



Employee Manual

March 2007

Welcome to Washington Heights Baptist Church

Dear Staff Colleague,

Thank you for your commitment to the Washington Heights Baptist Church team!

It is a privilege to work together with those who share a commitment to Jesus Christ along with professional competence and loyalty to Washington Heights Baptist Church.

This manual gathers helpful information compiled by Washington Heights Baptist Church employees sharing years of wisdom and work together. It is a combination of grease and glue...grease to lubricate our relationships and skills to joyfully work together and glue to keep us united and all going in the same direction as a team.

May your work and ministry at Washington Heights Baptist Church be God-honoring, effective, fulfilling challenging and fun!

With gratitude,

Roy Gruber
Senior Pastor

Notice

This Employee Manual has been prepared to inform you of Washington Heights Baptist Church's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

Some Things You Must Understand

The policies in this Employee Manual are to be considered as guidelines.

- Washington Heights Baptist Church, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees shall not accrue eligibility for any benefits, rights or privileges beyond the last day worked.
- Unless it involves a matter of basic office procedures, no policy in this Employee Manual may be altered or modified without Senior Pastor or Executive Pastor approval. Basic office procedures may be defined by either the Senior Pastor or the Executive Pastor. Any alteration or modification of the policies in this Employee Manual must be in writing.
- No oral or written statement or promise by any other pastor, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

Please note that all references to "Washington Heights Baptist Church," "Washington Heights," "WHBC" or "Church" in this Employee Manual are defining one and the same organization.

This Employee Manual replaces (supersedes) any and all other or previous WHBC Employee Manuals, or other WHBC policies whether written or oral.

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Mission, Vision, and Covenant

Mission: Helping people to experience God's grace and transforming power.

Vision: We envision people along the Wasatch Front experiencing God's grace and transforming power by building a network of like-minded churches.

Based upon this purpose, we do covenant together by God's grace, to live our lives consistent with the standards of biblical teaching; including the support of this local ministry in attendance, prayer, service, and giving, by living lives in word and deed that are an encouragement to others to know and be like Jesus Christ, and by reflecting in all our relationships the servant-love of our Lord.

Personnel Policy Statement

WHBC is a body of believers who have banded together in common faith to perform the ministry of sharing the gospel of Christ, worshipping God and building up the body as well as the individual believer. From the body, certain individuals are led by the Holy Spirit to provide leadership, exhibit certain talents and gifts, minister to and equip the other member of the body. This leadership can be categorized into two different groups: The paid staff member and the volunteer leader. The policies and procedures listed have been developed to provide uniform administration of the employment of those individuals who are paid by WHBC for their leadership and ministry. It is the responsibility of each individual staff member to become familiar with the provisions of these policies and procedures as well as the applicable Federal, State and Local regulations concerning personnel employment practices. Implementation of the policies and procedures will be the responsibility of the Senior Pastor and the Executive Pastor.

What You Can Expect From Washington Heights Baptist Church

WHBC believes in creating a harmonious working relationship between all employees. In pursuit of this goal, WHBC has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, national origin, marital status or a disability that does not prohibit performance of essential job functions.
3. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with similar ministry practices.
4. Provide vacation, sick leave and holidays to all eligible employees.
5. Provide eligible employees with health and retirement benefits.
6. Assure employees, after talking with their supervisor, an opportunity to discuss any issue or problem with the Executive Pastor, the Senior Pastor or, if necessary, the Chairman of the Deacons.

7. Take prompt and fair action of any complaint which may arise in the everyday conduct of our ministry, to the extent that is practicable.
8. Respect individual rights, and treat all employees with courtesy and consideration.
9. Maintain mutual respect in our working relationship.
10. Provide buildings and offices that are orderly and safe.
11. Keep all employees informed of the progress of WHBC, as well as the ministry's overall goals and objectives.
12. Promote an atmosphere in keeping with WHBC's Mission, Vision, and Covenant.

What Washington Heights Expects From You

1. All full-time and part-time employees must be members of WHBC.
2. All church employees and ministry volunteers are expected to work with the highest standards of Christian conduct. This includes personal integrity, honesty, discipline and Christ-like language.
3. You are expected to maintain positive Christian attitudes and actions towards fellow employees, members of the WHBC family, and visitors. An employee's demeanor is reflective not only of his/her personal character but reflects upon WHBC and the atmosphere of ministry WHBC wishes to set.
4. Confidential information is to be kept confidential. It is the policy of WHBC that matters relating to members', attenders' or visitors' personal lives will not be made a matter of public discussion or disclosure; nor will the general operations of the office or financial affairs be discussed outside the working environment.
5. Gossip, murmur, and complaints are inappropriate for WHBC employees and ministry volunteers.
6. Disputes, conflicts and differences of opinion will be handled within staff and/or supervisory reporting relationships or through disciplinary actions.

Open Communication Policy

Washington Heights Baptist Church encourages you to discuss any issue you may have with a co-worker directly. If a resolution is not reached, please arrange a meeting with your supervisor or supervising pastor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an open communication meeting is considered confidential. Retaliation against any employee for appropriate usage of open communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat office rumors or gossip. It is more constructive for an employee to consult his/her supervisor or supervising pastor immediately with any questions.

Outside Employment

If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a ministry or business of your own, WHBC would like to know about it. Before accepting any outside employment you are encouraged to discuss the matter with your supervisor or supervising pastor. If an employee's second job significantly interferes with his/her job performance at WHBC, this may lead to dismissal.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how WHBC can be made a better place to work, our operations improved, and our service to members and the larger church community enhanced. When you see an opportunity for improvement, please discuss it with your supervisor. She/he can help you present your idea to the attention of the individuals who will be responsible for possibly implementing it.

Employment

At-Will Employment

Your employment with WHBC is at-will. This means that neither you nor WHBC has entered into a contract regarding the duration of your employment. You are free to terminate your employment with WHBC at any time, with or without reason. Likewise, WHBC has the right to terminate your employment at any time, with or without reason, at its discretion. This employment at-will relationship will remain in effect throughout your employment with the Church unless it is specifically modified by an express written agreement signed by you and either the Senior Pastor or Executive Pastor.

Termination of Your Employment

It is the policy of WHBC to ensure that professionally competent, theologically sound and spiritually moral persons are retained in employment and volunteer leadership positions. WHBC will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from WHBC.
 - a. The Church expects any employee to give at least two (2) weeks written notice of intent to resign. The employee should continue to work for the two (2) week period unless he/she wishes to use any portion of accrued and unused vacation time or his/her supervisor mandates immediate conclusion of employment. The employee will be paid for any accrued and unused vacation time.
2. Fail to return from an approved leave of absence on the date specified by WHBC.
3. Fail to report to work or call in for three (3) consecutive work days.
4. Fail to remain a member in good standing at WHBC.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment or other violations of WHBC policies. Termination because of a reduction in workforce and/or program modification is an option that may be exercised by WHBC. However, your employment is at-will, and you and WHBC have the right to terminate your employment for any or no reason.

Any forced termination of called staff must receive the approval of the Executive Pastor and Senior Pastor.

Any forced termination of an employee must receive the approval of the Executive Pastor.

Confidential Information

We ask that you not disclose or use any WHBC confidential information, either during or after you employment. We sincerely hope that our relationship in this ministry will be long-term and mutually rewarding. However, your employment with WHBC assumes an obligation to maintain confidentiality, even after you leave our employ.

Additionally, our members, attendees, visitors and other contacts entrust WHBC with important information relating to their ministries, businesses or lives in general. The nature of these relationships requires maintenance of confidentiality. In safeguarding the information received, WHBC earns the respect and further trust of all with whom we have dealings.

If you are questioned by someone and are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove or make copies of any WHBC records, reports or documents without prior supervisory approval. Disclosure of confidential information is subject to disciplinary actions and could lead to termination.

Conflict of Interest

Our church has had long-standing policies requiring the undivided trustworthiness of its staff. All staff are to report to their supervisor any material interest or affiliation which might conflict with their official duties, or they are to abandon or avoid such interest or affiliation unless specific approval has been given by the Executive Pastor. No one is to place him or herself in a position where his or her personal interests, or the interest of those for whom he or she acts, is likely to be in conflict with the interest of WHBC. An actual or potential conflict would exist if the actions of any staff member might result in an improper gain or advantage to the staff member or to a third person. To avoid question or embarrassment, the appearance, as well as the fact of such conflicts, is to be avoided. All such conflicts can be avoided by compliance with the principles underlying the following limitations:

Business Affiliations – Affiliations as director, partner, officer, consultant, or advisor of any business organization are a likely source of conflicts. All such affiliations are to be reported for review.

Confidential Information – Information such as advance knowledge of our church's proposed investments, corporate plans, or actual or estimated present or future financial condition is never to be disclosed prior to full public disclosure, without official permission, nor used either for personal gain or to the detriment of the organization.

Gifts and Favors – No staff member is to accept gifts or favors, which are, or might appear to be, intended to influence the performance of his or her duties, to the church. This does not apply to items of nominal value given merely as tokens of respect or friendship on occasions such as Christmas, birthdays, and the like, not related to any official transaction. Similar considerations are to apply to the giving of favors or gifts.

Public and WHBC Relations

The reputation of WHBC greatly depends upon the quality of the relationships between WHBC, our employees, members, attendees and the general public. People's impressions of WHBC and their interest in getting involved in this ministry are greatly formed by the people who serve here. In a sense, regardless of your position, you are WHBC's ambassador. The more goodwill you promote, the more people will respect and appreciate you and the ministry of WHBC.

Below are several things you can do to help give people a good impression of WHBC.

1. Act competently and deal with people in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on questions promptly; provide professional replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best as unto the Lord!

Media Interaction

Interaction with the media about matters concerning WHBC must be coordinated and consistent. The purpose of this policy is to provide a method for the appropriate release of official information.

1. All information that is released to the public, whether for the newspapers or radio and/or television, must first be approved by the appropriate ministry leader. This is accomplished by presenting *in writing* the proposed material to the ministry leader.
2. The ministry leader will then read and approve or disapprove the proposed information. If approved, the ministry leader will then present the material to the publicity/advertising person in the church office.

3. If the information is not approved by the ministry leader, he or she will contact the person submitting the material and explain why it is not appropriate.

Reporting Relationships

All church staff is ultimately responsible to the Senior Pastor, but the immediate reporting relationships are as follows:

Full-Time Called Pastoral Staff

All Pastoral staff report to the Senior Pastor or the Executive Pastor.

Part-Time Pastoral Interns

Interns will be assigned and report to one pastoral staff member. In the accomplishment of specific tasks, pastoral interns will work in conjunction with or directly for other pastoral staff members.

Full and Part-Time Support Staff

Supervision of the non-pastoral staff has been delegated to the Executive Pastor. In the accomplishment of specific tasks, non-pastoral staff will frequently work in conjunction with or directly for a pastor.

Employment Practices

Employment and labor notices are posted near employee gathering places as required by law. These notices summarize the rights of employees in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Pastoral staff is primarily responsible for seeing that WHBC's employment policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone. Any employees, including pastors, involved in discriminatory practices will be subject to termination.

Harassment Policy

WHBC intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort – verbal, physical, visual – will not be tolerated.

What is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal or non-vocal activity including

derogatory statements or gestures not directed to the targeted individual but taking place within their hearing or vision. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All WHBC employees and particularly pastors, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or Executive Pastor. When leadership becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Church to do so.

Reporting

While WHBC encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor or Executive Pastor immediately, even if you are not sure the offending behavior is considered harassment. Any alleged incidents of harassment must be immediately reported to the Executive Pastor. Appropriate investigation and disciplinary action, if applicable, will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action up to and including termination. WHBC will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted; no adverse employment action will be taken for any employee making a good faith report of alleged harassment.

WHBC accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. WHBC may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Policy Statement on Sexual Harassment

What is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct. It is important to note that sexual harassment crosses age and gender boundaries, and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first “quid pro quo”, may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, “hostile, intimidating, offensive working environment”, can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to: pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. It is also against WHBC policy to view or to download inappropriate pictures or materials from or onto computer systems.

WHBC prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

WHBC will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

How You Were Selected

WHBC is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to WHBC as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated, you were selected to become a member of our team!

This selection process helps WHBC find and employ individuals who are concerned with good stewardship of their gifts and skills and who desire to actively contribute to the ministry at WHBC.

Employee Background Check

Prior to becoming an employee of WHBC, you were subject to a background check and a comprehensive selection and evaluation process.

Criminal Records

In response to WHBC’s Violence in the Workplace Policy, the Church may conduct a pre-employment criminal check on those applicants for positions that may involve close, unsupervised contact with the Church community, children, or the general public. When appropriate, the criminal record is checked to protect WHBC’s interest and that of its employees, members, children and the public.

Health Examinations and Psychological Testing

WHBC reserves the right to require a prospective (as part of the employment offer) or current employee's participation in a health examination and/or psychological testing to determine their ability for performing the essential job functions. All such exams shall be paid for by the Church.

Standards of Conduct

Discretion in the personal as well as professional lives of the WHBC staff is fundamental to both spiritual integrity and the opportunity for spiritual ministry to the congregation in the service of the Lord.

That nothing should be allowed to compromise our integrity is beautifully stated by the Apostle Paul in Ephesians 5:1-12, 15-16:

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.

But among you there must not even be a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person – such a man is an idolater – has any inheritance in the kingdom of Christ and of God. Let no one deceive you with empty words, for because of such things God's wrath comes on those who are disobedient. Therefore, do not be partners with them.

For you were once darkness, but now you are light in the Lord. Live as children of light (for the fruit of the light consists in all goodness, righteousness and truth) and find out what pleases the Lord. Have nothing to do with the fruitless deeds of darkness, but rather expose them. For it is shameful even to mention what the disobedient do in secret...

Be very careful, then, how you live – not as unwise but as wise, making the most of every opportunity, because the days are evil.

In the light of the Word of God and the social and cultural milieu of our day, the following standards are applicable to all WHBC staff. Failure to observe any one or more standard(s) as interpreted by the Senior Pastor and Executive Pastor will be grounds for discipline and may lead to dismissal.

Standard #1: The personal conduct of staff members shall avoid every appearance of indiscretion, and each staff member shall live a life of personal and spiritual integrity. Patterns of behavior which are morally questionable shall be carefully and meticulously avoided.

- Standard #2: Private counseling sessions with members of the opposite gender should occur within the normal office hours of the Church, and /or only when other members of the staff are in close proximity to the counseling location. (See counseling boundaries/guidelines)
- Standard #3: Unmarried staff members shall be diligent in their dating practices to avoid any circumstance that could compromise their Christian testimony and spiritual integrity.
- Standard #4: In the event an inappropriate affection begins to develop, the affected staff member shall immediately report such to the Executive Pastor or the Senior Pastor. Such accountability shall insulate the staff member from grievous harm and allow the pastor an opportunity to minister to the staff member with support, care and love.
- Standard #5: WHBC staff shall conduct their financial matters in such a way as to adorn the Gospel of Jesus Christ, WHBC and themselves, thus living above reproach and avoiding the temptation to compromise their integrity. Excessive debt should be avoided. Timely payment of obligations shall be the norm. In the event a staff member begins to experience serious financial disability, it should be immediately reported to the Executive Pastor or the Senior Pastor to allow the pastor the opportunity to minister to the staff member with support, care and love.

Standards of Conduct and Termination

All employees are expected to provide excellent and reliable performance. Any failure to meet this high standard is a ground for concern, discipline, or possible discharge.

Washington Heights Baptist Church adheres to the concept of progressive discipline. This means that the ministry will take appropriate action based on the seriousness of the situation and the circumstances. Discipline less than termination may take the form of a verbal warning, a written warning, a performance appraisal indicating substandard performance in one or more areas, probation or suspension. Which of these options is chosen or whether any of them are used prior to termination depends on the seriousness of the infraction. The evaluation of the seriousness of the offense will be made solely by the Executive Pastor and Senior Pastor.

There are certain kinds of actions that cannot be permitted to occur because of their negative impact on our ministry. Such offenses may result in discharge on the first occurrence. Some examples of such offenses are:

Failure or refusal to carry out job assignments and management requests;

Unauthorized release of ministry information;

Swearing or verbal abuse while on ministry premises;

Falsification of any work, personnel, or other ministry records;

Removal of ministry property without permission;

Unauthorized taking of ministry funds or unauthorized charges against a ministry account;

Discrimination against or harassment of co-workers;

Possession, consumption, or being under the influence of alcohol or a controlled substance at work or on ministry premises;

Deliberate damage to ministry property;

Signing in or out for another employee and/or having another clock in or out for you;

Fighting or threatening to fight with another employee;

Serious misconduct of any kind.

These examples are not all-inclusive; other behavior may also lead to discharge on the first occurrence.

There are other actions that should not occur, but normally it is either the repeated occurrence of the action or the commission of more than one offense that results in termination. For such actions, an employee normally will receive some lesser discipline prior to discharge. Some examples of such offenses are:

Inefficient performance of an assigned duty or responsibility;

Substandard performance of an assigned duty or responsibility;

Absenteeism or tardiness in reporting to work or resuming work from breaks or meals;

Failure to report an absence in accordance with the absenteeism policy,

Failure to comply with safety or security rules and procedures;

Carelessness or negligence in the performance of an assigned duty or in the care of and use of ministry property;

Sleeping on the job;

Violation of ministry policy.

Once again, these examples are not all-inclusive; other behavior may also be grounds for discipline or termination.

Progressive Discipline

In order to provide a fair method of disciplining employees, the church has established a formal progressive discipline procedure. This system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance in order to provide them an adequate opportunity to correct any problems.

Discipline may be initiated for various reasons, including, but not limited to, violations of the employer's work rules, inappropriate behavior, insubordination, or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's record, and may range from verbal counseling to immediate dismissal.

The normal progressive discipline procedure consists of:

- A. Verbal counseling:** With the exception of offenses requiring more stringent action, employees will normally be counseled once verbally before receiving a written warning. A notation to the employee's file of a verbal counseling will be made by the employer.
- B. First written warning:** In the event of another performance problem or a violation of any employer policy or rule within 12 months of the verbal counseling, a written warning will ordinarily be issued.
 - 1. The warning should be signed and dated by the employee. If the employee refuses to sign the warning another individual should be immediately brought in and asked to sign and witness that the employee has seen, but refused to sign, the warning.
 - 2. The warning should inform the employee of the possible consequences, including final written warning suspension and/or termination, should additional violations or performance problems occur.
 - 3. A written warning need not pertain to the same or similar offense for which the verbal counseling was given.
- C. Final written warning** will be issued and may include suspension. In the event of another performance problem or a violation of any employer policy or rule within 12 months of the first written warning, a final written warning shall be issued.
 - 1. The final written warning should be signed and dated by the employee. If the employee refuses to sign the warning another individual should be

immediately brought in and asked to sign and witness that the employee has seen, but refused to sign, the warning.

2. The final written warning should inform the employee that termination may result if further violations or performance problems occur.
3. A final written warning need not pertain to the same or similar offense for which any prior verbal or written warning was issued.
4. In addition to the final written warning, the Senior Pastor may also suspend the employee without pay or take other disciplinary action deemed appropriate.

D. Termination: In the event a fourth offense occurs within 12 months of the previous written warnings and/or the employee violates any policy of the employer or fails to improve his level of performance, termination may result.

Progressive discipline must be timely and should follow, as closely as possible, the incident requiring disciplinary action.

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. The employer must, of course, reserve the right to deviate from this policy when warranted.

Complaint Resolution (Grievance)

It is our intent to try to do what is fair and reasonable in our day-to-day relations with our employees. Therefore, you are urged to bring any problem or concern about any term or condition of employment to your immediate supervisor in order to provide us an opportunity to review and resolve the situation. Your immediate supervisor will try to get back to you with a response within five (5) days of the date you brought your concern to his/her attention.

While we encourage you to discuss problems in the first instance with your immediate supervisor, we recognize that the problem could involve your immediate supervisor or be of a nature to make you reluctant to discuss it with that person. In that case, please feel free to talk to the Executive Pastor. Talking with anyone else about your problem or concern will be considered gossip and dealt with accordingly.

If you are not satisfied with the response received by your immediate supervisor, your next step is to take your problem or concern to the Executive Pastor. You must take this second step within five days of the first response. The decision of the Executive Pastor will be final.

This complaint resolution procedure is available to employees with sexual harassment concerns or complaints. However, employees should feel free to bring sexual harassment complaints directly to the Executive Pastor for investigation and resolution.

The feelings and problems of each employee at Washington Heights Baptist Church are important to us. We believe that our employees are our assets and we feel that your needs and concerns must be addressed. We realize that not all people will feel comfortable in presenting their grievances to management, but we urge you to do so. You will not be retaliated against in any way for bringing your complaints to management. If we all take the time to raise questions and work together to reach solutions, our workplace will continue to be a wonderful place to serve the Lord and His people.

Probationary Period

Your first ninety (90) days of employment at WHBC are considered an Introductory Period. This Introductory Period will be a time for getting to know your fellow employees, your supervisor, pastoral staff and the tasks involved in your job position, as well as becoming familiar with WHBC's ministry. Your supervisor will work closely with you to help you understand the needs and processes of your job.

This Introductory Period is a "getting acquainted" time for both you, as an employee, and WHBC, as an employer. During this Introductory Period, WHBC will evaluate your suitability for employment, and you can evaluate WHBC as well. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and WHBC may choose to terminate your employment at any time, with or without reason.

At the end of the Introductory Period, your supervisor will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on an annual basis.

A former employee who has been rehired after a separation from WHBC of more than one (1) year is considered an introductory employee during their first ninety (90) days following rehire.

Anniversary Date

The first Day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual.

New Employee Orientation

During your first week you will be asked to complete employment paperwork. Your supervisor will introduce you to your co-workers and review various office procedures and documents. Please feel free to ask your new colleagues any questions not answered during orientation.

Employee's Withholding Allowance (W-4)

In order to receive your pay in a timely and accurate manner, you will need to complete an Employee's Withholding Allowance Certificate (W-4 form). Every employee must complete this form both at the beginning of their employment and at the start of each new year, as required by the IRS. You also have the option to change your withholding status as often as you choose.

Immigration Law Compliance (I-9)

All offers of employment are contingent on verification of your right to work in the United States if you are not already a U.S. citizen. During your first week you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, WHBC may be obliged to terminate your employment.

Work Schedule

Office Hours

Regular office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

Work Hours

Depending on whether you are a pastoral or non-pastoral, full-time or part-time staff person, your hours may differ from regular office hours.

Full-Time Called Pastoral Staff

1. The regular work week is 40 hours plus Sundays and extends Monday through Sunday.
2. Full-time pastoral staff will normally take off one full day and one half day each week. Days cannot be accumulated from one week to another without prior approval.
3. Each pastor is expected to keep regular hours, arrange exceptions with the Executive Pastor, and keep administrative staff informed of whereabouts and availability during normal office hours.

Part-Time Pastoral Interns

The regular work week extends Monday through Sunday. The Pastoral Intern will coordinate a schedule with his/her supervisor for their assigned hours.

Full-Time Support Staff

Normal work hours are essentially the same as the office hours, 8 a.m. to 4:30 p.m., Monday through Friday, unless specifically scheduled otherwise.

Part-Time Support Staff

Normal work hours fall within the regular office hours, 8 a.m. to 4:30 p.m., Monday through Friday, unless specifically scheduled otherwise. All part-time employees are entitled to a fifteen minute break for every four hours worked per day. Part-time employees who work at least eight hours in one day are also entitled to a thirty minute lunch break.

Required Attendance

All staff scheduled to work normal office hours are required to attend the weekly Staff Prayer Time. Pastoral staff has additional attendance obligations as listed below.

Full-Time Called Pastoral Staff

1. Weekly pastoral staff meeting and occasional special meetings
2. Regular meetings with the Senior Pastor and the Executive Pastor
3. Scheduled staff retreats throughout the year
4. Corporate services and activities of the Church, unless excused by the Senior Pastor or the Executive Pastor. Unless specifically requested, attendance at activities unrelated to a pastor's particular area of ministry is not required.

Part-Time Pastoral Interns

1. Weekly meetings with supervising pastor
2. Periodically, you may be invited to observe the pastoral staff meetings
3. Corporate services and activities of the Church, unless excused for appropriate reasons by the supervising pastor

Break Periods

Lunch breaks for non-exempt employees are thirty (30) minutes and may vary as to time of day taken. Coffee breaks are mandatory with fifteen (15) minute breaks at approximately 10:00 a.m. and 3:00 p.m.

Absence or Lateness

From time to time, it may be necessary for you to be absent from or late for work. WHBC is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days, special time-off and vacation are available for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor or the receptionist. If you know in advance that you will need to be absent or late, please request this time off directly from your supervisor and complete a Time Off Request form.

If you will be late, please let your supervisor or the receptionist know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for three (3) consecutive days without notifying your supervisor or an Executive Pastor will be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your supervisor or an Executive Pastor may request that you submit written documentation from your doctor stating you will be able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without the consent of your supervisor or a pastor will be considered a “lateness pattern” and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Note: Information on the types of leaves offered and their qualification criteria are included in the “Leaves” section of the Employee Manual.

Meal Room Facility

For your convenience and comfort, WHBC provides a meal/break room. This area is for everyone’s use. It is your responsibility to do your share in keeping this facility clean and sanitary.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the Senior Pastor or the Executive Pastor may decide to close the building for the remainder of the day. As such, you will be notified as soon as possible by your supervisor or pastor. No loss of pay will occur as a result of early dismissal for this reason. Likewise, if you report to work and find that the building is unexpectedly closed due to an emergency, no loss of pay will occur.

Employment Classifications

At the time you are hired, you are classified as either regular (full-time & part-time) or temporary. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Manual and communicated by WHBC apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “non-exempt” employees. If you are unsure of the job classification into which your position fits, please ask your supervisor or the Executive Pastor.

Regular Employees

Employees hired to work on a regular basis for an indefinite period of time are classified as “regular” employees. Such employees may be either full- or part-time.

Regular Full-Time Employees

An employee, whether pastoral or non-pastoral staff, who works at least thirty-six (36) hours per week, is considered a regular full-time employee.

Regular Part-Time Employees

An employee, whether pastoral or non-pastoral staff, who works less than thirty-six (36) hours per week is considered a regular part-time employee. If you are a regular part-time employee, please understand that you are not eligible for certain benefits described in this Employee Manual, except as granted on occasion by the Executive Pastor.

Temporary Employees

From time to time, WHBC may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed one (1) year in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specific period.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as “non-exempt” (see the section titled “Non-Exempt Employees” below), who work more than forty (40) hours during any workweek, will receive overtime pay.

Non-Exempt Employees

Persons who are covered by the overtime provision of state and federal laws. These employees are required to keep accurate time records. They will receive overtime pay according to state and federal laws.

Note: See Wage and Salary Policies in the section of this Employee Manual titled “Compensation” for a full description of overtime payment policies.

Exempt Employees

Persons who are not covered by the overtime provisions of state and federal laws. These include pastoral, administrative and supervisory employees are not legally entitled to receive overtime pay or compensatory time off.

Job Descriptions and Objectives

Each staff position shall have a job description in sufficient detail to give meaningful focus and direction to the activities of each employee. These descriptions, which will include “other duties as assigned”, shall be approved by the Executive Pastor.

Each member of the pastoral staff shall also develop annual objectives that relate to and are consistent with the job description and the annual church/Senior Pastor objectives.

These objectives shall be developed as part of the annual planning process under the direction of the Executive Pastor and approved by the Senior Pastor.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at WHBC has been assigned to the Executive Pastor. Questions regarding insurance, wages, and interpretation of policies may be directed to the Executive Pastor or the Office Administrator.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, notify the Office Administrator or the Finance Office as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Military or draft status
9. Exemptions on your W-4 tax form
10. Training certificates
11. Professional license

Upon experiencing a family status change, please notify your supervisor and the Office Administrator within 15 days for benefit modifications, if necessary.

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with the Executive Pastor or Office Administrator.

Your Medical Records File

All medical records, if any, will be kept in a separate confidential file. WHBC maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Compensation

The goal of WHBC's compensation program is to attract potential employees, meet the needs of all current employees and retain well-performing employees. Our compensation program is built to balance both employee and WHBC needs.

Wage and Salary Policies**Compensation Philosophy**

It is WHBC's desire to pay all regular employees wages and salaries that are comparable to those of similar ministries in a way that will be motivational, fair and equitable.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items WHBC considers are the nature and scope of your job, what other church and parachurch ministries pay their employees for comparable jobs (external equity) and what WHBC pays employees in comparable positions (internal equity). It is WHBC's goal to have a current job description on hand which broadly defines your job responsibilities.

Pay Cycle*Semi-Monthly Pay Cycle*

Payroll is normally processed on the business day following the 15th and the last day of every month. If the 15th or the last day of the month is a Friday payroll will be processed that day if possible. The semi-monthly pay schedule is made up of twenty-four (24) pay periods per year.

Salaried Employees

For salaried employees, payment on the 15th and the last day of the month will be for services performed from the 1st to the 15th and the 16th to the last day, respectively.

Changes will be made and announced in advance whenever WHBC holidays or closings interfere with normal pay schedule.

Pay Distribution

Your pay stub will be placed in your mailbox by the Finance Office or a designated WHBC representative by 3:00 p.m. on the pay day, unless other arrangements have been made. If you elect to use direct deposit, the funds should be in your account the

following day. If payroll is processed on a Friday the funds should be in your account on Monday.

Mandatory Deductions From Paycheck

WHBC is required by law to make certain deductions from your pay check each pay period. Typically among these are federal and state taxes and your contribution to Social Security and Medicare. These deductions will be itemized on your pay check. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to review your pay check to ensure that it reflects the proper number of withholdings, as well as the correct Social Security number. Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever WHBC is ordered to make such deductions.

Note: Please see “Wage Garnishments” later in this section for further information.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. See the Finance Office to arrange for direct deposit.

Payroll Advances

No payroll advances are permitted unless approved by the Executive Pastor.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the Finance Office immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 ½) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

All paid overtime must be approved in advance by your supervisor.

Time Cards

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time cards. All hourly staff must turn in time sheets to the Finance Office by the designated deadline for each payroll.

You are responsible for accurately recording your time. No one other than a supervisor or the Finance Office may record hours worked on another's timesheet. Tampering with another's time sheet is cause for disciplinary action, up to and including possible

termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor or the Finance Office immediately.

Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, if court-ordered deductions are to be taken from your paycheck, you will be notified.

WHBC acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Note: Please see the Mandatory Deductions From Paycheck Policy earlier in this section for further information.

Performance and Compensation Reviews

Performance Reviews

The objective of a performance review is to provide feedback at least annually to employees concerning how well they have accomplished the responsibilities or requirements of their jobs and to discuss performance strengths and development opportunities. Based on this review, which is conducted during the fourth quarter of the calendar year, an employee's eligibility for a merit increase is determined. This requires open and ongoing performance-related communication between employee and supervisor.

All individuals except the Senior Pastor will have a designated supervisor who will have the responsibility for directing, coaching and evaluating the employee's performance. During a formal performance review your supervisor may cover the following areas:

- The quality and quantity of your work
- Strengths and areas for improvement
- Attitude and willingness to work
- Initiative and teamwork
- Attendance
- Customer service orientation
- Problem solving skills
- Ongoing professional growth and development

Additional areas may also be reviewed as they relate to your specific job.

Your review provides an opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals – perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to make your employment at WHBC more fulfilling.

Your supervisor can answer any questions you may have about the performance review process.

Compensation Reviews

WHBC's compensation reviews are usually given with performance reviews. Any applicable compensation increase will appear in the pay period ending after the effective date. Compensation increases may be retroactive in the case of late reviews. Having your compensation reviewed does not necessarily mean that you will be given an increase, due to individual performance and/or WHBC's financial condition. Under certain circumstances, compensation may be decreased.

An individual's pay will depend on how consistently he/she performs over a given period of time. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, WHBC periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

Benefits

WHBC is committed to sponsoring a comprehensive benefits program for all eligible employees. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by WHBC.

A good benefits program is a solid investment in WHBC's employees. WHBC will periodically review the benefits program and will make modifications as appropriate to the Church's condition. WHBC reserves the right to modify, add or delete the benefits it offers.

Housing Allowance

This benefit is provided to Pastoral Staff who qualify. These employees may exclude from their taxable income a portion of their compensation designated by the Executive Pastor as "housing allowance." The amount of this exclusion extends to that which in fact is used to pay for housing-related expenses and does not exceed the fair rental value of the home.

Insurance Coverage

Group Insurance

WHBC is dedicated to the health and well-being of both you and your family, if you qualify for this coverage. A comprehensive, quality insurance program is available to you and your family. Generally, you become eligible for coverage on the first of the

month, thirty (30) days from your date of hire (each specific provider has different waiting periods).

The following benefits are provided, as defined and limited in the literature provided by our insurance companies:

- Major Medical Care Coverage
- Dental Care Coverage

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail.

According to the federal Consolidated Omnibus Budget Reconciled Act (COBRA) of 1985, in the event of your termination of employment with WHBC or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult the Executive Pastor or the Finance Office for details.

Government Required Coverage

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by WHBC. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illness arising out of the scope of your employment must be reported to your supervisor or the Executive Pastor immediately. Prompt reporting is the key to prompt benefits. All claims must be investigated and verified prior to payment of benefits, but nothing can happen until your employer knows about the injury or illness. Ensure your right to benefits by reporting every injury or illness, no matter how slight. Although WHBC will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Workers' Compensation payments for lost wages aren't made for the first three (3) days you are unable to work (including weekends). However, if you are hospitalized or off work more than three (3) weeks, payments will be made even for the first three (3) days.

Employees returning to work after being absent due to a work-related injury must report to their supervisor or a designated WHBC representative prior to beginning work and must bring a medical doctor's clearance for returning to work.

Unemployment Compensation

Because WHBC does not take a deduction for Unemployment Insurance, if an employee becomes unemployed, this benefit will not be available to him/her.

Social Security

The United States government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, WHBC is required to deduct this amount from each paycheck you receive. This deduction pertains to non-pastoral staff only. In addition, WHBC matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may access them on-line at www.ssa.gov.

Other Benefits

Staff Development

Continuing Education for Pastors

Continuing education of the pastoral staff is encouraged. Requests to apply for continuing education programs must be made to the Executive Pastor. Final approval of program request and possible financial assistance is approved for a continuing education program, WHBC will provide for up to one-half of the costs for tuition and related expenses (books, travel, lodging if out of town, etc.), and the individual pastor will be responsible for the remaining costs.

Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your supervisor for further information.

Holidays

Recognized Holidays

Regular full-time employees are eligible for holiday pay.

The following holidays are recognized by WHBC as paid holidays:

- New Year's Day
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day (2)
- Christmas Day (2)
- Personal Days (2)

Note to Pastors: When services or regular church activities are scheduled on holidays (i.e. Christmas Eve), attendance is required unless previously excused. Pastors may be called upon for emergency or special ministry on any holidays or days off.

Holiday Policies

All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Vacations

Vacation is a time for you to rest, relax and pursue special interests. WHBC provides paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills and talents.

Amount of Vacation

Due to the variety of employment situations at WHBC, it is impossible to apply a general rule to the amount of vacation one receives. It is dependent upon the time commitment, responsibilities and specific nature of each position. One rule that applies to all staff, however, is that vacation time may not be accumulated from one year to the next.

Full-Time Called Pastoral Staff

1. Four weeks (based on a 44 hour week) and not to exceed four Sundays. Vacation time is earned on a pro-rated basis throughout the year.
2. Vacation requests must be approved in advance and coordinated by the Executive Pastor. Normally vacation time should be taken in at least one-week segments. Single vacation days may be approved on an exceptional basis.

Full-Time Support Staff

1. Vacation time is accrued on a pro-rated basis throughout the year.

Years 1-5	80 hours
Years 6-10	120 hours
Years 11+	160 hours
2. Vacation time must be approved in advance and coordinated with the supervising pastor and the Executive Pastor.

Vacation Policies

WHBC will try to let you use your vacation time as desired, but vacations cannot interfere with your ministry's operation. Therefore, your vacation must be approved by the Executive Pastor.

Your supervising pastor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet ministry needs. Requests will normally be granted as long as your absence will not seriously affect WHBC's operations.

Sick Leave

Amount of Sick Leave

Full-Time Called Pastor Staff

1. There are not established limits on paid sick leave for pastoral staff. This is because of the frequent demands for long and unusual hours during the regular work weeks. All sick leave, however, must be reported in writing to the Executive Pastor for record purposes. In the event of unusual or extended periods of sick leave, special arrangements may be negotiated with the Executive Pastor.
2. In the event of a full medical disability, WHBC will pay full salary for up to a maximum of three months (length of time to be determined by the Senior and Executive Pastor). After three months, salary will cease, and benefits will be paid through a long term disability insurance policy.

Full-Time Support Staff

1. Sick leave for staff is accumulated at the rate of one hour for each forty (40) hours worked (a maximum of 40 hours per year). Sick leave may be accumulated from one year to the next.
2. In the event an employee needs more sick leave than accumulated, additional days will be counted as vacation days until all earned vacation days have been used.
3. In the event of a full medical disability, WHBC will pay full salary for up to a maximum of three months (length of time to be determined by the Executive Pastor). After three months, or when disability insurance applies, salary will cease, and benefits will be paid through a long term disability insurance policy.

Sick Leave Policies

In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Sick leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, or sibling living in your home.

WHBC may, at its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury or other disability to which the absence is attributed.

If you are on approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected. Should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

Employees not in need of health insurance must sign a written waiver for their file.

In the event of an illness or injury which is covered by workers' compensation insurance, this Sick Leave policy will not apply, but will defer to state statutes.

Please refer to the section on the Family and Medical Leave Act for further information related to these matters.

Special Time Off

Full-Time Called Pastoral Staff

Special time off for medical, family or personal business may be approved on a limited basis by either the Executive Pastor or Senior Pastor.

Conventions and Seminars (Full-Time Called Pastoral Staff)

1. Job-related attendance at conventions and seminars must be approved by the Executive Pastor or the Senior Pastor and may be funded by WHBC. Normally this will be a maximum of one convention or seminar per year with a time off allowance of three (3) days.
2. Requests should be submitted in writing to the Executive Pastor as far in advance as possible. Information included with the request should be: dates, expenses (including approximate travel and hotel expenses), purpose, relationship to the ministry, brochure if available and coverage for ministries while away.

Non – WHBC Ministry

One year of service at WHBC is required before the outside ministry will be approved. Outside ministry must be approved in advance by the Senior Pastor or the Executive Pastor. Normally, this time shall be limited to one week per year, including one Sunday. This time may be used to serve as a camp speaker, seminar leader, tour leader, etc.

Full and Part-Time Support Staff

1. Special time off for medical, family or personal business may be approved on a limited basis by the Executive Pastor. Such time off will normally be without pay unless the time is made up during the same pay period.

2. Time off for funerals is normally limited to five days with pay for immediate family (father, mother, father-in-law, mother-in-law, spouse, siblings, or child) or two day with pay for grandparents.

Other Leaves

Election Day

We encourage you to exercise your voting privileges in local, state and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If absolutely necessary, you may take up to two (2) hours leave from work to vote in a governmental election or referendum. You will be expected to notify an Executive Pastor at least one (1) week in advance.

Jury Duty

If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

WHBC will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. The Church will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to the Finance Office. This document is issued by the court.

Sabbatical Leave

1. Sabbatical leave may be granted to full-time pastors in their seventh consecutive year of full-time service at WHBC.
2. Formal application must be made to and be approved by the Senior Pastor and the Executive Deacon Board. Application should include purpose, plan, time, cost and subsequent reporting schedule. Application should normally be submitted one year in advance.
3. No more than one pastor shall be on sabbatical leave at the same time. Normally, only one pastor shall be granted sabbatical leave in any one calendar year.
4. The Senior Pastor and the Executive Deacon Board reserve the right not to grant a sabbatical leave if not merited, if leave would not demonstrably enhance the pastor's and WHBC's ministry, if economics forbid, or if there is not a reasonable expectation that the pastor will continue in WHBC ministry for at least two years after the sabbatical leave.
5. Sabbatical leaves will normally be granted with full salary and benefits. WHBC does not commit to underwrite the costs of sabbatical leave beyond normal salary and benefits. Any additional costs may be considered at the time of application.

6. Sabbatical leave will normally be limited to 4-6 weeks for the Executive Pastor and Associate Pastors and 8-12 weeks for the Senior Pastor. Upon the Senior Pastor and Executive Deacon Board approval, the sabbatical leave may be taken in conjunction with vacation or outside ministry.

Unpaid Leaves for Full-Time Staff

Family/Medical Leave of Absence

The federal Family and Medical Leave Act (FMLA) became effective August 5, 1993. The final federal regulations were issued on January 6, 1995. This Act requires employers with fifty (50) or more employees to provide unpaid family and medical leave to eligible employees in certain situations. Family and medical leave is available for: 1) the birth of the employee's child; 2) the adoption of a child by the employee; 3) the placement of a foster child; 4) the care of a parent, spouse or child with a serious health condition; and 5) the care or treatment of an employee's serious health condition which otherwise prevents the employee from performing the functions of her/his job.

Disability Leave of Absence

Your group insurance booklet should be reviewed to determine your insurance coverage for a disability leave of absence.

Parental Leave of Absence

1. In accordance with Utah State law, employee parents of a newly born or adopted child are entitled to a time of parental leave. The employee must have been employed for at least one year.
2. The employee will first use all vacation accrued up to the date the parental leave commences. Then, up to six (6) weeks of parental leave is provided at half pay for the period, with full benefits continued. Parental leave may be extended for up to six (6) additional weeks, uncompensated with full benefits.
3. In the case of program and support staff only, vacation and sick time may not be accrued during the period of parental leave taken by the employee.

Military Reserves or National Guard Leave of Absence

Employees who serve in U.S. military organizations may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply unused earned vacation time to the leave if they wish, however, they are not obliged to do so.

You are expected to notify an Executive Pastor as soon as you are aware of the dates you will be on duty so arrangements can be made for your replacement during this absence.

Safety

General Employee Safety

WHBC is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

WHBC will maintain safety and health practices consistent with the needs of our ministry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor or supervising pastor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures. WHBC strongly encourages you to communicate with your supervisor or supervising pastor regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The Utah state Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Material Safety Data Sheets (MSDS), which provide information on all hazardous materials used in the building, are available in the downstairs maintenance room. Contact the Superintendent of Grounds/Maintenance if you have questions. Should you have any other related questions or concerns, contact the Executive Pastor-Ministry Support or the Assistant-Ministry Support for more information.

Security Checks

WHBC may exercise its right to inspect all packages and parcels entering and leaving our premises.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all WHBC activities. We want to protect you against injury and illness, as well as minimize the potential shortage of staffing.

Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor may post other safety procedures in your department or work area.

Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine or equipment only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your supervisor.

Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack material only to safe heights.

Trash Disposal

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

Handling Tools

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

Machine Guards

Keep guards in place at all times. Do not clean machinery while it is running. Lock out all disconnect switches while making repairs or cleaning.

Personal Protective Equipment

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous. Also, wear gloves whenever handling casting, scrap or barrels.

Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Report Injuries

Immediately report all injuries, no matter how slight, to your supervisor.

Ask Questions

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted your supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once.

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is WHBC's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth. Remember, failure to adhere to

these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Weapons

WHBC believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, WHBC prohibits all persons who enter Church property from carrying a handgun, firearm, knife or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by WHBC to carry a weapon on the property. Any employee disregarding this policy will be subject to immediate termination.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

In Case of Fire

If you are aware of a fire, you should:

- Dial 911 or the local fire department
- If possible, immediately contact your supervisor. Evacuate all employees from the area.
- If the fire is small and contained, located the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempts should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.

- Do not re-enter the building until instructed to do so.

Bomb Threat

In the event of a bomb threat, you should:

- Dial 911 or the local police or fire department.
- If possible, immediately contact your supervisor.
- Evacuate at the nearest exit and meet in the far corner of the South parking lot.
- Be present and accounted for during roll call.
- Do not re-enter the building unless given permission by the police or fire department.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times – it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash is located throughout the building. Please put all litter in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor immediately.

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Property and Equipment Care

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and WHBC. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

Keys

Staff members receive keys, depending on their assignments and responsibilities, to allow entrance to facilities where they perform their duties. These keys are requested by contacting the office. The issued key(s) are to be returned to the office upon departure from the staff. Lost keys are to be reported to the office immediately, even while one is still searching for the lost key. The objective is to maintain security.

Restricted Areas

In the interest of safety and security, certain portions of WHBC's facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Safety Rules When Operating Machines and Equipment

When operating machines and equipment, please be sure to follow these procedures:

- Make sure machine guards are in place while machines are in operation.
- Remove loose clothing, jewelry or rings before operating machinery.
- Wear steel toe shoes and prescription eye protection to start the job, if required.

Required personal protective equipment, except for prescription glasses and steel toe shoes, will be issued to you by your supervisor.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible termination.

Security

Maintaining the security of WHBC buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- If your work area/office will be largely unattended for more than a brief moment, secure your valuables. This is especially critical in more remote parts of the building.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave WHBC's premises make sure that all entrances are properly locked and secured. This applies primarily to building maintenance personnel.

Separation of Employment

Termination

WHBC operates under the principle of at-will employment. This means that neither you nor WHBC has entered into a contract regarding the duration of your employment. You are free to terminate your employment with WHBC at any time, with or without reason. Likewise, WHBC has the right to terminate your employment at any time, with or without reason, at its discretion.

WHBC hopes and expects that you will give at least two (2) weeks notice in the event of your resignation.

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA)* of 1985, in the event of your termination of employment with WHBC or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Consult the office for additional details.

**The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under WHBC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and an employee's dependent child no long meeting eligibility requirements.*

Departing Staff

When a member of the staff is planning to depart from this ministry, he/she is to contact the office by submitting a letter of resignation no less than two (2) weeks prior to the selected time of departure.

Exit Interviews

A concluding interview is arranged at a time mutually convenient for the departing staff member and the Executive Pastor and/or the Office Administrator, whichever is most appropriate. At this time, the departing staff member is asked to complete the staff portion of the departure interview form and return all keys, which have been assigned as well as the Employee Policy Handbook. Departing staff members that have insurance benefits have the option of continuing their medical and dental insurance coverage through COBRA and may arrange with our life insurance carrier to continue life insurance coverage on their own.

Return of Ministry Property

Any WHBC property issued to you, such as computer equipment, keys or ministry credit card must be returned to WHBC at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your pay check; you will be required to sign a wage deduction authorization form for this purpose.

Former Employees

Depending on the circumstances, WHBC may consider a former employee for re-employment. Such applicants are subject to WHBC's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with WHBC.

Reinstatement of Benefits (Bridging)

If you were a regular, full-time employee of WHBC with at least twelve (12) months of continuous employment, and are rehired as a regular full-time employee within twelve (12) months of your termination date, you may be eligible to continue your benefits at the level you enjoyed at the time of your termination of previous employment with WHBC. This policy, however, is subject to the restrictions of the various benefit providers.

Post-Employment Inquiries

As an employee of WHBC, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the Finance Office or Executive Pastor.

Workplace Policies

This Employee Manual is designed to answer many of your questions about the practices and policies of WHBC. Feel free to consult with your supervisor for help concerning anything you don't understand.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all WHBC methods of

communication, including this Employee Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions and ministry e-mail.

In addition, you may receive letters from WHBC. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up-to-date on the events here at WHBC.

Office Management

1. Office Management, including purchasing, policies, equipment, space, supervision of non-program staff, etc., is under the direction of the Office Administrator and Executive Pastor. All ordering and all expenditures shall gain approval by the Executive Pastor or the Office Administrator.
2. Personal preferences for handling a pastor's call should be made known to the receptionists and the pastor's administrative assistant. Promptness and courtesy should always be the norm in answering and conversation.
3. Personal calls should be limited in frequency and length.

Computer Software and License Policy (separate policy at the end of manual supplied for signature)

The purpose of this computer and software policy is to define the use and purchase of computer equipment and software within WHBC so that it meets the guidelines set by the federal government, supports the integrity of the computer system already in place and wisely uses the resources provided to the Church. WHBC and its employees will not make or use unauthorized copies of computer software. Under no circumstances should WHBC or any employee of WHBC ever use computer software that is not properly licensed from a software publisher. The unauthorized use or copying of computer software is a violation of the law, and WHBC policy. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

Copying and Using Software

When properly authorized, an employee may install or "load" computer software onto the hard drive of the one computer that is provided by WHBC for the employee's use. The

original disks will be given to Computer Support to retain as a back-up copy of the software. Employees will not install the software onto other computers (including computers they use at home), or make any other copies of the software, unless it is specifically authorized by the applicable License Agreement or authorized by the software publisher in writing.

Before Loading Software

The employee needs to obtain authorization from the Executive Pastor prior to installing any software on the computer that is provided by WHBC for the employee's use. This authorization also applies to the use of Shareware and Freeware. Only software necessary for the employee to do his/her job will be authorized or approved for installation. This authorization is only for the computer provided for the employee's use and no other computer at WHBC.

Employees shall also use the software in strict accordance with the terms and conditions of the License Agreement. Employees should not risk relying on their own interpretations of the License Agreement to determine whether a particular use or copying is permitted. Instead, employees should contact the Executive Pastor or Office Administrator.

Proof of Rightful Possession

When computer software is acquired, the Office Administrator should retain the original disk(s) or CDs and the License Agreement in a secure location for the entire time the software is used by the employee, unless special provisions are made.

Employee Acquired Software

The use of employee-acquired software on WHBC computers will require the pre-approval of the Executive Pastor prior to installation. Employee acquired software should be accompanied by proof of rightful possession. Personally acquired software without authorization and proof of rightful possession will be removed from the computer.

Leaving Employment

Upon leaving the employment of WHBC, the employee must delete all software that was authorized to be loaded on her/his home computer. Also, disks of WHBC-owned software will be returned to Office Administrator by the employee prior to leaving employment.

Computers, Electronic Mail and Voice Mail Usage Policy

WHBC makes every effort to provide the best available technology to those performing services for the Church. In this regard, WHBC has installed equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our office equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received

by WHBC's employees with the use of WHBC's equipment. This policy, which includes usage of the internet, also sets forth guidelines on the proper use of the computer, voice mail, and electronic mail systems provided by WHBC.

Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted. WHBC property, including computers, electronic mail and voice mail, however, is used primarily for conducting ministry business. In light of that, information and messages stored in these systems will be treated no differently from other ministry-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although WHBC provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for ministry use, and all computer information, voice mail and electronic mail messages are to be considered as ministry records.

WHBC also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, WHBC must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because WHBC reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that WHBC or its designated representative will not have a need to access and review this information. Individuals using WHBC'S office equipment should also have no expectation that any information stored on their computer – whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

WHBC has the right to, but does not regularly monitor voice mail or electronic mail messages. WHBC will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate ministry purpose, may be disclosed by WHBC if necessary within or outside of the church.

Given WHBC's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

WHBC's Senior Pastor or Executive Pastor will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Copier Usage

The three copiers available for use are in the office workroom and the two resource workrooms. For less complex applications, please use the resource room copiers. This practice will keep the oft-used workroom copier free for office-only applications.

Before you run any copies, you must enter an I.D. code. A log of accounts is available at each copier. The following practices apply primarily to the office workroom copier but are helpful in reference to the other copiers as well.

Please replace any colored paper used in the copier with white paper when you are finished.

Dress Code and Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and ministry standards, particularly if your job involves dealing with ministry, business contacts or visitors.

A neat, tasteful appearance contributes to the positive impression you make on WHBC and surrounding communities. Clothing should be conservative and modest, clearly contributing to a professional office environment and effective ministry. You are expected to be suitably attired and groomed during working hours or when representing WHBC. When working at the site of a ministry or business contact, please dress appropriately according to their corporate culture.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire and /or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Tobacco and Alcohol

Use of either tobacco or alcohol by staff members while fulfilling their staff responsibilities is a betrayal of those values our church teaches and the image the staff seek to portray to our congregation. Therefore, positively no smoking, drinking or use of abusive chemical substances is tolerated by any staff member while they are on church properties or in church-owned vehicles.

Drug-Free Workplace Policy

WHBC is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in this Employee Manual. WHBC has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on church property and /or ministry contact sites or as a part of WHBC's activities. WHBC will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

It is the goal of WHBC to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, WHBC has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his supervisor of any criminal drug statute conviction they receive.
4. If an employee receives such a conviction WHBC shall:
 - Take appropriate personnel action against the employee, up to and including termination.
5. WHBC provides information about drug counseling and treatment.
6. WHBC reserves the right to search and inspect for the maintenance of a safe workplace.

Where to Get Help

It is our hope that you will never experience drug or alcohol addiction. If, however, you find that you have succumbed to such an addiction, we urge you to contact a pastor as soon as possible and get help. WHBC is committed to act in good faith on your behalf.

A number of community resources are available to help you, including:

Weber Human Services Substance Abuse (801) 615-3650

Narcotics Anonymous (24 hour number)	(801) 625-3311
Alcoholics Anonymous (24 hour number)	(801) 393-4728
Drug Abuse Hotline (24 hour number)	1-800-262-2463

This list is intended solely as a resource. WHBC does not necessarily endorse the programs and/or agencies listed and accepts no responsibility for treatment provided by these agencies/programs, nor does it guarantee insurance coverage of treatment.

This is certainly not a comprehensive listing of alcohol/chemical dependency treatment programs. Other sources for both in-patient and out-patient alcohol/chemical dependency treatment programs may be located by consulting your family physician, local telephone directory under the heading “Drug Treatment Programs”, or through the National Council on Alcoholism and Drug Dependence.

Expenditures

Pastors and others using Expense Reports

For restaurant meals, mileage, and other ministry expenses of a personal nature, pastors will complete a WHBC Payment/Reimbursement Form.

Unusual ministry expenses need to be approved in advance by the Executive Pastor.

Automobile mileage expenses are reimbursed at the rate authorized by the IRS. Mileage needs to be recorded on a mileage log and a copy turned in for reimbursement.

Requests for reimbursement should be made within thirty (30) days of expenditure.

Support Staff

1. Purchase orders, check requests and invoices for payment shall be approved by the Executive Pastor or the Office Administrator. Submit your check request using a Request for Payment/Reimbursement Form. The completed form should have the reason for the check, expense amount(s), the appropriate account charged and an authorized requester’s signature. Then submit the form to the ministry leader for final approval.
2. Occasionally, support staff must record mileage expense. In such cases, you may complete a Request for Payment/Reimbursement Form instead, using the appropriate IRS rate to calculate the expenses.

ALL PAID STAFF – PLEASE NOTE THE FOLLOWING:

All check requests must be submitted to the Finance Office. Checks will be distributed in a timely manner.

Items to be purchased which are not within WHBC's budget line must be pre-approved before purchasing.

Room Reservations

In the Event Planning Policies, you find outlined the procedures regarding room reservations. For WHBC-related programs or events, there is no charge for room use; non-WHBC programs and events are subject to a room rental charge. All room reservations are handled through the Facility Manager.

Church Owned Vehicles

When the church owns vehicles, whether buses, vans, work trucks, or cars used for ministry purposes, there are three main areas of concern: authorization to drive, records, and maintenance.

A. Authorization to Drive

No one may drive any church vehicle without first being added to the insurance carrier. In an emergency, this can be done over the phone, but the normal procedure is to provide a copy of one's driver's license to Personnel and request to be added to the policy for the desired vehicle. One must have a clean driving record without no more than one violation in the last three years and must be at least 25 years of age.

Each vehicle will be assigned to a specific individual who will oversee its record-keeping, maintenance, and use. In order to use a particular vehicle, arrangements must be made through the person in charge of the vehicle.

B. Records

Each vehicle is to have a mileage book used to record the name of the driver, date, miles traveled, and the nature of the vehicle use.

C. Maintenance

Each vehicle is to have the oil and oil filter changed every 3,000 miles unless recommended otherwise by the manufacturer or synthetic lubrication is being used. This should be done at a service facility that does a multi-point inspection of the vehicle while the service is being performed.

Each vehicle is to have a thorough inspection, tire alignment, and tire rotation every 10,000 miles. At the same time the brake drums should be pulled and a visual inspection performed on the brakes.

Regular maintenance should be performed at the manufacturer's recommended intervals (coolant flush, transmission flush, air and fuel filter replacement, spark plugs and wires, etc.).

Violence in the Workplace Policy

WHBC has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect WHBC or which occur on Church property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at WHBC, or to create a hostile, abusive or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on WHBC's premises, regardless of the relationship between WHBC and the parties involved.
2. All threats or acts of violence occurring off WHBC's premises involving someone who is acting in the capacity of a representative of WHBC.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy WHBC's property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

WHBC prohibition against threats and acts of violence applies to all persons involved in its operation, including but not limited to personnel, members or attendees, ministry contacts, vendors and anyone else on WHBC property. Violations of this policy by any individual on WHBC property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor or the Executive Pastor.

Statement of Acknowledgement

I have read and understand the above policy and will follow all guidelines.

Signature

Date

Name (printed)

**Receipt and Acknowledgment of
Washington Heights Baptist Church Employee Manual**
(separate copy requiring signature will be supplied)

Please read the following statements sign below and return to your supervising pastor or supervisor.

Understanding and Acknowledging Receipt of WHBC Employee Manual

I have received and read a copy of the WHBC Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of WHBC at any time.

At-Will Employment

I further understand that my employment is at will, and neither I nor WHBC has entered into a contract regarding the duration of my employment. I am free to terminate my employment with WHBC at any time, with or without reason. Likewise, WHBC has the right to terminate my employment at any time, with or without reason, at its discretion. No employee of WHBC can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Senior Pastor and/or Executive Pastor.

Confidential Information

I am aware that during the course of my employment confidential information may be made available to me; for instance, WHBC staff or member information, financial data or other related information. I understand that this information is proprietary and critical to the reputable operation of WHBC and must not be given out or used outside of Washington Height's premises or with non-WHBC employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or organization.

Employee's Printed Name

Position

Employee's Signature

Date

Witness

Date

Harassment Incident Questionnaire I — Page 1**Interview with Reporting Staff Member**

Date _____ Interviewer's Name _____

Name of Report Initiator _____

- 1) Describe the incident(s).
- 2) Identify the individual responsible for the behavior.
- 3) Identify the time and location of the incident(s).
- 4) How did you respond?
- 5) Are there any witnesses who can support or confirm the incident: Who?
- 6) Have you observed this behavior being directed at others? If so, please identify persons, behavior, time and location.

Harassment Incident Questionnaire I — Page 2

- 7) What actions have you taken to stop the behavior?

- 8) To your knowledge, have any employment benefits been provided or denied you or others relating to this behavior? If so, please specify.

- 9) Are there any records or other forms of evidence, which may support the existence of this behavior?

- 10) What would you recommend as a solution?

- 11) What would you prefer we not do at this time:

Comments by Interviewer:

Harassment Incident Questionnaire II — Page 1**Interview with Responding Staff Member**

Date _____ Interviewer's Name _____

Name of Respondent _____

- 1) Describe the incident(s).
- 2) Identify the time and location of the incident(s).
- 3) How did you respond?
- 4) Are there any witnesses who can support or confirm the incident(s)? Who?
- 5) Has the complainant spoken with you? What was said?
- 6) What would you recommend as a solution?

Comments by Interviewer

Harassment Incident Questionnaire III — Page 1**Interview with Additional Witnesses**

Date _____ Interviewer's Name _____

Name of Witness _____

- 1) Describe the incident(s).

- 2) Identify the time and location of the incident(s).

- 3) How did you respond?

- 4) Are there any witnesses who can support or confirm the incident(s)? Who?

- 5) Has the complainant spoken with you? What was said?

- 6) What would you recommend as a solution?

Comments by Interviewer