employee must attend the injury and illness prevention training. To maximize safety awareness, illness and injury prevention, safety awareness and earthquake preparedness training will be conducted annually for all employees. Periodically safety meetings and/or safety information will be done and documented by the Executive Pastor.

1. In case of illness, it is the employee's responsibility to obtain medical attention through their personal physician and/or family.
2. If an employee is injured while on the job, appropriate medical attention will be obtained under the provision of the Workers Compensation Policy. The Finance Manager will file the required reports of the injury.
3. In case of an accident involving personal injury, regardless of how minor, notify the Ministry Leader immediately. Failure to report accidents can result in violations of legal requirements and can lead to difficulties in processing insurance and benefit claims.

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Code of Safe Practices

The codes of safe practices are safety rules that all employees must follow:

1. Follow any job-specific codes of safe practice.
2. Report all accidents and near misses.
3. Insure that everyone works in a safe manner.
4. Report potential hazards.
5. Evacuate the building immediately when instructed to do so by an announcement or an evacuation alarm.
6. Report lighting or glare problems on computer monitors that could cause eyestrain.
7. Read the Materials Safety Data Sheet before using chemicals.

First Aid and CPR

You may be present during a medical emergency. Quick action could help prevent greater injury. When a person is injured, act immediately, and do not panic. Call for help (9-1-1) or have someone else call while you attend to the victim. Reassure the victim as you quickly examine him/her. Do not move the victim unless necessary to prevent further injury or to perform life saving measures. Initiate first aid and CPR procedures as necessary.

Fire, Earthquake, Emergency Evacuation

There may be a need to evacuate the buildings due to fire, earthquake, threats, or other events.

1. Stay calm and do not panic.
2. **Fire:** If you see a fire or smell smoke, pull the nearest alarm or call 9-1-1. The alarms will sound off and you should evacuate immediately. Try to extinguish a fire only if it appears absolutely safe to do so.
3. **Earthquakes:** If indoors, “duck and cover” and watch for falling objects. Stay away from windows, outer walls, and outside doorways. Do not evacuate until instructed, unless there is immediate danger. If you are outdoors, move to an open area. Stay away from trees, power lines and other structures.
4. **Evacuation:**
Do not evacuate until instructed, unless there is immediate danger.

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Defusing Volatile Situations

To prevent injury to yourself or others if you are in a volatile situation, follow these guidelines:

1. Stay calm and courteously try to find out who they are and what they want.
2. Find a Pastoral Staff person, Ministry Leader, or other people to help you.
3. Do not put yourself or others in harm's way.
4. Do not debate issues or arguments.
5. Do not try to physically restrain or stop the individual.
6. If necessary call 911.
7. Report the incident to the Executive Pastor.

Incident Reporting

An Incident Report will be submitted to the Executive Pastor whenever there is an incident while attending a church function either on campus or off site that affects an individual(s) or property. A police report may also be filed.

Incident reporting includes:

1. Someone is injured or harmed in some manner.
2. Property of the church is damaged or stolen.
3. When the behavior of someone becomes a concern for the safety and welfare of people or buildings.
4. Misconduct of any type: threats, abusive language, inebriation, sexual, or physical assaults.

Exposure to Bodily Fluids

Any exposure incident must be reported to the Ministry Leader. An exposure includes a specific eye, mouth, mucous membrane, non-intact skin, or pierced skin contact with potentially infected body fluids that occurred while doing your job. If exposed, you must do the following:

1. File a Worker's Compensation claim within ten (10) days of exposure.
2. Consult a physician to support such a claim.
3. Have a blood test no later than ten (10) days after exposure and blood tested for HIV by antibody testing within thirty (30) days.
4. Be re-tested no later than eighteen (18) months after the date of exposure.

Serving God Together Team Handbook

Alcohol, Drugs, and Controlled Substances

The use, sale, transfer, possession, or being “under the influence” of alcohol, drugs, or controlled substances when on duty, on CCCM property, or in CCCM vehicles is prohibited.

In addition, off duty conduct, which may adversely affect the reputation or interests of CCCM, is prohibited. “Under the influence” for the purpose of this handbook, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, co-workers, the public, or CCCM property.

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

Gambling and Raffles

Gambling of any type and raffles are prohibited on any part of CCCM’s campus. Violation of this policy may result in disciplinary action, up to and including termination.

Smoking

Smoking is prohibited inside all buildings at all times. CCCM is committed to providing a work environment free of contamination and health hazards. Smoking is permitted outside in the parking lot areas, but employees are encouraged not to smoke on the premises.

Firearms and Weapons

We forbid weapons, firearms, ammunition, explosives, incendiary devices, and cases, holsters, or sheaths for weapons on campus property, in personal vehicles on campus property, in the workplace, or while on church-related business.

Equipment and Tools

Safety procedures should be followed at all times when operating equipment or using tools. Any and all safety devices/equipment for tools or equipment must be used and working correctly before using the tools or equipment. Only operate those tools or equipment for which you have been properly trained and approved.

Tools and equipment are the property of CCCM and must be used, cared for and maintained properly. Tools and equipment must remain on the property unless the Facilities Manager has given authorization.

Serving God Together Team Handbook

Housekeeping

Your cooperation in keeping the workplace safe, clean, and pleasant is appreciated. Please observe the following guidelines:

1. Help keep your personal space and surroundings neat and orderly.
2. Help keep the community areas (office kitchen, workroom, etc.) clean, neat and orderly, returning items to their proper place.
3. Remove personal perishable items from the refrigerator promptly.
4. Be health, safety, and fire-prevention conscious at all times by using proper lifting techniques, wearing proper safety equipment, and being careful with electrical cords and connections.

Serving God Together Team Handbook

PERSONAL INTEGRITY

Professional Conduct

It is anticipated that you will perform your job with the highest degree of professionalism, and you will show respect, courtesy, and cooperation to our members, guests, and fellow team members. A good working relationship between team members and across team lines is essential.

Because of the potential for conflict of interest, either real or perceived, CCCM has a policy prohibiting any employee from accepting gifts valued in excess of \$100 from any supplier or potential supplier. "Gifts" includes any cash or non-cash item of value. Your reputation and that of the church are of paramount importance.

"Each of you should look not only to your own interests, but also the interests of others."
Philippians 2:4 (NIV)

Confidentiality

Employees may see, hear or have access to sensitive, confidential or personal information regarding church business, members, guests, or other employees.

Information includes but is not limited to written documents, e-mails, technical data, verbal communication, or your personal observation. This information is strictly confidential and it is one of our most trusted responsibilities. Discussions of this nature with individuals inside of the organization must be limited to that which is necessary to conduct church business. You must safeguard non-public information and avoid discussion with other staff members or with people within the congregation.

"Do not let any unwholesome talk come out of your mouths, only what is helpful to building up others ..." Ephesians 4:29 (NIV)

Respecting the Time of Team Members

We encourage and place high value on close working relationships and community. However, employees must be respectful of the time of other team members. Lengthy conversations (more than 10 minutes) about personal or non-related church business, interrupts the workflow of everyone. We must practice good stewardship of our time and use it appropriately during our designated time on the job.

Serving God Together Team Handbook

Personal Appearance

Your personal appearance reflects not only on you as an individual, but also on CCCM. We expect you to take pride in your appearance and strive to achieve a professional, positive, business-like image appropriate for our environment.

Attendance and Punctuality

Our normal administrative hours are Monday – Thursday, 9:00 a.m. – 4:00 p.m., Friday 9:00 a.m. – Noon. Some positions may have flexible hours as determined by the Ministry Leader.

Employees are expected to work their assigned schedules on a consistent basis. However, when needed because of illness or an emergency, employees may be unable to work. If employees are unable to report to work for any reason, they must call their Ministry Leader at least 15 minutes from the beginning of their shift. The office receptionist also needs to be notified of the absence. It is the responsibility of the employee to keep the Ministry Leader informed about their circumstances on a daily basis during a short-term absence. Medical verification must be provided when asked to do so.

A tardy or absence is considered excused only when the Ministry Leader is notified in advance and the tardiness or absence is for a compelling reason. CCCM reserves the right, at its sole discretion, to determine what constitutes a compelling reason. If you are absent from work three (3) consecutive workdays and fail to call your Ministry Leader, we may consider you to have voluntarily resigned.

If you are consistently absent (whether excused or unexcused) on Monday and/or Friday, and/or before and after holidays, or if you have established other adverse attendance patterns, and fail to provide documentation, or fail to notify the Ministry Leader, you will be subject to disciplinary action up to and including termination. Disciplinary action will be documented by the Ministry Leader and/or Executive Pastor and placed in your personnel file.

BUSINESS PRACTICES

Budget Management

CCCM has an accountable financial system to meet governmental requirements and the higher calling we have to the members of CCCM and our Lord and Savior. Session has overall responsibility for the finances of the church and delegates certain responsibilities to the Finance Committee, Executive Pastor, Pastoral staff and Ministry Leaders as described in the following sections.

In particular, Ministry Leaders are given an annual budget to conduct ministry and are accountable for these funds. Thus a certain amount of process is required to meet these requirements and allow Ministry Leaders, pastors, and Session to carry out their fiduciary responsibilities.

Business Expense Reimbursement

Employees will be reimbursed for approved business-related expenses upon submission of accurate and receipted expense reports to the church in accordance with IRS requirements. Prior approval by the Ministry Leader must be obtained in advance for the expenses. Management reserves final judgment as to whether an expense is reasonable and legitimate for reimbursement.

CCCM has an "accountable" reimbursement policy. This means that there is a reimbursement or expense allowance arrangement that requires (a) a business purpose for the expense, (b) employees to substantiate the expense (receipts), (c) and the return of any excess reimbursements.

The substantiation of expenses and return of excess reimbursements must be handled within a reasonable time. There are three important timetables.

1. Expenses shall be reported within 30 days of the actual date of incurring the expenses. The amount, date, place, business purpose and relationships must appear on the expense form.
2. All expenses must be substantiated to the employer within 60 days after the expense is paid or incurred (this means your receipts must be submitted to the Finance Manager within 60 days). You will not be reimbursed for expenses that have been submitted beyond 60 days.
3. Any excess that was paid to you in advance must be returned within 120 days.

The Expense Reimbursement Policy is further explained in the Policy and Procedure Manual.

Serving God Together Team Handbook

Petty Cash Reimbursement

All petty cash reimbursements must have a receipt. Petty cash purchases require pre-authorization by the Ministry Leader.

Gas Mileage Reimbursement

Mileage will be reimbursed at standard mileage rates set by the IRS. A mileage log showing dates of trips, mileage for each trip, and the business purpose of the trip must accompany the request for reimbursement.

Credit Card Use

CCCM has credit cards for general purchases made by phone, Internet, fax, email, and in stores. Personal credit cards may only be used for circumstances that preclude the use of the church card. Designated employees have church credit cards in their name. Use of the card must be pre-approved by the Finance Manager.

Receipts and authorization cards must be submitted to the Finance Manager immediately after use. All credit card expenses must be reported to the Finance Manager within thirty (30) days. Failure to comply with this requirement may result in restricted use or cancellation of the credit card.

Collection of Church Funds

For security purposes, funds collected on the campus are not to leave the church campus. Funds collected on behalf of CCCM (i.e. retreats, seminars, etc.) must be turned in at the time of collection. Funds collected off campus should be brought to the church office the next business day. In each case the funds are to be clearly marked for the purpose they are intended and sealed inside an envelope or cash box.

- Non-cash funds should be made out to “Christ Community Church”, not in the name of the employee.
- It is the responsibility of the person(s) collecting the funds to keep accurate records of receipts.
- Cash boxes are available upon request from the Finance Manager.
- Sundays: Funds may be deposited in the drop box in the Welcome Center.

Serving God Together Team Handbook

Purchasing

Purchases must be pre-approved by the Ministry Leader either as a budget item, designated or restricted account, or by specific approval of Session. A receipt or acceptable form of documentation must accompany all purchases. These are the guidelines to be followed:

- **Budgeted Items**
 - a. Items less than \$300 should be purchased with the church credit card whenever possible and requires the verbal approval of the Ministry Leader. When not possible, use the Petty Cash or Business Expense Reimbursement procedure.
 - b. Items \$300 - \$1,000 require a purchase requisition signed by the originator and the Ministry Leader.
 - c. Items \$1,000 or more require a purchase requisition signed by the originator, Ministry Leader, and Executive Pastor.

- **Non-Budgeted Items**
 - a. The Finance Committee and/or the Executive Pastor must pre-approve items that are not budgeted items.
 - b. Non-budgeted items in excess of \$10,000 must be pre-approved by Session.

- **Capital Purchases**
 - a. Capital items require a purchase requisition. Capital items are defined as any single item exceeding \$1,000 and computer equipment purchases (regardless of cost).
 - b. All capital items require at least three bids prior to selection and purchase.
 - c. All capital items will be inventoried and tagged upon receipt.

Employee Responsibility

Employees are responsible for parking tickets, moving traffic violations, tow-away charges, and impoundment charges incurred on organizational business. CCCM is not liable for any accidents involving injury or property damage while on organizational business. CCCM is not responsible for any disorderly conduct. Employees are responsible for insurance coverage on their own vehicles and any deductibles resulting from accidents while on business.

Personal Business

Occasionally, employees must use time during the workday to attend to personal business that cannot be done outside of normal business hours. The Ministry Leader must be notified in advance and give their authorization.

Serving God Together Team Handbook

Church Assets Personal Use

Good stewardship of church assets is the responsibility of all CCCM leaders and staff. Church assets include but are not limited to; computers, overhead projectors, slide projectors, projection screens, televisions, VCRs, video projectors, vans, nursery equipment (toys, cribs, furniture), custodial equipment, kitchen equipment, gardening equipment, white boards, easel boards, furniture, resource room equipment, musical instruments, pew Bibles and hymnals, sound equipment, wedding equipment, living nativity equipment, drama sets and costumes, sports equipment, playground equipment, office supplies, copiers, support staff personnel, and money collected for events.

The general policy of the church shall be that, NO church assets may be removed from the church property for personal use.

Exceptions are:

Designated chairs and tables may be borrowed for personal use away from the property. This is done through the Office Manager and Facilities Manager. The church reserves the right to specify which chairs and tables are eligible for personal use.

Limited kitchen equipment may be borrowed at the discretion of the Office Manager and the Kitchen Coordinator. The church reserves the right to specify which kitchen items may not be removed from the site.

Other items will be determined on an individual basis by the office. (Office Manager and/or the Executive Pastor and the staff person of the ministry that is responsible for the asset.)

Offsite Use For Ministry

The general policy of the church shall be that, church assets needed offsite for ministry shall be checked out through the Office Manager or their designee. This policy will ensure that the assets of the church remain in good working order and are available for the ministry of the church.

Exceptions are laptops and other portable equipment assigned specifically to an employee. The employee is responsible for the safety and security of the church assets assigned to them.

Serving God Together Team Handbook

Personal Use Of Church Telephones

Occasionally, it may be necessary for employees to make and receive personal calls during normal business hours. These calls should be limited in length and made whenever possible, during a scheduled break or lunch period.

Employees are expected to use good judgment and common sense when it comes to making and receiving personal phone calls.

Employees who excessively violate this policy may be subject to disciplinary action, up to and including possible termination.

Personal Use of Copiers / Printers and Fax

Copiers and printers may be used for free personal copies up to 25 copies. At any one time, not more than 100 copies may be made for personal use and employees are expected to reimburse CCCM for those copies. Copiers and printers may not be used for personal outside business purposes.

Occasional faxing for personal reasons is acceptable. Faxing or the receiving of faxes may not be done for outside business purposes.

Postage and Shipping

CCCM has a postage machine, which is reserved for church business. Church mail and/or shipping less than ten pounds should be placed in the bin alongside the postage machine with the corresponding department number on it. Postage stamps, as available, may be purchased from the receptionist for occasional personal use.

Office Supplies

An assortment of office supplies located in the workroom is available for church business. Church office supplies may not be used for personal or personal outside business purposes. If an item is needed or has been depleted the receptionist should be notified.

Visitors in the Workplace

Visitors in the workplace is a reality of church ministry. Another reality is the confidentiality of some church functions and the need to provide a productive work environment for all staff. The policies that follow exist to balance these sometimes competing realities.

All visitors should check in at the front desk. Visitors will be escorted by a staff member while in the office area.

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Volunteers are a valued part of church ministry. Once they have received appropriate orientation, it is not necessary for the staff member to stay with the volunteer while they perform their tasks. However, they should at all times have a staff member available who can assist them.

We love children. Children's programs and activities are a vital part of our ministry, but children generally are not appropriate in the workplace.

It is our policy that children under the age of 16 should always be accompanied by an adult. They are permitted in the workplace only if they are part of a supervised program or are visiting for a brief time.

Exceptions are made for emergencies or special work projects, but exceptions must have prior approval by the Ministry Leader or Executive Pastor.

Food and Beverage

Food and beverages are allowed in the workplace. A supply of paper goods and utensils are available in the office kitchen area. CCCM provides coffee, tea, water and condiments for employees.

Recycling

At Christ Community Church we care about our planet. Recycling bins are located in the office area for Food Stuff, Plastic & Cans as well as Batteries. Paper recycling is provided in every staff office.

Serving God Together Team Handbook

FACILITIES

Access To Church Property

Facilities and all CCCM equipment are considered to be church property. CCCM reserves the right to access offices, computers, workstations, filing cabinets, desks, and any other church property.

Facility Keys

Depending on the job classification and need, we may assign keys to employees for building access and to secure the buildings. It is the employee's responsibility to keep their keys in their possession and to use discretion when their keys are temporarily loaned to an authorized person. Keys may not be duplicated or given to any unauthorized person. If keys are lost or stolen, notify the Facilities Manager immediately.

It is not necessary that all employees receive keys (interns, child care workers, contract). The Ministry Leader and/or Executive Pastor will decide if this is necessary.

Facility Security Codes and Alarms

Some employees will be given the facility security codes and trained on the use of the alarm systems. Security codes are to be guarded and should not be given to others.

It is not necessary that all employees (interns, child care workers, contract) be trained on the security system or has access to alarm codes. The Ministry Leader and/or Executive Pastor will decide if this is necessary.

Facility Use

Employees who wish to use rooms for a private, non-church related activity for their immediate family (birthday party, anniversary party, etc.) may do so provided space is available.

Employees are not required to pay room use rental. Fees may be involved for additional services of people (sound technician, custodial, etc.). Facility use must be pre-approved by the Office Manager.

Church Property

Church property may not be taken off campus for any use that is not directly related to CCCM's ministries unless prior authorization has been obtained from the Ministry Leader. Examples are tables, chairs, musical instruments, computers, kitchen equipment, office equipment, etc.

Serving God Together Team Handbook

Securing Buildings

At any time, if you are the last person to leave the building, please do the following:

1. Lock all exterior doors.
2. Turn off coffee pots.
3. Turn off the lights.
4. Set the alarms. The night custodian will set the alarms at 11:00 p.m. on Monday – Friday.
5. Facility staff members are responsible for the final securing of all buildings.

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GENERAL and INFORMATION SYSTEMS SECURITY

Personal Property

Employees should not bring large sums of money, jewelry, or other valuables to work. CCCM is not responsible for personal property that is lost, damaged, stolen, or destroyed.

If an employee finds personal property that has been lost, return the belongings to the Office Manager who will attempt to return the items.

Public Statements

Employees are not permitted to make formal or informal public statements about CCCM, its facilities, its employees, its policies and procedures, other aspects of CCCM, or your employment here unless authorized by the Pastoral Staff, Executive Pastor, or Session. Any person requesting a public statement should be referred to the Pastoral Staff or the Executive Pastor.

Political Activity

On their own time and at their own expense, we encourage employees to participate in the political affairs of their communities and country. Employees are not authorized to make direct or indirect political contributions on behalf of CCCM.

Illegal political activity by CCCM or its employees could result in the church losing its tax-exempt status.

CCCM can distribute non-partisan information about where candidates stand on issues to help our congregation become more informed about a candidate. We cannot endorse, fund raise, or give money to a particular candidate, a political action committee, or tell our congregation or employees for whom or how to vote.

For complete information about political activity, refer to the Policy and Procedure Manual located in the Executive Pastor's office.

Serving God Together Team Handbook

No Solicitation / Fund Raising

All fund-raising activities must be for non-profit organizations and must be pre-approved by Session. There must not be any personal solicitation of funds or any type of coercion of individuals. The church directory may not be used to solicit by mail, email, Internet, or telephone. An individual or non-affiliated organization may not personally profit from an approved fundraiser.

Session reserves the right to consider specific requests and circumstances for fund raising activities.

In consideration of other employees, during normal business hours, please do not make solicitations for any purpose or distribute literature not related to church business. Normal business hours are the hours you are on duty, but exclude lunch periods, breaks, and off-hours.

Use Of CCCM Vehicles

All CCCM vehicles are to be used for CCCM purposes only. All vehicle use must be pre-approved by the Facilities Manager and the Executive Pastor.

Vehicle Parking

Employees park their vehicles at their own risk. CCCM is not responsible for theft or damage to any vehicles parked on or near church property. CCCM is not responsible for personal property left in vehicles that is stolen, damaged, or destroyed. It is recommended that all valuables be removed or hidden from view in an unattended vehicle.

Serving God Together Team Handbook

Emergency Assistance Requests

Occasionally, people come to the office or when church activities are taking place, asking for emergency assistance, and money for food, gas, PG&E assistance, or rent.

To provide a safe environment for employees and the congregation, we have established guidelines to help in these situations. For safety reasons, we do not invite people requesting assistance into our offices.

During business hours, the Office Manager is the primary interface for these requests. During other times, employees may refer these requests to the Executive Pastor or an Associate Pastor.

We participate with Love, Inc., (Love in the Name of Christ). Love, Inc. does an in-depth evaluation of the client's needs. If appropriate, Love, Inc. will ask participating churches to help with the need(s).

We do not recommend giving money to anyone. We have food gift certificates available for Albertson's, and we refer people to Milpitas Food Pantry as well as other local food and clothing agencies.

For complete details, see the Office Manager or refer to the Policy and Procedure Manual.

INFORMATION SYSTEMS SECURITY

Church Databases

CCCM assures protection for its members, employees, and organization by controlling access to our database systems. Church databases are the property of CCCM. The IT (Information Technology) Manager, will maintain levels of security and decide who has access to those levels. Employees may be given passwords to systems if it is needed to complete your job. Your password is not to be given to another employee or person. This would be considered a breach of organization security and may be subject to disciplinary action up to and including termination.

Property of CCCM

All computers, including laptops, are the property of CCCM. Employees will either receive a desktop computer or a laptop depending on the needs of their position. Upon termination from CCCM, the user's login I.D. will immediately become inactive. Retrieval of personal data that may have been left on the system must be done within (30) thirty days and with supervision by the IT Manager. The IT department will be responsible for removing any documents or software that should no longer be on the computer.

Destruction of Records

Employees are not authorized to destroy originals of church records, whether in digital or paper form, except upon explicit approval by the Executive Pastor. Church records include corporate documents, information databases, financial records, contracts and agreements.

Password

Use of CCCM computers is restricted to church employees, including interns. Every user will have their login I. D. and password. Passwords will only be changed by the IT department. Passwords are to be a minimum of six characters with at least one letter and one number. Passwords are to be kept private at all times; they are not to be shared with others in the organization unless approved by the Ministry Leader, or the IT Department. Passwords are not to be shared with anyone outside of church employees. If your password has been shared, inform the IT Department within 72 hours and a new password will be issued. Non-church employees and volunteers working for your Ministry Leader may work on computers after receiving approval from the IT department.

Serving God Together Team Handbook

Copyright

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship”. Copyright materials are not to be copied or used without the permission of the copyright holder. Copyrightable works include the following categories:

1. Literary works;
2. Musical works, including any accompanying words;
3. Dramatic works, including any accompanying music;
4. Pantomimes and choreographic works;
5. Pictorial, graphic, and sculptural works;
6. Motion pictures and other audio visual works;
7. Sound recordings;
8. Architectural works; and
9. Computer software

Each employee is responsible to make sure they comply with these laws. Worship Ministries has obtained the right to use a large body of work. Please talk with Worship Ministries for details of our copyright use subscriptions.

To avoid any software copyright infringements, software is not to be installed on or shared with any CCCM or home computers without approval from the IT department. If unauthorized software is found on computers it will be removed. Use of any copyrighted material such as graphics, articles, stories, lyrics, etc. must be done with the permission of the copyright holder. This includes materials available on the Internet.

Internet Access

When accessing the Internet, visits should only be made to non-offensive sites. If by accident you enter an offensive site, please notify the IT department.

Computers are randomly checked to make sure that offensive sites are not being viewed. Unacceptable personal use includes but is not limited to transmission of threatening or explicit pornographic material, gambling, chain letters, personal unauthorized solicitations, invitations, expressions of social or political causes, participation in games, and chat room sessions.

If visiting unacceptable websites becomes a problem, employees will be blocked from accessing the Internet. If inappropriate email is sent from CCCM computers, outgoing emails will be monitored with possible email restriction. Disciplinary action may be taken up to and including termination. A written warning will be placed in the employee personnel file as a first offense record.

Computers may be used for personal use when it doesn't interfere with your regular job performance. However, anything stored on your computer's hard drive or on the server, including email is the property of CCCM.

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Hardware/Software

The IT department and/or Executive Pastor will approve the selection, purchase, and installation of any software for computers. To protect our system from possible viruses, employees are discouraged from using personal software or disks on organization computers. If software or disks must be used, disks must be scanned for viruses by the IT department before use.

Repairs

The IT department has access to all computers for the use of repairing hardware or software, to check internet history, verifying software, performing upgrades and software installations. If your computer appears to need repairs or it is giving you any type of error message, notify the IT department immediately. The IT Manager will determine the repairs needed and will schedule them appropriately. At no time is a well-meaning user, family member, friend, or other unauthorized person allowed to make repairs, adjustments, upgrades, etc., unless approved by the IT department.

Logging Off and Server Back Up

If you will be away from your computer for longer than 20 minutes, it is recommend that you log off to eliminate access to your computer files. Computers should be shut down nightly unless a specific process is being run that requires the computer to be left on.

All files on the server are backed up Monday - Friday. Friday's tapes are taken off-site. The server will be tested periodically to ensure that files can be restored.

**Serving God Together
Team Handbook**

FINAL NOTE

The information contained in this Team Handbook is for your benefit and that of future employees of CCCM. The intent is to give you as much information as possible concerning the many organization practices, benefits, policies, and rules of conduct.

This handbook is not to be the only source of information. CCCM is committed to reviewing benefits, policies and procedures from time to time and we will update this handbook accordingly.

Your employment and ministry here is important to us. It is our hope that this handbook has emphasized the valuable role you play as a member of the team and clarifies for you some of the information you will need while in ministry at Christ Community Church of Milpitas.



We would like to acknowledge and thank all of the team members for their valued contribution to this handbook.

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GLOSSARY OF TERMS

Anniversary Date – Pegged to the effective date of hire, the anniversary date occurs each year on the month and day that coincides with the date of hire.

Executive Pastor – Team member with overall responsibility for church operations and staff.

Gender Harassment - Behavior that is harassing in nature against a woman because she is a woman and against a man because he is a man.

Ministry Leader – Team member responsible for one or more of the ministry missions of Christ Community Church.

Ministry Missions – Departments of the church staff organizational structure. Each ministry mission is focused around a specific ministry (see Ministry Missions in the Introduction section for a list of Ministry Missions).

Ministry Teams – Groups of staff members organized around a specific ministry. Examples are: Youth Ministry Team, Ministry Administration Team, Worship Ministry Team.

Sexual Harassment - Any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive.

Team Members – also called ‘staff ministry team’, or simply ‘staff’ includes all paid staff of Christ Community Church.

**Serving God Together
Team Handbook**

RECEIPT OF TEAM HANDBOOK

Employee Copy

Please Read Carefully Before Signing

I have read and understand the contents of this Team Handbook and I agree to and I am willing to work under the conditions and standards outlined in all of its pages. I understand that I may ask my Ministry Leader or Executive Pastor about any information or subject contained in this Team Handbook, and that I have received a copy of this handbook.

I understand that this Team Handbook is not part of my employment relationship or agreement with Christ Community Church. My employment with Christ Community Church is for a term of indefinite duration. I cannot and should not rely upon any statements contained in this Team Handbook as either creating or attempting to create any type of an employment contract. This Team Handbook is simply an informational handbook to assist me during my period of employment with Christ Community Church.

Unless otherwise stated in the Leadership Policy and Procedures Manual, policy changes are to be approved by a majority vote of the ruling Session Elders. Action by the Session is recorded in the official minutes of the meeting and reported to the employees and the Executive Pastor.

_____ Date _____
*Sign your name here

_____ Date _____
Print your name here

_____ Date _____
Witnessed by: Authorized signature

*Signed original will be placed in the employee's Personnel File.

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HEALTH AND SAFETY TRAINING VERIFICATION

Employee Copy

I verify that I have received health and safety training from Christ Community Church of Milpitas. I have read the Health and Safety section in this Team Handbook and I agree to follow the safety practices outlined in the handbook.

_____ Date _____
*Sign your name here

_____ Date _____
Print your name here

_____ Date _____
Witnessed by: Authorized signature

*Signed original will be placed in the employee's Personnel File.

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ORGANIZATIONAL CHART

As of 3/2007

**Serving God Together
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EMERGENCY EVACUATION PLAN & FIRE EXTINGUISHER LOCATIONS

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FAMILY AND MEDICAL LEAVE ACT (FMLA) OVERVIEW

Reprinted from the Department of Labor's Official Website
<http://www.dol.gov/compliance/laws/comp-fmla.htm>

The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that employee's group health benefits be maintained during the leave. The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

Application of the FMLA can also be impacted by the Uniformed Services Employment and Reemployment Rights Act (USERRA), Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), the Americans with Disabilities Act of 1990 (ADA), or the Health Insurance Portability and Accountability Act (HIPAA). See "[Related Topics and Links](#)" below.

COMPLIANCE ASSISTANCE MATERIALS

BASIC INFORMATION

- [Family and Medical Leave Act \(FMLA\) Compliance Assistance Home Page](#)
- [Employment Law Guide - Family and Medical Leave](#) - Provides an overview of the FMLA.
- [FMLA Compliance Guide](#) - Summarizes FMLA provisions and regulations and provides answers to the most frequently asked questions.
- [Memo: Protection of Uniformed Service Members' Rights to Family and Medical Leave](#) - Provides information on FMLA eligibility rules for reservists returning to private employment.
- Filing a complaint - DOL's Wage and Hour Division manages complaints regarding violations of the various laws and regulations it administers. To file a complaint concerning one of these laws, contact your nearest [Wage and Hour Division office](#) or call the Department's Toll-Free Wage and Hour Helpline at 1-866-4-US-WAGE.

FACT SHEETS

- [Fact Sheet on Family and Medical Leave Act \(FMLA\)](#)
- [USERRA-FMLA Questions and Answers](#) - Fact sheet on returning reservists' FMLA leave eligibility under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

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E-TOOLS

- [elaws Family and Medical Leave Act \(FMLA\) Advisor](#) - This interactive e-tool provides information about employee eligibility under the law including valid reasons for leave, employee/employer notification responsibilities, and employee rights and benefits.

POSTERS

- [The Family and Medical Leave Act \(FMLA\) Poster](#) - All covered employers are required to display and keep displayed this poster prepared by the Department of Labor summarizing the major provisions of the FMLA.

RECORDKEEPING

- In addition to records required by the Fair Labor Standards Act, the FMLA requires that employers designate time taken as FMLA by eligible employees as such and preserve certain notices to and from employees concerning FMLA leave. See also [29 CFR 825.500](#).
- [Form WH-380](#) - An optional form that may be used to obtain a medical certification from a health care provider.
- [Form WH-381](#) - An optional form that an employer may use to respond to an employee's request for leave.

APPLICABLE LAWS AND REGULATIONS

- [The Family and Medical Leave Act \(FMLA\)](#) - Provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.
- [29 CFR Part 825](#) - Regulations pertaining to the FMLA.

RELATED TOPICS AND LINKS

- [Employment Law Guide - Uniformed Service Members](#) - Mandates that certain persons who serve in the armed forces have a right to reemployment with the employer they were with when they entered service. This includes those called up from the reserves or National Guard. **See also Compliance Assistance By Law - [The Uniformed Services Employment and Reemployment Rights Act](#).**
- [Fact Sheet on the Health Insurance Portability and Accountability Act \(HIPAA\)](#)
- [Federal vs. State Family and Medical Leave Laws](#)
- [Pregnancy Discrimination Act](#) - Prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.
- [HIPAA Medical Privacy Rule](#) - Administered by the U.S. Department of Health and Human Services' (HHS) Office of Civil Rights.

For questions on other DOL laws,

please call DOL's Toll-Free Help Line at 1-866-4-USA-DOL. Live assistance is available in English and Spanish, Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time. Additional service is available in more than 140 languages through a translation service.

Tel: 1-866-4-USA-DOL

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EQUAL EMPLOYMENT OPPORTUNITY (EEO) OVERVIEW

Reprinted from the Department of Labor's Official Website
<http://www.dol.gov/compliance/topics/eoo-otj.htm#basic>

Equal employment opportunity (EEO) laws enforced by the U.S. Department of Labor's (DOL) Office of Federal Contract Compliance Programs (OFCCP) prohibit discrimination against job applicants and employees of federal contractors and subcontractors. These laws also require covered employers to engage in affirmative steps to ensure that employees receive EEO regardless of race, color, religion, sex, national origin, and status as an individual with a disability or protected veteran.

Discrimination is prohibited in such employment practices as recruitment, rates of pay, upgrading, layoff, promotion, and selection for training. Employers may not make distinctions based on race, color, religion, sex, or national origin in wages, hours, job classifications, seniority, retirement ages, or job fringe benefits such as employer contributions to company pension or insurance plans. Sexual harassment is a form of discrimination on the basis of sex.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) also prohibits employers from discriminating against past and present members of the uniformed services and applicants to the uniformed services.

In addition, the [U.S. Equal Employment Opportunity Commission \(EEOC\)](#), an independent federal agency, promotes equal employment opportunities for employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

COMPLIANCE ASSISTANCE MATERIALS

BASIC INFORMATION

- [Employment Law Guide - Employment Discrimination and Equal Opportunity in Supply and Service Contracts](#) - Describes the statutes and regulations administered by DOL that regulate employment discrimination and equal opportunity in supply and service contracts.
- [Employment Law Guide - Employment Discrimination in Construction Contracts](#) - Describes the statutes and regulations administered by DOL that regulate employment discrimination in construction contracts.
- [Employment Law Guide - Equal Opportunity for Individuals with Disabilities](#) - Describes the statutes and regulations administered by DOL that require equal opportunity for individuals with disabilities.
- [Employment Law Guide - Employment Discrimination and Equal Opportunity for Certain Veterans Who Served on Active Duty and Special Disabled Veterans](#) - Describes the statutes and regulations administered by DOL that regulate employment discrimination and equal opportunity for certain veterans.
- [Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era](#)

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- [Federal Contract Compliance Manual](#) - A reference tool for federal contractors and equal employment opportunity (EEO) and human resources managers that describes DOL's Office of Federal Contract Compliance Programs' (OFCCP) standard operating procedures for OFCCP compliance officers.
- [Discrimination Form](#) - A form used or filing a discrimination claim against a federal contractor or subcontractor through DOL's OFCCP. To file a discrimination claim against other employers, visit the [U.S. Equal Employment Opportunity Commission \(EEOC\)](#).

FACT SHEETS

- [Facts on Executive Order 11246](#) - Explains the purpose of Executive Order 11246, which regulates equal employment and affirmative action requirements for federal contractors and subcontractors.
- [Equal Employment Opportunity for People with Disabilities: Section 503 of the Rehabilitation Act of 1973](#)
- [Vietnam Era Veterans' Readjustment Assistance Act \(VEVRAA\) Fact Sheet](#) - Describes the responsibilities of federal contractors and subcontractors under VEVRAA to take affirmative action and provide equal opportunity in the hiring of veterans.
- [Hiring Veterans Fact Sheet](#)

E-TOOLS

- [elaws Federal Contractor Compliance Programs Advisor](#) - Helps federal contractors and subcontractors answer basic questions about coverage and compliance issues related to the equal employment opportunity laws administered by the Office of Federal Contract Compliance Programs (OFCCP).
- [elaws Veterans' Preference Advisor](#) - Helps veterans examine preferences they may be entitled to with regard to federal employment.

POSTERS

- ["Equal Opportunity is the Law"](#) - Poster for federal contractors and subcontractors. ([Español](#))

RECORDKEEPING

Federal contractors are required to preserve any personnel or employment records made or kept by the contractor for two years from the date of the making of the personnel record or the personnel action, whichever occurs later. Examples of records that must be maintained include but are not limited to: job descriptions; job postings and advertisements; records of job offers; applications and resumes; interview notes; tests and test results; written employment policies and procedures; and personnel files. Contractors with fewer than 150 employees or who do not have a government contract of at least \$150,000 only need to keep records for one year. All federal contractors with 50 or more employees that have either (1) a contract, subcontract, or purchase order of \$50,000 or more; or (2) serve as a depository of government funds in any amount; or (3) are a financial institution that serves as issuing and paying agent of U.S. Savings Bonds and Savings Notes, are required to file an Employer Information Report (EEO-1 Report).

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The Standard Form 100, EEO-1 Report, requires that employers report on the number of employees by race, ethnicity, and gender for each of nine job categories. The EEO-1 Report must be filed annually, not later than September 30. EEO-1 Reports may be filed electronically through a secure Web-based Internet site or may be filed in paper format. More information on the EEO-1 Report can be obtained from the Equal Employment Opportunity Commission (EEOC) Web site [www.eeoc.gov]; or by e-mailing EEOC at e1.techassistance@eeoc.gov; or by calling 1-866-286-6440 (toll free).

See also [41 CFR Part 60-1.7](#).

APPLICABLE LAWS AND REGULATIONS

Discrimination Laws that Protect the Employment Rights of Job Applicants and Employees of Federal Contractors and Subcontractors:

- **On the Basis of Race, Color, Religion, Sex, or National Origin**
 - [Executive Order 11246](#) - Prohibits federal contractors and subcontractors and federally-assisted construction contractors and subcontractors that generally have contracts that exceed \$10,000 from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin; and it requires them to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.
- **On the Basis of Disabilities**
 - [Section 503 of the Rehabilitation Act](#) - Requires employers with federal contracts or subcontracts that exceed \$10,000 to take affirmative steps to hire, retain, and promote qualified individuals with disabilities.
- **On the Basis of Veteran Status**
 - [Vietnam Era Veterans' Readjustment Assistance Act \(VEVRAA\)](#) - Requires covered government contractors and subcontractors to take affirmative action to employ and advance in employment specified categories of veterans protected by the Act and prohibits discrimination against such veterans.

Discrimination Laws that Protect the Employment Rights of All Job Applicants and Employees:

- **On the Basis of Race, Color, Religion, Sex, or National Origin**
 - [Title VII of the Civil Rights Act](#) - Enforced by the [Equal Employment Opportunity Commission \(EEOC\)](#), this Act prohibits employment discrimination based on race, color, religion, sex, or national origin.
- **On the Basis of Disabilities**
 - [The Americans with Disabilities Act \(ADA\)](#) - Primarily enforced by the [Equal Employment Opportunity Commission \(EEOC\)](#), this Act prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.

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RELATED TOPICS AND LINKS

- [Equal Employment Opportunity Commission \(EEOC\)](#)
- [Equal Employment Opportunity Commission's Youth@Work Initiative](#) - A national outreach effort to educate teenagers about their employment rights under discrimination laws. ([Español](#))
- [Job Applicants and the Americans with Disabilities Act](#)
- [Age Discrimination in Employment](#)
- [Sexual Harassment in Employment](#)

DOL CONTACTS*

- **Employment Standards Administration (ESA)**
[Office of Federal Contract Compliance Programs \(OFCCP\)](#)
200 Constitution Avenue, NW
Room C-3325
Washington, DC 20210
E-mail: OFCCP-Public@dol.gov
Tel: 1-866-4-USA-DOL (1-866-487-2365), or 1-800-397-6251
TTY: 1-877-889-5627
[Local Offices](#)
- **[Veterans' Employment and Training Service \(VETS\)](#)**
200 Constitution Avenue, NW
Room S-1325
Washington, D.C. 20210
E-mail: contact-vets@dol.gov
Tel: 1-866-4-USA-DOL (1-866-487-2365) or 202-693-4770
TTY: 1-877-889-5627
[Local Offices](#)
- **For questions on other DOL laws,**
please call DOL's Toll-Free Help Line at 1-866-4-USA-DOL. Live assistance is available in English and Spanish, Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time. Additional service is available in more than 140 languages through a translation service.
Tel: 1-866-4-USA-DOL
TTY: 1-877-889-5627

**Pursuant to the U.S. Department of Labor's [Confidentiality Protocol for Compliance Assistance Inquiries](#), information provided by a telephone caller will be kept confidential within the bounds of the law. Compliance assistance inquiries will not trigger an inspection, audit, investigation, etc.*

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IMMIGRATION REFORM AND CONTROL ACT (IRCA) OVERVIEW

Who must comply?

Employers of one or more employees are subject to this act. It prohibits employers from hiring illegal aliens for employment in the United States. An employer who hires, recruits, or refers for a fee someone known to be an illegal alien violates the act. In addition, an employer who fails to comply with the employment-verification provisions violates this act.

This law makes employers responsible for verifying an employee's identity and eligibility to work in the United States. An employer's failure to do this is a violation of the act, even if the employee hired is not an illegal alien. An employer who can establish that he or she complied in good faith with the requirement to verify an employee's identity and eligibility to work in the United States has an affirmative defense to claims that the employer knowingly hired an illegal alien to work in the United States.

What are employers required to do?

An employer subject to the act must do six things:

1. Obtain a copy of the individual's Social Security number, if the individual has been issued a Social Security number, or an authorization number established by the Immigration and Naturalization Service.
2. Have employees complete part 1 of the employment eligibility verification form, known as form I-9.
3. Check documents, submitted by the employee, that establish the employee's identity and eligibility to work in the United States. Employees state their citizenship status in these documents. Identification accepted: United States passport, Resident Alien Card, or other documentation authorized by the Attorney General.
4. Complete the employer's portion of form I-9.
5. Retain the completed form for at least 3 years or 1 year more than the employee's period of employment, whichever is longer.
6. Present the filed form I-9 to an officer of the Department of Labor or the Immigration and Naturalization Service (INS) who is making an inspection.

Employers must complete form I-9 within 3 business days of the date of hire. Date of hire should be considered as the date an employee actually starts to work. If an employee is hired for less than 3 days, the I-9 is to be completed at the time of hire. If an employer rehires an employee for whom an I-9 was completed within 3 years of the date of rehire, the employer can reverify the information on the first I-9 to determine if the employee is still eligible to work in the United States. After the information is verified, the employer must update the I-9 to reflect the date of rehire. If the employer's inspection of the I-9 determines that the individual's employment authorization has expired, the employer must reverify the employee's eligibility to work in the United States. If the employee cannot establish eligibility, the employee cannot be hired.

Antidiscrimination

The act has very specific antidiscrimination provisions. These prohibit employers from discriminating against any employee when hiring, firing, recruiting, or referring because of the employee's national origin, citizenship, or intended citizenship status. In this context, discrimination means that an employer treats some potential employees differently than others are treated for reasons that are prohibited by law. For example, it would be discriminatory for an employer to refuse to consider a job applicant because the applicant is a foreign citizen. It would not be discrimination, however, to refuse employment to an applicant who is not authorized to work in the United States. This is what the act requires employers to do. These prohibitions are in addition to all other federal laws that deal with discrimination on the basis of sex, race, religion, and age. Note: This section does not apply to persons who employ three or fewer employees.