

Welcome!

Congratulations and thank you for accepting Foothills Christian Church (FCC)'s offer of employment. We consider you to be a gift from God and look forward to working with you as a member of our ministry team. One of the keys to our success as a caring and growing church is hiring good Staff Members. We hired you because we believe you have the skills and the potential to help FCC succeed in God's plan for us. We expect and depend on you and each Staff Member to perform the tasks assigned to you to the best of your abilities. As an employee of FCC, you represent this ministry in both your work life and private life. As such, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the church's Mission Statement and Statement of Faith.

We are glad to have you as a member of the FCC family. Every Staff Member has an important role in our ministry and we value the abilities, experience and background that you bring with you to our church. We intend to provide you with all the support and the resources you will need to perform your job effectively. If, at any time, you need assistance or guidance, please do not hesitate to ask your Supervisor or Staff Support person. We are here to help you perform to the best of your abilities.

Once again, welcome to FCC. May God richly bless you!

Statement of Faith

At Foothills Christian Church we believe God is the Creator of all things, and that man exists to enjoy Him and bring glory to Him. We believe sin separates man from God and that God, through the death, burial, and resurrection of His Son Jesus Christ, actually saves helpless sinners. He does not merely assist in saving themselves. We believe sinners are saved through the grace of God alone, by faith, trusting in God.

When a person chooses to follow Jesus, God the Holy Spirit comes to live in that person, continually giving power to live according to God's Word and giving spiritual gifts for the building up of the church. We believe the whole Bible is the Word of God, without error, and the only unfailing rule for proper living in every area of life, personal and public.

We believe that Jesus has been given all authority in Heaven and on Earth, and has commanded his Church to make disciples of all people in all nations, teaching them to love, honor, and obey God the Father, God the Son, And God the Holy Spirit. We believe the devil, Satan, is a defeated foe, and that Jesus will return to glory to the earth.

We believe that the earth and all its fullness is the Lord's and that every area dominated by sin is in bondage and needs to be transformed to the purposes of God as expressed in His Word. This includes the individual, the family, the church, and society at large. We declare the Lordship of Christ in every sphere through the preaching of His Word, through prayer, and through the lifestyle of the believer. This is our Statement of Faith.

Mission Statement

We exist to unite with other Christians in bringing God's Kingdom and rule to San Diego County, and to equip adults, youth, and children to successfully serve Jesus Christ and overcome life's everyday challenges. We fulfill our purpose as we grow in our ability to love and worship God, share the truth of Jesus Christ with our community, equip and release church members into ministry, unite with and support the effort of the entire body of Christ, and reach and equip children, youth and adults to walk with God.

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Employment

At-Will Employment -

While we hope that your employment will prove mutually satisfactory, please understand that continued employment cannot be guaranteed for any Staff Member. Employment is at-will. This means that you are free to leave your employment at any time, with or without cause or notice, and the Church retains the same right to terminate your employment at any time, with or without cause or notice. Please understand that no one at the Church has the authority to change this policy of at-will employment. This policy of employment is the sole and entire agreement between you and the Church as to the duration of employment and the circumstances under which employment may be terminated.

With the exception of at-will employment, terms and conditions of employment with the Church may be modified, at the sole discretion of the Church with or without cause or notice at any time. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

Equal Employment Opportunity Employer -

FCC is an equal employment opportunity employer and strives to comply with all the applicable laws prohibiting discrimination while upholding our statement of faith. The church is committed to equal employment opportunity for all qualified persons, without regard to race, color, age, sex, or marital status. This applies to all employment practices, including recruitment, hiring, compensation, church benefits, transfers, promotions, training, disciplinary action, and termination.

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, the Church will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the Church. Any qualified applicant or Staff Member with a disability who requires an accommodation in order to perform the essential functions of the job should contact their Supervisor and request an accommodation.

The church will immediately investigate any complaint of violation to this policy, and any violation may result in disciplinary action, up to and including possible termination.

Immigration Law Compliance -

Foothills Christian Church is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Foothills Christian Church within the past three years, or if their previous I-9 is no longer retained or valid.

Employee Classifications -

Staff Members at FCC are classified as full time non-exempt, part time non-exempt, and salaried exempt employees.

1. Part Time Hourly Employees – you are considered to be a part time non-exempt employee if your average hours of work each week are less than thirty.
2. Full Time Hourly Employees – you are considered to be a full time non-exempt employee if your average hours of work each week are at least thirty or more.
3. Part Time Salaried Employees – You are considered a part time salaried exempt employee if you receive a set, agreed upon compensation amount every paycheck or month for work completed. Salaried employees are not covered by the overtime provisions of state for federal laws and are therefore not eligible for overtime pay. Your Supervisor will inform you if your status is exempt.
4. Salaried Employees – you are considered a full time salaried exempt employee if you receive a set, agreed upon compensation amount every paycheck or month for work completed. Salaried employees are not covered by the overtime provisions of state and federal laws and are therefore not eligible for overtime pay. Your Supervisor will inform you if your status is exempt.
5. Seasonal Employees – You are considered a seasonal employee if your employment is for a pre-determined amount of time; i.e. the summer or holiday season. Seasonal employees are not eligible for benefits.

Voluntary Labor by Hourly Employees -

In accordance with the labor laws of the State of California, hourly employees cannot do voluntary work of the same type for which they are employed for the church without being fully compensated. Any work done for the church, of the type and manner for which the hourly paid employee is normally compensated, must be fully compensated whether voluntary or not. It is the responsibility of the employee to notify the church in a timely manner of any voluntary work done that would fall under these guidelines.

Employment of Minors -

If you are not at least 18 years old, you are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency before you will be allowed to work. The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

Introductory Period -

The first three months of continuous employment at Foothills Christian Ministries will no doubt be a learning experience. You will learn your job duties and responsibilities and get acquainted with your fellow Staff Members. We refer to this initial period of employment as your introductory period.

While we understand that you will be learning a lot about your new job, you are still expected to perform satisfactorily and your performance will be reviewed closely. Also, please understand that completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

Job Duties -

As part of your initial orientation, you will learn various duties and responsibilities of your job. You will be provided with a copy of the written job description for your individual position. The Church maintains certain expectations and standards applicable to your job position. Your supervisor should review these with you. It is expected that Staff Members will perform additional duties and assume additional responsibilities as needed by their supervisor for the efficient operation of the Church.

In order to adjust to changes in our ministry, it may become necessary to modify your job description, add to or remove certain duties and responsibilities, or reassign you to an alternate job position.

Timekeeping and Payroll -

All hourly nonexempt Staff Members must record their actual time worked for payroll and benefit purposes. Nonexempt Staff Members should record the time work begins and ends, as well as the beginning and ending time of each meal period. Nonexempt hourly Staff Members must also record any departure from work for any non-work-related reason.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your timecard should be reported immediately to your Supervisor. Your Supervisor must sign all timecards. Timecards are turned in to the receptionist on Friday the week before payday. Any timecards not turned in by Monday are subject to a delayed paycheck.

When operating requirements or other needs cannot be met during regular working hours, you may be scheduled to work overtime. All overtime work must be authorized in advance by your Supervisor. Working overtime without prior authorization may result in disciplinary action including termination. Nonexempt hourly Staff Members will be compensated for all overtime hours worked in accordance with state and federal law. No overtime or additional compensation is provided to exempt Salaried Staff Members.

Paydays for hourly Staff Members are every other Friday by noon. Paychecks will be in your mailbox, your Supervisor's mailbox, or at the receptionist desk if designated by your supervisor to go there. Paychecks not picked up by 5 pm on Friday may be mailed to your home. If the regular payday falls on a holiday, paychecks will be available on the preceding workday.

Exempt salary Staff Members are paid on the 15th of the month and the last day of the month. Pick up procedure is the same.

Payroll Deductions –

Various payroll deductions are required by law, such as Federal Income Tax, State Income Tax, Medicare, and Social Security taxes. Any other deductions from your paycheck must be authorized by the employee in writing. The church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Each one of the employee's paycheck stubs will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to the Finance Office or Staff Support.

Tardiness and Absence –

It is important for Staff Members to work their assigned schedules as consistently as possible. If you are unable to report to work for any reason, you must notify your Supervisor prior to your scheduled work time. It is your responsibility to keep the church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Excessive absenteeism may lead to disciplinary action, up to and including termination of employment. Employees who do not call in or report to work may be subject to disciplinary action, up to and including termination of employment.

Personnel Records -

It is important that the church always has current information about you. Please let us know immediately if you change your name, address, phone number, marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

At reasonable times and on reasonable notice, you will be allowed to review any personnel records that have been used to determine your qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to your Supervisor for more information.

Performance Evaluations, Promotions and Transfers -

Performance evaluations may be conducted periodically to provide both you and your Supervisor with the opportunity to discuss your job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving your performance. However, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or even continued employment.

Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of Foothills Christian Church.

It is the church's intent to give qualified Staff Members preference over others when filling job openings within the church. However, because of experience, skills, and educational requirements of many jobs, promotions from within the church are not always possible.

A Staff Member's past performance, experience, attitude, qualifications, and potential are all important factors which will be considered in making promotion and transfer decisions.

The church reserves the right to promote, transfer, and demote Staff Members, at its sole discretion, with or without cause or advance notice.

Termination –

a. Voluntary Termination

If you decide to leave your employment at Foothills Christian Church, we ask that you give us at least two week's written notice. This will give us the opportunity to make the necessary adjustments in our operation. Written notice should include your reason for leaving, as well as the name and address of your new employer, if applicable. Please return all property owned by the Church (e.g., vehicles, computers, keys, uniforms, credit cards, etc.) prior to your departure.

b. Involuntary Termination

While the decision to commence employment is consensual, the same is not always true when the time comes to terminate the employment relationship. An involuntary termination is a termination that is initiated by the church for reasons other than changing business conditions. As an at-will employer, the Church reserves the right to end the employment relationship at any time, with or without cause or notice. In the event your employment is terminated, please return all property owned by the Church to your Supervisor prior to your departure.

c. Reductions in Force

While the church hopes to continue growing and providing employment opportunities, ministry conditions, and other factors are unpredictable. Changes or downturns in any of these or other areas could create a need to restructure or reduce the number of people employed. In light of these uncertainties, please be advised that it may become necessary to conduct layoffs at some point in the future. In the event that the Church determines to lay off any Staff Member or a number of Staff Members, the Church retains full discretion to select which Staff Member(s) will be laid off.

Benefits

Vacation - Full Time Staff Members will accrue vacation time based on the length of their continuous service with the church. For accounting purposes, vacation time will accrue per pay period based on the following schedule:

<i>Length of Continuous Service</i>	<i>Vacation Days</i>
After 1 year	5
After 2 through 5 years	10
After 6 through 19 years	15
After 20 years or more	20

A Staff Member's anniversary date corresponds to the month and day the Staff Member was hired or promoted to full time status, subject to adjustment for the portion of any leave of absence in excess of thirty days.

Vacation requests should be submitted to your immediate Supervisor at least ten business days prior to the proposed vacation. Every effort will be made to approve requests as submitted, however all vacation requests are subject to approval by senior church staff and the needs of the church.

Staff Members are encouraged to use all vacation during the period when it has been earned. Staff Members may carry forward a maximum of five days paid vacation time per year. Staff Members who accumulate the maximum benefit allowed will not earn additional vacation until their accumulated total has been reduced below the maximum. Thereafter, vacation will only be earned up to the maximum amount.

Holidays –

Foothills Christian Ministries observes the following Holidays for full time Staff Members:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

All permanent Staff Members working full time are eligible for Holiday Pay after 90 days of service. Holiday hours are calculated on average daily hours worked. Temporary Staff Members and part time Staff Members are not eligible for Holiday Pay. The Administrative Pastor may designate up to four additional days as holidays for full time employees.

Leaves of Absence –

The church grants leaves of absence to Staff Members on the following basis:

Personal Leave –

Staff Members who have completed at least six months of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of 30 days. Staff Members should notify their Supervisor in writing as soon as you become aware that you may need a leave of absence. The Church will consider your request in accordance with applicable law and the Church's leave policies. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with your Supervisor during your leave, and giving prompt notice if there is any change in your return date.

You must not accept other employment while you are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at the church. Benefits, such as vacation and holidays, will not accrue while you are on a leave of absence. Upon return from a leave of absence, you will be re-instated to the full employment status that existed prior to the start of the leave.

Federal Family and Medical Leave Act –

The Church will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. To be eligible for family and medical leave benefits, you must have worked for the Church for a total of at least 12 months, and have worked for at least 1250 hours over the previous 12 months. Eligible Staff Members may receive up to a total of 12 workweeks of unpaid leave during a 12-month period. Leave may be used for one or more of the following reasons: The birth or placement of a child for adoption or foster care, to care for an immediate family member (spouse, child, or parent) with a serious health condition, or if the employee is unable to work because of their own serious health condition. Please contact your Supervisor as soon as you become aware of the need for a family and medical leave. A 30 day advance notice is required when the need is foreseeable. Other requirements are medical certification from a health care provider, periodic recertification, and periodic reports during the leave. When leave is needed for a planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the Church's operation.

Family and Medical Leave are unpaid. The Church may require you to use accrued vacation time to cover some or all of the family and medical leave. The use of paid time will not extend the length of a family or medical leave.

The Church will maintain, for up to a maximum of 12 workweeks of family and medical leave, any group health insurance coverage that you were provided before the leave on the same terms as if you had continued to work. Any premiums that were employee responsibility before the leave will be required to be paid to the church finance office while you are on leave.

Upon return from family and medical leave, you will be reinstated to your previous position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. If you are unable to perform the essential functions of your job because of a physical or mental disability, the Church will attempt to accommodate you. Your use of family or medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.

It is unlawful for the Church to interfere with, restrain, or deny the exercise of any right provided by state or federal Family and Medical Leave Law. It is also unlawful for the Church to hire or to discharge or discriminate against any individual for being involved in any proceedings related to family and medical leave.

Jury Duty – Employees will be granted a leave of absence, without pay, to serve on jury duty. Employees may elect to use accrued vacation while serving on jury duty.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the church. Employees who are excused from jury duty early or for the day are expected report to work when it is practical to do so. Verification from the court clerk to perform jury duty may be required.

Military Leave –

Staff Members will be granted a leave of absence for required military service. The church complies with applicable state and federal law concerning leaves for military service.

Bereavement –

Full time Staff Members who have completed at least six months of continuous service will be eligible for up to five days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. Immediate family for the purpose of this policy is defined as the Staff Member's spouse, children, parents, grandparents, grandchildren, brothers, and sisters.

Staff Members who require more than five days away from work may request earned vacation time, or a personal leave of absence, subject to the provisions of the church's leave of absence policy.

Bereavement pay will not be considered as hours worked for the calculation of overtime.

Worker's Compensation -

In the event of injury or illness on the job, you may receive, at no cost to you, worker's compensation insurance benefits, which may include medical care, compensation, and vocational rehabilitation. To receive worker's compensation benefits, you must:

- a. Report any work-related injury or illness to your Supervisor immediately.
- b. Complete a written accident form and return it to your Supervisor
- c. Seek medical treatment and follow-up care if required.

All Staff Members are automatically covered by our Worker's Compensation Insurance at the time they are hired. The church pays 100% of the premiums for this important coverage. The following benefits are provided to Staff Members who sustain a work-related injury or illness.

- a. Partial wage replacement for periods of disability
- b. Medical care, including medicine, hospital, doctor, X-rays, crutches, etc.
- c. Rehabilitation services, if necessary.

It's important that you report any work-related injury or illness to your Supervisor, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

The law requires that the Church notify the worker's compensation insurance company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying worker's compensation benefits for payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000.00 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may be in order.

Sick Pay—

Full time Staff Members who have completed 90 days of service will be eligible to earn up to ten days of sick leave during each anniversary year. Sick leave benefits may be used only in the case of personal illness or injury that is not work-related. However, up to one half of earned sick leave may be used for care of family illness.

An employee's anniversary date corresponds to the month and day the Staff Member was hired, subject to adjustment for the portion of any leave of absence in excess of thirty days.

Sick pay benefits may be accumulated up to a maximum of thirty days. Employees who accumulate the maximum benefit allowed will not earn additional sick pay benefits until their accumulated total has been reduced below the maximum amount.

Staff Members will not be paid for unused sick pay benefits upon termination of employment. In addition, sick pay will not be considered as hours worked for the calculation of overtime. Staff Members who receive sick pay benefits may be asked to provide medical verification, and absences of more than five working days may be subject to the church's leave of absence policy.

Educational Assistance –

Where it can be demonstrated that the church will benefit from a Staff Member's participation in an educational program, the related expenses may be paid by the church. Requests for payment of expenses related to educational programs must be approved in advance by the Staff Member's immediate supervisor, subject to approval by the Administrative Pastor.

403(b) Plan -

FCC has adopted a 403(b) plan for all Staff Members to help them in planning for their retirement. Under the plan, Staff Members may elect to contribute a percentage or dollar amount of their pre-tax total compensation, not to exceed the annual limits established by the Internal Revenue Service. Contact Staff Support for a packet and additional information.

Policies and Procedures

Job Performance –

Staff Members are expected to keep their job performance at a high level for the duration of their employment at the Church.

Staff Members may be disciplined up to and including possible termination for poor job performance, as determined by the Church. Some examples of poor job performance are as follows:

- a. Below average work quality or quantity.
- b. Poor attitude, including rudeness, or lack of cooperation.
- c. Excessive absenteeism, tardiness, or abuse of break or meal periods.
- d. Failure to follow instructions or Church policies or procedures.

Open Door Policy –

Foothills Christian Church employees may have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is reached through a prompt discussion with your supervisor. Please feel free to contact your Supervisor with any suggestions and/or complaints.

If you don't feel comfortable contacting your supervisor or are not satisfied with your Supervisor's response, please submit your complaint or suggestion in writing to the Administrative Pastor. The Administrative Pastor will review your written submission and provide you with a resolution if possible. If this resolution is not acceptable, you may appeal to the Senior Pastors. Their decision will be final.

If any employee believes that the above procedure has not resolved his or her situation, that employee may contact the California Department of Fair Employment and Housing (DFEH) AT (619) 445-9918 to determine the location of the branch of DFEH that is nearest to the employee to file a claim within one year of the date that the harassment occurred. The DFEH serves as a neutral fact-finder and will attempt to assist the parties to voluntarily resolve their dispute. In the event the DFEH is unable to obtain voluntary resolution and finds that harassment has occurred, the Fair Employment and Housing Commission (FEHC) may hold a hearing and award reinstatement, back pay, and monetary damages.

While the Church provides you with this opportunity to communicate your views, please understand that not every complaint can be resolved to your satisfaction. Even so, Foothills Christian Church believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Non-Harassment Policy –

In accordance with applicable law, Foothills Christian Ministries, Inc. will not tolerate and prohibits sexual harassment and all other harassment as contrary to our statement of faith and practice.

Sexual Harassment –

Applicable state and federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or other medical conditions. It also includes sexual harassment of an employee of the same gender as the harasser. The following is a partial list of offensive behavior:

- a. Unwanted sexual advances.
- b. Offering employment benefits in exchange for sexual favors.
- c. Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects, pictures, cartoons, or posters.
- d. Threatening retaliation after a negative response to sexual advances.
- e. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments.
- f. Verbal sexual advances or propositions.
- g. Physical conduct such as touching, assault, impeding or blocking movements.
- h. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations.
- i. Using nicknames or terms of endearment with a racial or sexual orientation.
- j. Managers and supervisors are prohibited from providing favorable treatment to employees with whom they are involved with in a consensual relationship.

It is unlawful to sexually harass anyone. Sexual harassment on the job is unlawful whether it involves a coworker, a Supervisor, or harassment by persons doing business with or for the Church.

Foothills Christian Church will take all reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when unlawful harassment has occurred.

Regardless of whether the action occurred on or off Foothills Christian Church premises, if you believe that you have been harassed by a coworker, Supervisor, agent, vendor, or customer, or if you believe that another Staff Member has been harassed, you have a duty to promptly report the incident or incidents to the Church Administrative Pastor. Your complaint should be as detailed as possible, including names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc.).

Applicable law also prohibits retaliation against any Staff Member by another Staff Member or by the Church for using this complaint procedure or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, the Church will not knowingly permit any retaliation against any Staff Member who complains of prohibited harassment or who participates in an investigation.

All incidents of prohibited harassment that are reported will be investigated. The Church will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the Staff Member who complained and to the accused harasser(s).

If the Church determines that prohibited harassment has occurred, the Church will take effective immediate action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. Whatever action is taken against the harasser will be communicated to the Staff Member who complained.

Conduct and Employment Outside of Work -

In general, the Church does not seek to interfere with Staff Member's off duty activities. However, the Church cannot tolerate off-duty conduct that impacts negatively on the Church, particularly in terms of a Staff Member's individual work performance for the ministry interests of the Church, including its reputation. For example, the Church prohibits any illegal or immoral conduct by an off-duty Staff Member that affects or has the potential to affect the Church.

Drug and Alcohol Abuse -

The use of alcohol, illegal drugs, intoxicants, and controlled substances, whether on or off duty, can impair a Staff Members' ability to work safely and efficiently. The Church prohibits the use of these substances to the extent that they affect, or have the potential to affect the workplace. Foothills Church will not jeopardize the safety of the Staff Member, other Staff Members, our guests, the public, and Church operations due to an individual's poor judgment. Accordingly, the Church prohibits the following:

- a. Possession, use, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance during working hours.
- b. Operating a vehicle owned or leased by the Church while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance.
- c. Distribution, sale, manufacture, or purchase – or the attempted distribution, sale, manufacture or purchase- of an illegal drug, intoxicant, or controlled substance during work hours or while on premises owned or operated by the Church.

Any Staff Member suspected of possessing alcohol, and illegal drug, intoxicants, or a controlled substance is subject to inspection and search, with or without notice. Staff Members who violate the Church's drug and alcohol abuse policy will be removed from the workplace immediately. The Church may also bring the matter to the attention of appropriate law enforcement authorities. Any violation of the Church's drug and alcohol abuse policy may result in disciplinary action, up to and including termination.

Staff Member Dress and Personal Appearance -

Your appearance reflects not only on you as an individual, but on the church as well. You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some Staff Members may be required to wear uniforms or safety equipment/clothing. The church expects you to take pride in your appearance and strive to achieve a positive business-like image when representing the Church.

Licensed Ministers –

From time to time, Foothills Christian Church ordains and licenses as Ministers of the Gospel certain individuals to act in a pastoral capacity. These individuals are ordained and licensed solely for ministry within Foothills Christian Church and its affiliate ministries. The Elder Board of Foothills Christian Church retains the right to terminate the license of ministers, licensed by Foothills Christian Church, at any time and for any reason with or without due cause. In such cases, both the terminated minister and the IRS shall be notified in writing in a timely manner.

Whenever a “licensed minister” leaves the employ of Foothills Christian Church, their rights and privileges as a licensed minister, including but not limited to housing allowance and other income tax advantages, shall cease immediately. In special cases the Elder Board may elect to extend this privilege, but any such extension must be in writing and specific in both nature and duration.

Meetings with the Opposite Sex -

In today’s world, we cannot be too cautious in protecting your reputation and that of our ministry. No Staff Member is to travel alone or meet off campus with anyone of the opposite sex (Spouses excepted of course). When on campus, if you need to meet, you must meet in a room with either the door open or a window that allows you to be easily seen.

Lost and Found -

Employees should not bring large sums of money, jewelry, or other valuables to work. The church will not be responsible to personal property that is lost, damaged, stolen, or destroyed. If you happen to find personal belongings that have been lost by another person, please turn them in to your supervisor.

Use of Technology and Internet -

The Church’s technical resources—including desktop and portable computer systems, fax machines, Internet access, voice mail, electronic mail (email)—enable Staff Members to quickly and efficiently access and exchange information throughout the Church and around the world. When used properly, we believe that these resources greatly enhance Staff Member productivity and knowledge. Because these technologies are both new and rapidly changing, it is important to explain how they fit within the church and your responsibilities as a Staff Member

This policy applies to all technical resources that are owned or leased by the Church, that are used or accessed from Church premises, or that are used for Church business. This policy also applies to all activities using any Church-paid accounts, subscriptions, or other technical services, such as Internet access, voice mail, and email, whether or not the activities are conducted from Church premises.

Any personal use should be minimal and not on Church time. These technology systems and all data contained therein are, and will remain, the property of the church. The Church reserves the right to monitor all activities on their computers. Any abuse of technology systems such as: excessive personal use, damage due to viruses, inappropriate internet use, and physical damage, loading of unauthorized programs or materials, or any other misuse may be subject to disciplinary action, up to and including termination.

Telephones -

From time to time it may be necessary for Staff Members to make and receive personal calls on church phones. However, these calls should be limited in both frequency and length, and should be made during scheduled breaks and meal periods whenever possible. Staff Members are expected to use good judgment and common sense when it comes to personal phone calls.

Staff Members who violate this policy may be subject to disciplinary action, up to and including termination.

Access to Church Property -

It is important that the church have access at all times to Church property, as well as other records, documents, and files. As a result, the Church reserves the right to access employee offices, work stations, filing cabinets, desks, computers, computer files, voice mail, email, and any other Church property at its discretion, with or without advance notice or consent.

Business Expense and Travel -

There may be times that you have business expenses or even Church related travel expenses. Staff Members will be reimbursed for all approved business and travel expenses, upon submission of accurate and receipted expense reports to the church. Employees are requested to submit these reports in a timely manner to ensure proper accounting and prompt reimbursement. Employees have a pre-set amount per day to cover their travel expenses, such as meals, sundries, etc. Please see your Supervisor for more information on the amount.

Staff Member Parking -

Staff Member park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible to personal property left in vehicles that is lost, damaged, stolen, or destroyed. Staff Members are to give preferential parking to guests and Church members.

Housekeeping -

All Staff Members are expected to maintain their desks and/or work areas in an orderly fashion. Also, please clean up after yourself when you use the microwaves, sinks, kitchenettes, or restrooms.

Smoking Policy -

Staff Members, guests, vendors, and visitors are not allowed to smoke in Church facilities at any time. Smoking is not allowed on Church property, in Church vehicles, or in restrooms.

Health & Safety -

The health and safety of Staff Members and others on Church Property are of critical concern to FCC. We strive to attain the highest possible level of safety in all activities and operations. The Church intends to comply with all health and safety laws applicable to our ministry.

To this end, the Church must rely on Staff Members to ensure that work areas are kept safe and free of hazardous conditions. Staff Members should be conscientious about workplace safety, including proper operating methods and known dangerous conditions or hazards. You should report any unsafe conditions or potential hazards to your Supervisor immediately; even if you believe you have corrected the problem. Periodically, the Church may issue rules and guidelines governing workplace safety and health. All Staff Members should familiarize themselves with these rules and guidelines, as strict compliance will be expected. Failure to comply with rules and guidelines regarding health and safety or negligent work performance that endangers health and safety will not be tolerated.

Any workplace injury, accident, or illness must be reported to your Supervisor or Staff Support as soon as possible, regardless of the severity of injury or accident. If medical attention is required immediately, Supervisors or Staff Support will assist Staff Members in obtaining medical care, after which the details of the injury or accident must be reported.

Operation of Vehicles -

The use of Church-owned or Church-leased vehicles and rental of vehicles for Church business is limited to authorized Staff Members. These vehicles must be used in work-related activities and may not be used for personal business or activities without the express prior approval of management.

All Staff Members authorized to drive Church-owned or Church-leased Vehicles in conducting Church business must possess a current, valid driver's license and an acceptable driving record. Staff Members must obtain and keep current any specific, state-required permits or licenses necessary to operate Church-owned or Church-leased vehicles. Any change in license status or driving record must be reported to your Supervisor immediately. From time to time the Church or its insurance carrier may request reports from the Department of Motor Vehicles regarding the license status and driving record of Staff Members whose job responsibilities include driving.

A valid driver's license must be in your possession while operating a vehicle off or on Church property. It is the responsibility of every Staff Member to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits and not drive too fast or recklessly.

Certain Staff Members may drive their own personal vehicles while conducting Church business. These Staff Members must maintain adequate personal automobile liability insurance. Staff Members doing so should promptly submit an expense report detailing the number of miles driven on Church business. The Church will pay mileage reimbursement in accordance with applicable reimbursement rates. Staff Members are expected to observe the above policies while on Church business, even when driving their own personal vehicles.

Rules of Conduct

In order to assure orderly operations and provide the best possible work environment, FCC expects Staff Members to follow rules of conduct that will protect the interests and safety of personnel. While it is impossible to list every behavior that is considered unacceptable in the workplace, the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension, demotion, or termination of employment.

1. Falsification of employment records, employment information, or other records.
2. Recording the work time of another Staff Member, allowing any other Staff Member to record your work time, or allowing falsification of any time card, whether your own or another Staff Member's.
3. Theft or deliberate careless damage of any Church property or the property of any Staff Member or guest.
4. Removing or borrowing Church property without prior authorization.
5. Unauthorized use of Church equipment, time, materials, or facilities.
6. Possessing, distributing, selling, transferring, or using—or being under the influence of alcohol or illegal drugs in the workplace.
7. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of any Supervisor or Pastor, or the abusive or threatening language toward any Supervisor or Pastor, fighting or attempted bodily injury, or illegal possession of a weapon.
8. Using profane or abusive language at any time during work hours or while on premises owned or occupied by the Church.
9. Failing to notify your Supervisor when unable to report to work.
10. Unreported absence of three consecutive scheduled workdays.
11. Failing to provide a physician's note when requested or required to do so.
12. Working overtime without prior authorization.
13. Wearing extreme, unprofessional, or inappropriate styles of dress or hair while working.
14. Violating any safety, health, or security policy, rule, or procedure of the Church.
15. Committing a fraudulent act or breach of trust in any circumstances.
16. Divulging confidential church information to unauthorized persons.
17. Violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for continued employment.

Employee Handbook Acknowledgement and Agreement

This is to acknowledge that I have received a copy of the Foothills Christian Church (FCC or “Church”) Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment at FCC. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook.

I also acknowledge that my employment at FCC is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Church. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I understand that this at-will employment agreement constitutes the entire agreement between the Church and me on the subject of termination and it supersedes all prior agreements. I also understand that although other church policies and procedures may change from time to time, this employment at-will agreement will remain in effect throughout my employment with the church unless it is specifically modified by an express written agreement signed by me and the Executive Administrator of the Church. I further understand that this employment at-will agreement may not be modified by any oral or implied agreement.

I also acknowledge that, except for the policy of at-will employment, the Church reserves the right to revise, delete, and add to the provisions of this Employee Handbook with or without notice, as it deems necessary or appropriate.

Employee’s Name (Please Print)

Employee’s Signature

Date