



**CHRIST
COMMUNITY
CHURCH**

Employee Handbook

Revision 7.2

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INTRODUCTION

Welcome

We welcome you to the staff ministry team at Christ Community Church of Milpitas (CCCM). It is an honor and privilege to have you on our team. Our ministry teams serve God and others by using our unique spiritual gifts and talents to accomplish the overall mission, vision and core values of Christ Community Church. Being on the team offers you the opportunity of making a difference in the lives of many people both inside our congregation and within our expanding community. We are committed to helping you achieve the highest level of excellence, efficiency, and effectiveness in your ministry for the Lord.

May God's blessings be abundant to you as you join us in serving together.

“Just as each of us has one body with many members, and these members do not have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us. If a man’s gift is prophesying, let him use it in proportion to his faith. If it is serving, let him serve; if it is teaching, let him teach; if it is encouraging, let him encourage; if it is contributing to the needs of others, let him give generously; if it is leadership, let him govern diligently; if it is showing mercy, let him do it cheerfully.”

Romans 12:4-8 (Berean Study Bible)

About this Handbook

Your handbook is to acquaint you with the staff policies, procedures, guidelines, and basic information of Christ Community Church of Milpitas (CCCM).

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

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

Our hope is that you will read, understand and refer to it often.

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

If there is a conflict between the policies, procedures, guidelines, benefits, and rules of conduct in the handbook and those set forth in the Pastor's Terms of Call, the Terms of Call shall prevail.

This handbook supersedes all prior employee manuals and handbooks. The specifics of all CCCM policies, procedures, and guidelines are in the Church Governance Manual. Nothing in the Employee Handbook or Church Governance Manual is intended to supersede or abrogate the provisions of ECO: A Covenant Order of Evangelical Presbyterians Polity and Discipline or the Essential Tenets & Confessional Standards. You can find these documents located on the shared drive. The handbook is also located in BambooHR.

A Brief History of Christ Community Church of Milpitas (CCCM) 1871–2021

The First Presbyterian Church of Milpitas Township was the first Protestant congregation in Milpitas. It was founded in 1871 on property located near the intersection of what is now Main Street and Weller Lane, on land donated by the Curtner family. It was established as a branch of First Presbyterian Church of San Jose. In 1915 the families of the congregation returned to San Jose to worship. During the period of inactivity, the church corporation was kept alive by William Curtner.

The Presbytery of San Jose targeted Milpitas as a strategic location for church development. In July 1964 the Reverend Albert M. Damon was called to begin the reorganization of First Presbyterian Church of Milpitas. The population of Milpitas at that time was approximately 12,000.

The first worship service was held in a model home on September 13, 1964.

In November 1966, groundbreaking was held for the permanent location of the church building on 4.6 acres of land at the corner of South Park Victoria Drive and Clear Lake Avenue. We moved into the new sanctuary in July 1967.

The Reverend John S. Bristol was installed as Pastor on March 2, 1975.

The Reverend Jim Tirone arrived as a summer intern in 1977, was ordained and installed as an Assistant Pastor in June 1981 and installed as an Associate Pastor in September 1983.

Groundbreaking for a new Sanctuary was held in April 1993 with our first day of service held on May 22, 1994.

In October 2002, two words were changed in our church's name and First Presbyterian Church of Milpitas became Christ Community Church of Milpitas. Our new name proclaims that we are here for Christ and the Community.

The Reverend Mark Tumney was called to CCCM on February 26, 2012 and installed as Senior Pastor on May 6, 2012.

In January 2015, CCCM was released by the Presbyterian Church USA and became associated with ECO: A Covenant Order of Evangelical Presbyterians.

Mission, Vision & Core Values

MISSION

“We are disciple-makers reaching out to the entire community for Christ.”

OUR VISION



OUR CORE VALUES

CHRIST

We are a Christ-centered, Biblically-based, Spirit-led congregation.



COMMUNITY

All people matter to God and are welcomed into our life-changing community.



CHILDREN

We unapologetically put kids first, equipping them as ministry partners.



MISSION

Our worship of God is lived out in joyful service to our community and the world.



EMPLOYMENT

Equal Employment Opportunity (EEO)

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

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

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

For additional information on EEO, visit www.eeoc.gov.

Immigration Reform and Control Act (IRCA) 1986

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

For additional information on IRCA, see appendix.

Employment At Will

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

Employment Practices

Before a position can be opened, the Executive Director must give written approval.

Employment of Minors

Minors under the age of 18 are subject to California's child labor protection laws. Under the California Labor Code, a minor is defined as any person under the age of 18 years required to attend school under the provisions of the Education Code. No children younger than 14 will be employed by CCCM. Employees who are under 18 years old are required by law to provide a valid Work Permit, High School diploma, or Certificate of Proficiency, before they are allowed to work.

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

Employment of Family Members

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

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

Conflict of Interest / Outside Employment

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

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

You may not operate any personal profit or non-profit business or commercial venture on church property at any time without prior approval of the Executive Director.

Background Checks / Fingerprinting

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

Employees must complete a background check and fingerprinting as a requirement of employment.

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

Basic Religious Beliefs

CCCM is a member of ECO: A Covenant Order of Evangelical Presbyterians

- CCCM believes in the ECO Tenets.
- CCCM beliefs on sexuality and marriage is “being between one man and one woman.”

Criminal Convictions

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

Employment Classifications

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

- **Regular Employees:** Employees, except staff called and ordained by the Presbytery and temporary employees, are considered “Regular Employees”.
- **Called Staff:** Employees ordained by Presbytery and called by the church.
- **Temporary Employees:** Hired on a specified basis (consultants, seasonal).
- **Baristas, Interns and Childcare Workers:** Hired on a specified basis. Includes the objective of providing experience for people considering or in training for ministry.
- **Independent Contractors:** Hired for a specific task or time period at a specified rate. They are not employees of CCCM and benefits are not provided.
- **Volunteers:** Volunteer on an ongoing basis or as needed. No salary or benefits are provided.

Employment Classifications (continued)

- **Exempt:** Hired on a permanent basis for 40 hours week at an established salary, plus benefits. Exempt employees do not receive overtime pay at any time.
- **Full-Time Non-Exempt:** Hired on a permanent basis for 30 hours or more per week at an established hourly rate of pay, plus benefits. Non-exempt employees are eligible to receive overtime pay.
- **Part-Time Non-Exempt:** Hired on a permanent basis for less than 30 hours per week at an established hourly rate. Part-time non-exempt employees are eligible to receive overtime pay. Limited benefits are provided with a few exceptions (see Compensation & Benefits for details).

Position Descriptions

- **Pastoral Staff: Ordained and Called**
Presbyterian ordained and called pastors who are members of the Presbytery in a pastoral position.
- **Pastoral Staff: Other**
Professional, Presbyterian or other denomination, ordained not called by the congregation, and/or licensed staff in the leadership of church ministries; i.e., Assistant Pastor, Executive Director, Youth Pastor, Family Pastor.
- **Leadership Team**
Professional staff made up of the Pastors, Directors, Managers and Ministry Leaders on CCCM staff.
- **Support Staff**
Ministry assistants, coordinators, technical support, facility support, baristas, and other ministry support staff.
- **Childcare Staff**
Adults and minors involved in childcare ministry.
- **High School and College Interns**
Students and/or adults who provide assistance to ministries on a limited part-time basis.

Job Descriptions

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

Breaks and Lunch Periods

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

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

Performance Review

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

BambooHR performance tracking is the most basic form of performance review. Employees submit performance goals electronically to their Ministry Leaders for review and agreement on goals. The employee then submits updates to their goals, which gives the Ministry Leader the opportunity to provide feedback. The Ministry Leader can also request peer reviews, which provide confidential input to the process.

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

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

Employee Records

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

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

Labor Posters

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

Employment Verification

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

Promotion and Transfer

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

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

Employee Recognition

CCCM values every employee and their service. CCCM recognizes employee anniversaries at 5-year, 10-year, and then in 10-year increments. The church may from time to time provide employee recognition at its discretion.

Harassment

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

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

Harassment (continued)

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment of employees by ministry leaders, co-workers, members of the congregation, vendors, or other people, is prohibited. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other verbal and nonverbal, visual, or physical conduct of a sexual nature when:

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

Examples of sexual harassment include:

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

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

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

Harassment Training

California law requires all employers of 5 or more employees to provide 1 hour of sexual harassment and abusive conduct prevention training to nonsupervisory employees and 2 hours of sexual harassment and abusive conduct prevention training to supervisors and managers once every two years.

All permanent employees must be trained within six months of their hire date. Temporary or seasonal employees must be trained within 30 calendar days or within the first 100 hours. Employees promoted to supervisory positions must be trained within six months of assuming their new position.

Mandated Reporting

All persons who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a pupil shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

Employees who oversee minors and pastoral staff are considered mandated reporters and are required to complete Mandated Reporter Training.

Termination and Exit Interviews

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

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

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

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

It is possible to convert other group plans to individual plans. A benefits representative will discuss details on the conversion of any benefits with you at the time of your termination. You may, of course, request information on this subject at any time prior to actual termination.

Termination

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

COMPENSATION & BENEFITS

Compensation Philosophy

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

Pay Practices

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

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

Salary Reviews

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

Overtime Pay

CCCM's work week is defined as Sunday through Saturday. Non-exempt (hourly) employees are approved for a specific number of work hours per work week. They should not work more than their approved hours without prior written approval from their Ministry Leader and Executive Director.

Non-exempt (hourly) employees must obtain written pre-approval from their Ministry Leader and Executive Director for any overtime hours that they are specifically asked to work. All non-exempt employees who work overtime without pre-approval may be subject to disciplinary action, up to and including possible termination.

Exempt (salaried) employees are not eligible for overtime pay.

Overtime is defined as:

- Over 8 hours in a day
- Over 40 hours in a work week
- 7th consecutive day in a work week where any one day is 6+ hours or more than 30 hours in a work week

Overtime pay is defined as:

- One and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday.
- One and one-half times the employee's regular rate of pay for all hours worked in excess of 40 hours in a workweek.
- One and one-half times the employee's regular rate of pay for the first eight hours worked on the seventh consecutive day of work in a workweek.
- Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of 8 hours of the seventh consecutive day of work in a workweek.

Overtime pay is figured on actual hours worked and does not include time paid for things such as vacation, holiday pay or sick time.

Exempt Employee Compensatory Time Off

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

Timekeeping Requirements

All non-exempt employees are required to complete a time sheet for each pay period. The time sheet must reflect the hours worked, vacation hours, holidays taken, and sick time. The time sheet must be signed by the Ministry Leader and given to the Finance and Operations Manager on date due by 1pm.

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

If the time sheet is not filled out and given to the Finance and Operations Manager on date due, employees will receive pay based on their approved hours. Time sheet still needs to be completed and any adjustments will be made on the next paycheck.

Exempt employees must fill out an Exempt Employee Time Sheet and turn in by 1pm on date due. Time off taken for vacation, sick days, holidays, and leaves must be included on the time sheet.

Payroll Deductions

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

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

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

Online or paper paycheck stubs itemize amounts that have been withheld showing current pay period and year-to-date figures. You can view your paycheck stub online or request a copy.

Direct Deposit

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

Benefits at a Glance

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

Benefit	Full Time 30-40 Hours	Part Time 20-29 Hours	Part Time <20 Hours
Vacation	X	X	
Holidays	X	X	
Sick Pay	X	X	X
Jury Duty	X	X	X
Employee Mission Trips	X	X	X
Medical	X		
Vision	X		
Dental	X		
Life Insurance	X		
Health Savings Account	X		
Medical Assistance Fund	X		
Disability Benefits	X		
403(b) Retirement	X	X	X
Worker's Compensation	X	X	X
Education and Professional Memberships	X	X	X
Working from Home	X	X	X
Leave of Absence (See Leaves section)	X	X	X

NOTE: CCCM does not provide State Disability Insurance or Unemployment Insurance.

Vacation

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

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

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

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

Vacation (continued)

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

Vacation will not be considered as hours worked for the calculation of overtime. A holiday that occurs during a vacation day will be treated as a paid holiday and not as a vacation day.

Vacation Accrual Rates

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

Vacation accrual rates change on the employee's anniversary date. (I.e., the vacation rate increases to 1 2/3 days per month exactly 5 years to the day after the employee's first workday.)

Presbytery Ordained and Called Staff Vacation

Presbytery Ordained and Called Pastors accrue vacation based on their years of service at the rate specified in the table below. During the time taken, the days counted as vacation will be the days the person would have normally worked. Vacations must be scheduled in advance.

Vacation Accrual for Presbytery Ordained and Called Staff

Years of Service	Accrual Per Month	Accrual Per Year
0-4 years	2.58 days	31 Days
5-9 years	3.17 days	38 Days
10+ years	3.75 days	45 Days

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

Holidays

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

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

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

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

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

Group Insurance Plan

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

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

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

Health Savings Accounts

The church may offer a Health Savings Account (HSA) if the group insurance plan allows. The federal government sets the standards for qualifying plans as well as the standards for how an HSA operates.

In general, HSA's are available for high-deductible medical plans and contain certain advantages over flexible spending plans such as: Fund balances are retained and continue to be available to you, even beyond your employment with the church, and HSA's do not require a third party custodian to keep records, the employee is the only one required to keep records, and contribution levels can be modified during the plan year to adjust to changing conditions.

While HSA eligibility is linked to the group medical plan, once an HSA is established it allows employees to pay for medical claims, dental claims, and other out of pocket health care costs using pre-tax dollars.

Medical Assistance Fund

This is a church funded designated account that is established to help offset the high out-of-pocket costs that can occur with some medical group insurance plans. Full time employees that enroll in a high deductible medical group insurance plan are automatically eligible for this benefit. Each year CCCM offers a high deductible health plan (HDHP), it establishes a contribution amount to the fund and an out-of-pocket requirement for covered employees and their families. If the out-of-pocket requirement is reached the covered employee is eligible to request financial aid through the Medical Assistance Fund.

Disability

Ordained and Called Pastors and Full Time Employees are covered by the Short-Term Disability (STD) and Long-Term Disability (LTD) insurance program. The church pays the full premium for this coverage.

Summary of Short Term Disability (STD) Benefits

	Benefit
Ordained and Called Pastors	60% up to \$2300/week, 30-day elimination period, 90 days benefit duration
Full Time Employees	60% up to \$1500/week, 30-day elimination period, 90 days benefit duration

Disability (continued)

Summary of Long Term Disability (LTD) Benefits

	Benefit
Ordained and Called Pastors	60% up to \$10,000/month, 90-day elimination period, 24-month own occupation duration
Full Time Employees	60%, up to \$6,500/month, 90-day elimination period, 24-month own occupation duration

Each plan has a maximum benefit that is updated once per year (declared during open enrollment). STD and LTD benefits are reduced by federal and state income tax, as well as other income you may receive, such as workman's compensation.

403(b) Retirement Plan

CCCM makes available an IRS approved 403(b) tax deferred retirement program. Through this plan employees can make pre-tax and after-tax contributions toward their retirement. All employees are eligible to establish and make contributions into a 403(b) Retirement Account upon hiring.

This benefit is separate from and in addition to CCCM's participation in the U.S. government's Social Security program where the church contributes to your Social Security and Medicare.

For full time employees, CCCM may contribute to your 403(b) account as approved by Session.

Presbytery Ordained and Called Pastors receive a retirement contribution specified by ECO and their Terms of Call.

For additional information on the 403(b) Retirement Plan, see the Finance and Operations Manager.

Sick Pay

Sick pay benefits are available to all employees. Full time employees will be eligible to earn up to 40 hours of sick pay during each year.

Part time employees receive 24 hours of sick pay per year.

Sick pay benefits may be used in the case of personal illness or injury that is not work-related and for doctor appointments. Employees may use accrued vacation and/or sick pay time to care for a family member, subject to approval by their Ministry Leader and the Executive Director.

Sick Pay (continued)

Sick pay benefits may be accumulated up to a maximum of 320 hours worked for full time employees and 8 times the number of hours authorized to work per week for a part time employee. (I.e., an employee authorized to work 20 hours per week can accrue up to 160 hours). Baristas, Interns, and Childcare workers may accumulate up to a maximum of 48 hours. Employees who accumulate the maximum benefit allowed will not earn additional sick pay benefits until their accumulated total has been reduced below the maximum. Thereafter, sick pay benefits will only be earned up to the maximum amount.

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

Employees receiving sick pay benefits for an absence of more than 5 working days will be required to provide medical verification and will be subject to the leave of absence policy.

Presbytery Ordained and Called Pastors are covered by this sick pay policy. However, if these provisions conflict with the terms of the call, appropriate arrangements will be made.

Employees on leave of absence do not accrue sick pay.

Life Insurance

Presbytery Ordained and Called Pastors and full-time employees are covered by the basic life and AD&D insurance. The church pays the full premium (100%) for this employee coverage.

Summary of Basic Life / AD&D Benefits

	Benefit
Ordained and Called Pastors	\$152,000 (Inclusive of Housing Allowance)
Full Time Employees	1x Annual Salary to a max of \$250,000

In addition to the basic life and AD&D coverage paid for by the church, Presbytery Ordained and Called Pastors and full-time employees have the option to purchase additional voluntary life and AD&D coverage on their life, as well as on the life of their eligible spouse and children under the group insurance arrangement.

Worker's Compensation Insurance

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

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

It is important that employees report any work-related injury or illness to their Ministry Leader as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately. An Incident Report must be completed and provided to the Executive Director and/or Finance and Operations Manager. A claim form must also be completed for our insurance carrier. This form can be obtained from the Finance and Operations Manager.

Jury Duty

A leave of absence with pay (up to two weeks) to serve on jury duty.

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

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

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

Education and Professional Memberships

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

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

Working from Home

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

Employee Mission Trips

Participating in a missions trip can be one of the most spiritually rewarding ministries that we can experience. Reaching out to the poor, as Christ did is a wonderful act of faith and demonstration of our desire to be like Christ. As Pastors and Ministry Leaders we encourage staff to be involved with missions.

What is Paid vs. Volunteer CCCM Mission Ministry Time?

One of the challenges we have is to understand what is paid ministry time vs. volunteer time while on a missions trip. There are several employee categories that need to be understood. Our desire in clarifying this policy is to ensure that we are encouraging ministry, abiding by the state and federal labor laws in treating employees fairly and at the same time being good stewards of the financial resources provided by our congregation.

- **Staff Responsible for the Planning, Preparation & Execution of the Missions Trip**

For the Full-Time Exempt (Salaried) Ministry Leaders responsible for the planning, preparation and execution, the missions trip is part of your ministry position. You are paid through your normal salary. Salaried exempt positions do not get paid overtime.

For the Full-Time Non-Exempt (Hourly) Ministry Leaders/Support Staff responsible for the planning, preparation and execution, you will be paid at your normal hourly rate of 8 hours a day for each day of the trip including travel. You are authorized to work 8 hours per day. If the Ministry Leader requires you to work beyond 8 hours per day, then you must be paid overtime for the additional hours. You must get pre-approval from your ministry leader before extending your work hours.

For the Part-Time Non-Exempt (Hourly) Ministry Leaders/Support Staff responsible for the planning, preparation and execution of their ministry's missions trip. You will be paid at your normal hourly rate up to 8 hours per day for each day of the trip including travel. If you are required to work beyond 8 hours per day, then you must be paid overtime for the additional hours. You must get pre-approval prior to the trip from the Executive Director before extending your work hours.

For the Full-Time and Part-Time Non-Exempt (Hourly) Ministry Interns participating on a missions trip, you will be paid at your normal hourly rate up to your authorized hours. Interns should not be allowed to work beyond their authorized hours during a mission trip.

- **Staff in Support of or a Participant in a Missions Trip**

For the Full-Time and Part-Time Ministry Leaders/Support Staff going in support of another ministry not in their ministry capacity, you will be paid at your normal hourly rate up to your authorized hours for one week, once per year, as an employee benefit. Employee missions trip hours will not be considered as hours worked for the calculation of overtime.

LEAVES

General Leave of Absence Guidelines

- A request for a leave of absence must be made in writing. When appropriate, (pregnancy, family care, or medical leave) must be accompanied by a physician's written statement that certifies the need for the leave.
- A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave.
- Failure to return to work on the first workday following the expiration date of a leave of absence may be considered a voluntary termination.
- Insurance coverage under CCCM's group insurance plan will be continued on the following basis:
 1. CCCM will continue to contribute to premiums as if the employee were actively at work for the first six weeks of a leave of absence, except for FMLA leaves, which extend this benefit to 12 weeks.
 2. Employees will be required to pay the entire premium for continued coverage during the portion of a leave of absence in excess of six weeks.
 3. Employees must make arrangements with CCCM to pre-pay their share of group insurance premiums before going on the leave of absence.
- Employees will not accrue continuous service for the portion of a leave of absence in excess of 30 days.
- Employees on a leave of absence will be subject to lay off on the same basis as employees who are actively working.
- Employees on a leave of absence must communicate with the Ministry Leader or Executive Director at least once a month regarding their status and anticipated date of return to work.
- Employees who return to work from a pregnancy, medical, or worker's compensation leave, may be required to submit to a physical examination, at CCCM's expense, to determine their fitness for duty.
- Employees on a leave of absence who seek or accept other employment without CCCM's prior written approval may be subject to disciplinary action, up to and including termination.
- Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.

Leaves of Absence

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

- **Personal Leave**

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

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

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

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

- **Pregnancy Leave**

A leave of absence for a disability related to an employee's pregnancy, childbirth, or pregnancy related medical condition. Employees may submit a written request to their Ministry Leader for a pregnancy leave of absence, for the length of any pregnancy-related leave, up to a maximum of 16 weeks. The written request should be submitted as soon as possible, but no later than 30 days prior to the first day of the requested absence (medical emergencies exempted).

CCCM pays a weekly benefit of 100% of your earnings for up to six weeks. Beyond six weeks accrued sick or vacation time may be used. CCCM may require that the employee use and exhaust all accrued vacation and/or sick pay as part of their pregnancy leave.

If injury or illness occurs before or during this leave that causes or will cause a disability in excess of 12 weeks, the benefits and provisions of Short Term Disability (STD) and Long Term Disability (LTD) will apply, and any paid time off to date will be applied against the STD benefit.

Upon their return, the employee will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. A physician's written release must verify that they are able to safely perform their duties. If the position held prior to the leave is not available, they will be considered for a comparable position, if available.

- **Paternity Leave**

Eligible employees will be able to take time away from work with a weekly benefit of 100% of your earnings for up to two weeks. An eligible candidate must complete a written request for paternity leave and submit it to their immediate ministry leader and the Executive Director for approval. The written request must be received as early as possible but at least 30 days before the leave is taken.

You are eligible if you meet the following condition:

- You have worked for CCCM for at least 12 months and for at least 1,250 hours during the previous year (which comes out to 25 hours per week for 50 weeks).

You may take accumulated vacation and sick time in addition to the 2-week paid leave period. At the conclusion of Paternity leave the employee will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

- **Bereavement Leave**

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

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

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

- **Study Leave**

Study leave is a paid leave of absence for personal growth and professional development for pastoral employees. Study leave is not payable upon termination.

The amount of minimum study leave for Presbytery Ordained and Called Pastors is determined by the terms of the call. This policy sets out the manner of application and record keeping.

The language contained in the call is interpreted to mean 10 workdays. During the study leave, the days counted as leave will be those that would have normally been worked.

After 7 years of service, Presbytery Ordained and Called Pastors are entitled to 3 weeks (15 workdays) of study leave per year. Maximum study leave accrual is 6 weeks. Study leave must be scheduled in BambooHR. Non-Presbyterian ordained pastors are eligible for 1 week of study leave per year with a maximum accrual of 3 weeks.

- **Military Leave**

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

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

Christ Community Church of Milpitas is subject to the Family Medical Leave Act (FMLA) only if it has fifty or more employees (full time, part time, and temporary) for at least twenty workweeks in the current or preceding calendar year. If CCCM meets this criteria, eligible employees will be granted up to twelve weeks annually of unpaid leave for the following reasons:

1. For the birth of a child, or the placement of a child for adoption or foster care.
2. To care for an immediate family member's serious illness (spouse, child, or blood parent).
3. To take medical leave when the employee is unable to work because of a serious health condition. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:
 - a. In-patient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such in-patient care; or
 - b. Continuing treatment by a health care provider, which includes:
 - (1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - (a.) Treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - (b.) One treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
 - (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
 - (3) Any period of incapacity or treatment for a chronic serious health condition, which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
 - (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - (5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Family Medical Leave Act (FMLA) (continued)

4. For a “qualifying exigency” military family leave involving a spouse, son, daughter, or parent on active duty or call to active duty status (qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings).

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

CCCM may require certification, on a periodic basis, of a continuing illness or disability by the employee’s physician and/or a physician selected by CCCM.

To be eligible for FMLA benefits, an employee must:

1. Have worked for CCCM for at least a total of twelve months; and
2. Have worked at least 1,250 hours over the prior twelve months.

Spouses who are both employed by CCCM are jointly entitled to a combined total of twelve workweeks of family leave for the birth or adoption/placement of a child or to care for an immediate family member’s serious illness. Spouses are entitled to twelve weeks individually for personal illness.

FMLA leave may be taken intermittently whenever it is necessary to care for a seriously ill family member (spouse, child, or blood parent), or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt CCCM’s operations, subject to the approval of the employee’s health care provider.

FMLA benefits include:

1. Upon return from FMLA leave, the employee will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.
2. CCCM will maintain the employee’s health insurance whenever such insurance was provided before the FMLA leave was begun, and will do so as if the employee had continued to work. If the employee normally pays an insurance premium co-payment, the employee must continue to do so during FMLA leave to retain coverage.
3. While seniority will not continue to accrue during FMLA leave, all seniority earned before the FMLA leave will be reinstated upon the employee’s return to the workforce.

Family Medical Leave Act (FMLA) (continued)

Employees desiring to take FMLA leave must notify the Executive Director at least thirty days in advance when the need for leave is foreseeable. When the need for leave is not foreseeable, the employee must notify the Executive Director as soon as practical.

CCCM may require that the employee use and exhaust all accrued vacation and/or sick leave as part of their FMLA leave. CCCM will determine, prior to granting vacation and/or sick leave, whether the leave counts towards the employee's FMLA leave entitlement, and so notify the employee immediately upon learning that it qualifies as FMLA leave. If CCCM had insufficient information to determine whether the paid leave qualified as part of the employee's FMLA leave entitlement, it may conclude so and notify the employee during the leave.

- **California Family Rights Act**

Christ Community Church of Milpitas is subject to the California Family Rights Act (CFRA) only if it has 5 or more employees (full time, part time, and temporary). If CCCM meets this criteria, eligible employees will be granted up to twelve weeks annually of unpaid leave for the following reasons:

1. For the birth of a child, or the placement of a child for adoption or foster care.
2. To care for an immediate family member's serious health condition (spouse, child, parent, grandparent, grandchild, sibling).
3. To take medical leave when the employee is unable to work because of a serious health condition.
4. Military Exigency for reasons related to deployment or military activities of employee's spouse, child or parent who is a member of the Armed Forces.

CCCM may require certification, on a periodic basis, of a continuing illness or disability by the employee's physician and/or a physician selected by CCCM.

To be eligible for CFRA benefits, an employee must:

3. Have worked for CCCM for at least a total of twelve months; and
4. Have worked at least 1,250 hours over the prior twelve months.

Spouses who are both employed by CCCM are jointly entitled to a combined total of twelve workweeks of family leave for the birth or adoption/placement of a child or to care for an immediate family member's serious illness. Spouses are entitled to twelve weeks individually for personal illness.

CFRA leave may be taken intermittently whenever it is necessary to care for a seriously ill family member (spouse, child, or blood parent), or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner

California Family Rights Act (continued)

that does not unduly disrupt CCCM's operations, subject to the approval of the employee's health care provider.

CFRA benefits include:

1. Upon return from CFRA leave, the employee will be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.
2. CCCM will maintain the employee's health insurance whenever such insurance was provided before the CFRA leave was begun, and will do so as if the employee had continued to work. If the employee normally pays an insurance premium co-payment, the employee must continue to do so during CFRA leave to retain coverage.
3. Seniority will continue to accrue during CFRA leave along with participation in other benefit plans.

Employees desiring to take CFRA leave must notify the Executive Director at least thirty days in advance when the need for leave is foreseeable. When the need for leave is not foreseeable, the employee must notify the Executive Director as soon as practical.

CCCM may require that the employee use and exhaust all accrued vacation and/or sick leave as part of their CFRA leave. CCCM will determine, prior to granting vacation and/or sick leave, whether the leave counts towards the employee's CFRA leave entitlement, and so notify the employee immediately upon learning that it qualifies as CFRA leave. If CCCM had insufficient information to determine whether the paid leave qualified as part of the employee's CFRA leave entitlement, it may conclude so and notify the employee during the leave.

STAFF CONDUCT

Attendance and Punctuality

Our normal office hours are Monday – Thursday, 9:00 a.m. – 4:00 p.m. Some positions may have flexible hours as determined by the Ministry Leader. The front office will be closed on Friday, Saturday and Sunday.

Employees are expected to work their assigned schedules on a consistent basis. However, when needed because of illness or an emergency, employees may be unable to work their assigned schedule.

If employees are unable to report to work for any reason, they should call their Ministry Leader at least 15 minutes from the beginning of their shift. It is the responsibility of the employee to keep the Ministry Leader informed about their circumstances on a daily basis during a short-term absence. Medical verification must be provided when asked to do so.

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

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

Work Schedule

- CCCM's workweek is Sunday through Saturday.
- Employees are expected to develop a weekly work schedule with their Ministry Leader.
- From time to time ministry needs may dictate a change in an employee's regular workweek schedule. When this occurs, the employee and their Ministry Leader should adjust that week's work schedule in order that their authorized work hours are not exceeded.

Professional Conduct

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

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

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

Church Staff and the Opposite Sex

"Now the overseer must be above reproach" (1 Timothy 3:2 NIV)

As Christian leaders, we need to be above reproach. With this in mind, the following guidelines have been adopted to assist in maintaining moral integrity within a personal and work environment. These guidelines apply to all staff members.

- Married employees should not go to lunch alone with a person of the opposite sex, unless married to or related to the person.
- Married employees should not have a person of the opposite sex pick you up or drive you places when it is just the two of you, unless married to or related to the person.
- Married employees should not kiss any member of the opposite sex or show affection that could be questioned, unless married to or related to the person.
- Married employees should not visit the opposite sex alone at home, unless married to or related to the person.
- Employees should not counsel the opposite sex alone at the office. A second person, preferably the same sex as the person seeking counsel, must be present, and shall not counsel the opposite sex more than once without that person's mate being present.
- Employees should not have casual discussions on detailed sexual problems with the opposite sex in counseling. Refer them to a professional counselor.
- Employees should not have casual discussions on their marriage problems with the opposite sex.
- If it is necessary that two staff members of the opposite sex travel to the same destination for the same event/conference, they should travel separately. Their spouses and an additional staff person should be informed of the circumstances if it cannot be avoided.
- Employees should be careful and practice constraint and discretion in answering emails, instant messages, Facebook, Twitter, cards or letters from the opposite sex.
- Employees should not engage in internet meeting services (ie. Zoom, gotomeeting, etc.) one-on-one with a person of the opposite sex.
- Single staff members are allowed to date but should practice constraint and discretion and consider what the appearance of their actions may look like to others.

Church Staff and the Opposite Sex (continued)

- One-on-one communications between staff members of the opposite sex is allowed in the office with these restrictions; all office, conference rooms and break rooms have windows with blinds. The blinds must be open at all times while a meeting of the opposite sex is in session. Meetings can also be held outdoors, in the open where others can easily see the meeting taking place.
- Employees are encouraged to make assistants and coworkers their protective allies. Having a third person at any one-on-one meeting is advised and wise.

“But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.” (Ephesians 5:3 NIV)

Confidentiality

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

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

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

Personal Appearance

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

Social Media

Churches are increasingly using and relying on social media to promote and expand their ministries as the use of social media continues to grow in popularity. Employees and volunteers in leadership are expected to keep personal matters personal and ministry endeavors focused on ministry.

In all cases, employees and volunteers in leadership should act appropriately, ethically, and legally; including usage of social media. The CCCM Employee Handbook and CCCM policies on confidentiality, and all other church policies, continue to apply during any use of social media.

Employees and volunteers in leadership should not harass, bully, discriminate against, or denigrate fellow employees.

Personal Use of Social Media

When engaged in the personal use of social media:

- Make clear that you are posting on behalf of yourself, not CCCM. Depending on the context, a reader might presume that you are speaking on behalf of CCCM.
- When posting, sharing, collaborating or interacting about CCCM partners, announcements, strategy, etc., you are responsible to comply with the "Rules of Engagement" in the Social Media policy.
- Do not use your CCCM email address to register for personal social media.
- Ensure your use of social media does not interfere with the performance of your job duties.
- Avoid providing opinions on past or current CCCM employees and/or their work on professional social networks like LinkedIn.
- Do not allow transfer of CCCM contact lists or address books to any social media network application. When downloading an app, do not allow social media sites to link with your CCCM email contact list.
- Even if you are acting on your own, do not speculate or comment on CCCM's future performance or plans. If authorized to post regarding CCCM's plan, you should use an authorized CCCM account; otherwise, refrain from commenting on CCCM using a personal account.

Pastors, Directors and Managers

- Pastors, Directors and Managers should be especially vigilant about posting to social media.
- Best practice is for managers not to connect with, or "friend," employees in their reporting chain.
- Be aware that certain commentary by employees, whether on a social media or otherwise, may be protected under applicable local law. Before taking any action based on a posting, work with the Communications Team. If you have any questions, contact the Executive Director.

For more details, please reference the CCCM Social Media Policy.

Respecting the Time of Other Employees

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

Conflict Resolution

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

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

Concerns About Unfair Treatment

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

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

Copyright

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

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

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

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

Creative and Intellectual Rights

Employees (Pastors and otherwise) of Christ Community Church of Milpitas (CCCM) are encouraged to exercise their gifts and talents in producing creative and intellectual properties for the edification of the body of Christ, the fulfillment of the Great Commission, contributions to ministry, and professional fields of service. These properties could include but not be limited to writings of music, books, materials, other works suitable for publication, websites, and even some inventions of other kinds.

The creation of these properties unrelated to the individual's employment responsibility that is developed on an individual's own time and without church support or use of church facilities or equipment is the exclusive property of the creator and the church has no interest in any such property and no claim to any profits resulting from their use or sale.

Intellectual property either related to the individual's employment responsibility, or resulting from activities performed on church time, or with support by church funds, or from using Church facilities and equipment is subject to ownership by the church.

Creative and Intellectual Rights (continued)

Further, when a pastor proposes to publish works that may be compilations of sermons, composed music, or other such properties which are created as an employee of the church indicating church ownership of such properties, the church board of elders (Session) may consider requests to transfer church ownership to another 501(c)3 ministry. Such 501(c)3 ministries are usually created for the purpose of extending the ministry of pastors and enabling the distribution of creative and intellectual properties.

The church assumes no liability for any creative and intellectual properties. Church ownership does not include the legal responsibilities born by the author or writer for and including adherence to laws relative to copyrights, trademarks, plagiarisms, and other Biblical, legal and moral responsibilities.

Gambling and Raffles

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

Housekeeping

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

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

Public Statements

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

Political Activity

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

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

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

For complete information about political activity, refer to the Governance manual located in the Executive Director's office and online in the Governance folder.

Personal Property

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

If an employee finds personal property that has been lost, return the belongings to the Finance and Operations Manager who will attempt to return the items to their owner.

BUSINESS PRACTICES

Budget Management

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

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

Business Expense Reimbursement

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

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

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

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

The Expense Reimbursement Policy is further explained in the Governance manual.

Petty Cash Reimbursement

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

Gas Mileage Reimbursement

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

Credit Card Use

CCCM has credit cards for general purchases made by phone, Internet, fax, email, and in stores. Designated employees have church credit cards in their name.

All credit card charges must be reported to the Finance and Operations Manager immediately after use. Failure to comply with this requirement may result in restricted use or cancellation of the credit card.

Collection of Church Funds

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

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

Purchasing

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

- **Budgeted Items**
 - Items less than \$300 should be purchased with the church credit card whenever possible and requires the approval of the Ministry Leader. When not possible, use the Petty Cash or Business Expense Reimbursement procedure.
 - Items \$300 - \$1,000 require a purchase order signed by the originator, the Ministry Leader and the Finance and Operations Manager.
 - Items \$1,000 or more require a purchase order signed by the originator, the Ministry Leader, the Finance and Operations Manager and the Executive Director.
- **Non-Budgeted Items**
 - The Finance Committee and/or the Executive Director must pre-approve items that are not budgeted items.
 - Non-budgeted items in excess of \$10,000 must be pre-approved by Session.
- **Capital Purchases**
 - Capital assets require a purchase order. Capital assets are defined as any single asset exceeding \$1,000 and computer equipment purchases (regardless of cost).
 - All capital assets require at least three bids prior to selection and purchase.
 - All capital assets will be inventoried upon receipt.
- **Restricted and Designated Funds**
 - An approved purchase order is required before spending funds.

Employee Responsibility

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

Church Assets Personal Use

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

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

Personal Business

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

Offsite Use for Ministry

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

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

Personal Use of Church Telephones

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

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

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

Personal Use of Copiers / Printers and Fax

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

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

Postage and Shipping

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

Office Supplies

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

Visitors in the Workplace

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

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

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

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

Visitors in the workplace (continued)

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

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

Food and Beverage

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

Recycling

At Christ Community Church we care about our planet. Various recycling bins are located throughout the church for food scraps, plastic & cans. Batteries can be recycled through the front office or the Facilities Manager's office. Paper recycling is provided in every staff office and office workroom as well as in every meeting room in the church.

HEALTH & SAFETY

General

Health & Safety are of the highest importance in the daily ministry of the church. Every employee is responsible for ensuring health & safety is understood and practiced. Every employee needs to correct any unsafe or hazardous condition as they observe them and notify their Ministry Leader and the Executive Director immediately. Every effort must be made to remedy the situation as soon as possible. CCCM requires employees to cooperate in promoting good health & safety to prevent accidents to other employees, volunteers, the congregation, our visitors and ourselves.

The Executive Director is responsible for assuring all safety policies are followed and that all incidents are reported, investigated and resolved. All employees are responsible for following the Code of Safe Practices, the Injury and Illness Prevention Program, the Emergency Action Plan, the Fire Prevention Plan and the Hazard Prevention Data Sheet for Ergonomics Safety.

Code of Safe Practices

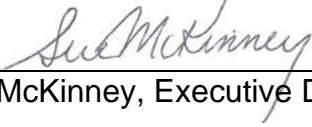
The code of safe practices are safety rules that all employees should follow:

1. Follow any job-specific code of safe practices.
2. Report all injuries, accidents or security incidents and observed near misses immediately to the Ministry Leader and the Executive Director.
3. Ensure that everyone works in a safe manner.
4. Report potential hazards.
5. Evacuate the building immediately when instructed to do so or by evacuation alarm.
6. Report any unusual lighting or glare problems on computer or TV monitors.
7. Be familiar with the Injury and Illness Prevention Program, the Emergency Action Plan, the Fire Prevention Plan and the Hazard Prevention Data sheet for Ergonomics Safety.

Injury and Illness Prevention Program

Management Approval and Persons Responsible

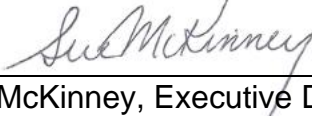
Adoption: This Injury and Illness Prevention Program (IIPP) is hereby approved and supersedes any previous program that has been in effect since July 1, 1996. The Ministry Leaders may be required to assist in IIPP implementation.



Sue McKinney, Executive Director

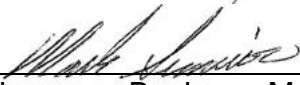
March 29, 2021

Persons responsible for implementing this IIPP:



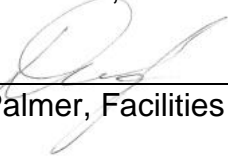
Sue McKinney, Executive Director

March 29, 2021



Mark Simmons, Business Manager

March 29, 2021



Dave Palmer, Facilities Manager

March 29, 2021

Safety Policy Statement

It is the policy of Christ Community Church of Milpitas to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law, and to promote the concept of a safe workplace, Christ Community Church of Milpitas maintains an IIPP. The IIPP is available for review by employees and/or employee representatives in the office where church records are maintained. It is also integrated into the employee manual for convenience and reference.

System to Identify and Prevent Safety and Health Hazards

Hazard Identification: This IIPP identifies safety and health hazards using information from Cal/OSHA standards and other relevant material in this program to discover any potential hazards in the workplace. In addition, CCCM identifies potential hazards by:

- Reviewing causes of injury and illness (OSHA Log 300 and Workers' Compensation Employer's Report of Occupational Injury or Illness, also known as the "Employer's First Report");
- Scheduling periodic inspections;
- Investigating injuries, illnesses, and accidents;
- Considering information provided by employees, volunteers and/or the church congregation.

System to Identify and Prevent Safety and Health Hazards (continued)

Hazard Prevention: CCCM strives to comply with all applicable Cal/OSHA standards (www.dir.ca.gov/dosh) and will address any hazards covered by such standards. In addition, the church will correct any unsafe or unhealthy conditions or work practices it discovers in a timely manner.

Further:

- If the hazard may cause a serious injury or illness it shall be corrected immediately or employees removed from the area, source of exposure or unsafe piece of equipment.
- If the hazard is one that is easily abated, it shall be corrected immediately.
- Other hazards shall be corrected in a timely manner.

Documentation used in discovering the hazard will be used to confirm abatement (for example, noting the correction on a new *Hazard Prevention Data Sheet*, an inspection checklist, or an injury and illness investigation form).

Elements Included in the Christ Community Church of Milpitas IIPP

This IIPP includes all of the following elements (consistent with California Code of Regulations Title 8 Section 3203) and other applicable Cal/OSHA standards:

Injury and Illness Prevention Program Requirement: This IIPP includes all of the following:

- A system to identify and prevent safety and health hazards
- Periodic scheduled inspections
- Investigation of injuries, illnesses and accidents
- Employee safety training
- Communication with employees regarding safety and enforcement of safety rules
- Recordkeeping consistent with applicable requirements

Other Mandatory Cal/OSHA standards: This IIPP includes information that addresses certain standards that apply to all employees:

- Emergency action planning, including medical emergencies
- Fire prevention and fire emergency planning
- Work surface and work space safety
- Office and commercial establishment safety including ergonomics (repetitive motion injuries) and office chemical safety

Elements Included in the Christ Community Church of Milpitas IIPP (continued)

Additional Regulated Activities: CCCM has reviewed additional regulated activities and safety requirements. Those checked apply to this workplace and are covered within this IIPP:

- Personal protective equipment use by employees
- Ergonomics safety, including prevention of repetitive motion injuries and back and joint injuries
- Hazardous substance handling
- Machine guarding and maintenance
- Power tools and ladders
- Vehicle operation
- Forklifts, battery charging and material handling
- Pressure vessels (air compressors) and LPG tanks
- Construction activities
- Security and violence prevention

Periodic Scheduled Inspection

Responsibility and Frequency of Inspections: Periodic scheduled inspections are conducted by, or under the direction of, the Executive Director at the following frequency:

Office Area:	Periodically
Sanctuary Area:	Periodically
Classroom Area:	Periodically
Facilities Area:	Periodically
Social Hall Area:	Periodically
Kitchen Area:	Periodically
Playground and Grounds Area:	Periodically

In addition, whenever information indicates that a previously unrecognized hazard may be present, the area in which the suspected hazard is present will be inspected promptly.

Documentation of Inspections: Inspection forms will be completed by the inspector for each inspection, noting the area inspected, person or persons conducting the inspection, findings and any deficiencies. Correction of deficiencies shall be accomplished according to Paragraph 4, Other Mandatory Cal/OSHA standards, and indicated on the inspection checklist.

Investigating Injuries, Illnesses and Accidents

Policy and Responsibility: CCCM will investigate any injuries, illnesses or accidents to determine if any preventable safety or health hazard contributed to the occurrence. The Facilities Manager will conduct the investigation in a timely manner after learning of the incident. If a reportable serious injury or death results, the Executive Director will report it to Cal/OSHA within eight hours. Any hazardous condition or work practice that contributed to the injury, illness or accident will be abated according to this policy.

Documentation of Investigation: CCCM will document each investigation of an injury, illness, or accident to record information about the incident, the investigation's finding, whether a workplace hazard contributed to the incident, how the hazard will be abated and the investigator. The investigation can be documented by using workers' compensation form, *Employer's First Report or the Supplemental Injury, Illness and Accident Investigation*.

Safety Training for Employees

Policy and Responsibility: Employees received initial training in safe work practices and prevention of injuries and illnesses when the IIPP was first established and will receive refresher training whenever a new hazard is identified or an employee is reassigned or newly hired prior to exposure to any potential hazards.

The Executive Director is responsible for assuring the employee training is provided and documented. The Business Manager, Facilities Manager, Ministry Leaders and other employees may be designated to assist in providing training.

Documentation of Training: Training is documented in the following manner:

- Each employee's personnel records contain a form that indicates the status of the employee's training. The form indicates that IIPP training was provided and when additional training was received for new hazards, new assignments or to meet refresher training requirements.
- Training session will be documented with a sign-up sheet that indicates the date, subject of training, trainer and attendees. This form will be used to update individual employee training records.

Communicating with Employees about Safety and Enforcement of Safety Work Practices

Policy and Responsibility: CCCM has a system to communicate with employees about safety and to assure compliance with safe work practices. Communications are implemented through safety meetings, anonymous notification procedures, one-on-one counseling and disciplinary procedures.

The Executive Director, Business Manager, and/or Facilities Manager shall assure that effective employee communications are maintained through the following methods:

- Explanation of the IIPP and its procedures
- Description of any new hazards that have been introduced or identified through inspection or investigation of injuries, illnesses or accident
- Consideration of employee safety suggestions and questions (including anonymous ones) and a response provided

Employee Compliance: Employees are required to comply with safe work practices. If non-compliance is observed, the following disciplinary measures will be used as appropriate to assure future compliance:

- Private counseling by the Executive Director or Ministry Leader
- Loss of incentives, negative effect on performance evaluation, and similar personnel actions
- A written warning or warnings
- Suspension or termination

Documentation of Safety Communications and Enforcement: Each instance of employee communication is documented. The documentation includes the following:

- Safety meetings are documented through a sign-in sheet.
- Written employee safety suggestions or questions are maintained on file along with the response, including information on how the response was provided to employees.
- Actions taken to enforce compliance with safe work practices in cases that exceed verbal counseling will be documented in the employee's personnel record by the Executive Director.

Recordkeeping and Posting Requirements

Policy and Responsibility for IIPP Recordkeeping: Records that document implementation of the IIPP will be maintained by the Executive Director. The following records will be maintained for the period indicated, at a minimum:

- | | |
|---|------------------------------------|
| • The written IIPP | Indefinitely |
| • OSHA Log 300 Forms | 5 years |
| • Inspection Forms | 1 year |
| • Investigation Forms | 1 year (if log 300 injury-5 years) |
| • Employee Training Forms in Personnel Record | Duration of employment |
| • Employee Training sign-up sheets | 3 years |
| • Communication/Enforcement Records: | |
| ○ Safety Meeting sign-up sheets | 3 years |
| ○ Employee suggestion/question response | 3 years |
| ○ Disciplinary actions | 3 years |
| • All other Safety Records | 3 years |
| • Employee Exposure Records | 30 years |
| • Medical Records | Duration of employment + 30 years |

Poster Policy: It is the policy of CCCM that all posters required by federal and state occupational safety and health, labor laws and regulations, will be posted in the workplace.

Maintaining the Injury and Illness Prevention Program

Reviewing and Updating the IIPP: This IIPP will be periodically reviewed by the Business Manager and Executive Director. The Executive Director shall verify effective implementation of each element of the program, make any changes needed and communicate program status and changes made to management and to affected employees.

New Employees: Each new employee hired will be required to follow the IIPP. Each employee transferred to a new job will be trained in the safety aspects of the new assignment. The Executive Director will assure that each new employee is included in the IIPP and will provide training on any provisions applicable to the new or any transferring employee's position.

Emergency Action Plan

Persons responsible for emergency planning and information are:

- Sue McKinney, Executive Director (408) 240-7913
- Dave Palmer, Facilities Manager (408) 240-7917
- Mark Simmons, Business Manager (408) 240-7915

The following is a list of potential emergencies and their locations:

- Child Care: Nursery, lobby
- Medical: Sanctuary, anywhere on campus
- Children: Classrooms, playgrounds, parking area
- Youth: Social Hall, parking area

Reporting emergencies:

- Fire Department: 911 or (408) 586-2800
- Medical Assistance: 911
- Police Department: 911 or (408) 586-2400
- Poison Control: 911

The alarm system or method(s) used to alert employees of an emergency is:

- Security alarms
- Fire alarms

Fire evacuation and emergency procedures

1. Do not use elevators.
2. Evacuate quickly – without running – to the nearest exit specified in safety training or in the posted facility diagram. Use an alternate route if the nearest one is blocked.
3. Proceed to the assembly area and stay there until accounted for and authorized to leave the premises.
4. Until authorized, do not return to the workplace.

Earthquake or civil disturbance procedures

1. Remain calm. Do not attempt to evacuate.
2. Find shelter under a desk, pew or sturdy table. A doorway may provide some shelter if a piece of furniture is not immediately available.
3. Avoid places where objects may fall from overhead storage or near outside walls and windows.
4. Follow instructions from responsible persons.

In case of an earthquake, once building stops shaking follow evacuation route(s) quickly. Do not use elevators. Once outside, stay away from building, trees, and electrical lines.

First aid and medical emergencies

1. The following persons are designated and trained first aid providers:
 - Dave Palmer, Facilities Manager
 - Mark Simmons, Business Manager
 - Tim Alcorn, Facilities Assistant
2. In the event of a medical emergency, request medical assistance by calling 911, while the designated first aid provider or other employee attends to the victim.
3. Do not provide medical attention unless you are trained and have the necessary supplies available.
4. Avoid contact with blood, body fluids or other potentially infectious material by using protective equipment and safe practices. Any exposure must be promptly reported to the Facilities Manager or Executive Director.
5. First aid and spill kit(s) are available at the following location(s):
 - The Ushers Closet
 - The Nursery Lobby
 - The Nursery Kitchen
 - The Western Administration Offices
 - The Yosemite Room
 - The Education Center Room 105
 - The Education Center 2nd Floor Kitchen
 - The Sequoia Room
 - Ministry Center Main Kitchen
 - Ministry Center 2nd Floor Break Room
 - Social Hall on wall by main doors
6. AED is located in the church office, the church lobby and the coffee shop.

Evacuation route and assembly area map

Evacuation route(s) and assembly area(s) maps are posted at all major entrances and exits.

At least two alternate evacuation routes and assembly areas are included. Employees should become familiar with all evacuation route(s) and assembly area(s).

Fire Prevention Plan

Person(s) responsible for fire prevention activities are:

- Dave Palmer, Facilities Manager (408) 240-7917
- Sue McKinney, Executive Director (408) 240-7913
- Mark Simmons, Business Manager (408) 240-7915

The following is a list of fire hazards and their locations:

- Kitchen Areas: Stoves, Ovens
- Sanctuary: Candles
- Children's Center: Gas Furnaces

Fire Prevention Practices:

- Type of Fire Hazard: Grease fire from cooking
- Prevention Practice: Thoroughly Clean all surfaces after use
- Type of Fire Hazard: Open flame
- Prevention Practice: All candles must be located at least 3 feet away from combustible material

Fire Control Measures:

- Ceiling water extinguishers
- Wall-mounted portable extinguishers

Maintenance and Inspection Program:

- Visual inspection of ceiling water extinguishers
- Annual maintenance of all portable extinguishers
- Annual inspection of sprinklers/smoke detectors (Worship/Ministry Centers)
- Monthly AED and First Aid kits inspection
- Monthly inspection of smoke detectors (Resource/Education/Children's Centers)

Alarm System

- Fire Alarm System is tested annually and triggers evacuations

Employee response to Fire Emergency and Special Assignments:

Employee's response to a fire emergency is as directed in the Emergency Action Plan. Designated and trained employees may attempt to extinguish small fires with portable fire extinguishers after sounding the alarm to alert all other employees.

Hazard Prevention and Data Sheet for Ergonomics Safety

Identification of Workplace Hazard

Identification of ergonomic hazards and implementing workplace changes and practices to prevent injuries is an important part of many employers' safety program. Ergonomic injuries are caused by unusual stress on the body due to interaction with machines, tools, and certain kinds of motion and exertion. The results is manifested in back injuries, joint strains and sprains, and ergonomic injuries undue to repetitive motions, such as carpal tunnel syndrome, cumulative trauma disorders and eye strain. The employer should monitor reports of injuries and illnesses and survey work areas to ensure that appropriate working conditions and practices are maintained to prevent ergonomic injuries. The objective of the guidance in the Hazard Prevention Data Sheet is to assist in workplace layout, work methods, equipment, and working environment that are more compatible with the physical limitations of employees and to provide background to assist in training.

Management and Trainer Information

To better recognize ergonomic hazards the meaning of the following terms should be understood. Cumulative Trauma Disorders or CTD's are injuries due to repeated physical trauma on the same part of the body, such as keyboard work. An example of CTD potentially caused by such work is carpal tunnel syndrome that affects hands and wrists. Visual strain is eye discomfort usually caused by intense work before a video display terminal or VDT over a long period of time. Other types of ergonomic injuries are more simply described as strains and sprains and are usually associated with over-exertion especially when the body is in an awkward position.

Repetitive Motion Injury Prevention

The California Ergonomics Standard (California Code Regulations Title 8 Section 5110), which applies only to repetitive motion injuries (RMI's), does not cover the vast majority of sprains, strains, and back injuries unless they are caused by repetitive motion. An RMI is defined as an injury resulting from a repetitive job, process, operation, or similar work activity at the workplace that has been predominant cause of a diagnosed, objectively identified, musculoskeletal injury. The standard applies when such injuries are experienced by more than one employee within a 12-month period while performing the same task. It should be an employer's goal to prevent all such injuries, if feasible.

To prevent ergonomic injuries, the employer should conduct a worksite evaluation, consider feasible control measures, and train employees. The worksite evaluation will require that a representative number of the jobs, processes, or operations be evaluated for exposures which may cause ergonomic injuries. Any hazards identified should be corrected or minimized to the extent feasible. Engineering controls (work station redesign, adjustable fixtures, or tool redesign) and administrative controls (changes in procedures, body position, job rotation, work pacing or breaks) are alternatives which should be considered.

Repetitive Motion Injury Prevention (continued)

Employees at risk of repetitive motion injuries and their supervisors should be made aware of the following information concerning ergonomic hazards:

1. Ergonomic injuries to smaller joints (fingers, hands, and wrists), sometimes referred to as cumulative trauma disorders, are most often associated with repetitive action usually associated with awkward positioning which eventually traumatize the affected areas. Examples include carpal tunnel syndrome and other wrist and hand injuries from keyboards work or use of small hand tools or vibrating instruments. These injuries can usually be prevented by better positioning hands through use of a keyboard pad, adjusting workstation height, or redesign of tools or work fixtures.
2. Vision strain is another form of ergonomic injury caused by relatively long sessions of work intensely concentrating on a computer monitor (CM). Such injuries also may result from screen positioning, glare and improper adjustment. These problems can be readily remedied once detected.
3. Vision strain often can be relieved by varying types of work, allowing for rest periods and using visual exercise software programs.
4. Employees should report any case of ergonomic injury or any discomfort due to work or job station or tool design to the employee's Ministry Leader or Executive Director. Appropriate response to such reports should focus on correcting condition causing or contributing to the discomfort.
5. Training of employees at risk should include the following type of information tailored to the type of work the employees perform:
 - a. The types of work activity exposures which may cause ergonomic injuries, in particular, RMI's.
 - b. The symptoms and consequences of injuries caused by repetitive motion
 - c. The importance of reporting symptoms and injuries to the employer; and method available and used by the employee to minimize RMI's and other ergonomic hazards.

Addressing ergonomic hazards through the employer's injury and illness prevention program by correcting any problems that are causing employee discomfort or actual injury is the most effective course to prevent RMI's.

Compliance with the Cal / OSHA Ergonomics Standard

Any employer covered by the Cal/OSHA Ergonomics Standard, which means a workplace with 10 or more employees that experiences two physician-diagnosed cases of RMI due to performance of identical work activities within a 12-month period, must establish a minimum program to comply with the standard.

1. Conducting and documenting worksite evaluation of the work activities that caused the diagnosed RMI's.
2. Evaluate control measure, including work station and equipment redesign and administrative practices, and implement controls to the extent feasible. Document the actions taken and the employer rational.
3. Training employees on RMI hazards, symptoms, prevention and reporting requirements and the employer's actions to control RMI hazards as described above. Document the training provided to each employee.

Back and Joint Injury Prevention

A significant percentage of physical injuries in any working environment are back and joint injuries. Even offices and other relatively non-hazardous workplaces are subject to this type of common injury. Some examples of causative factors include lifting boxes and file cabinets, bending to search for documents in file cabinets, moving furniture and reaching for objects stored at a high level.

The injuries caused by awkward positions or improper lifting techniques usually accompanied by over-exertion are acute back, neck and shoulder injuries. These relatively common and well-understood ergonomic injuries are quite different in terms of causation and prevention than the more subtle type of repetitive motion ergonomic injuries previously discussed.

Employees who have experienced back or neck injuries or who are exposed to a potential risk of such injuries and their supervisors should be aware of the following information:

1. Over-exertion and straining are virtually always a contributing cause of back, neck or shoulder injuries. Therefore, poor physical conditioning and lack of musculoskeletal flexibility are important factors to recognize and address.
2. Lifting is the most common task associated with back injury. However, back injuries can be caused by other manual handling tasks such as bending, pushing, pulling and carrying. In addition, back injuries can result from falls or reactions to tripping due to poor housekeeping practices (for example, debris on floor or slippery surfaces).
3. Back problems also can be caused by ergonomic incompatibility (for example, improper desk or equipment height requiring bending over to work).
4. Good posture generally and especially during tasks that require exertion, will contribute to injury prevention. This includes work practices such as keeping back straight when sitting, lifting, pushing carts and when performing other work tasks. Use of legs in lifting and facing the object being manipulated rather than twisting protects the back.

Back and Joint Injury Prevention

5. Obtaining assistance when moving object (boxes, file cabinets, etc.), if the objects are heavy, bulky, or awkward is essential to preventing injuries.
6. Employees should stretch their necks, shoulders and backs periodically throughout the workday.
7. Employees should be aware that if they are well rested and in good condition, a work-related back or joint injury is less likely to occur.
8. Due to the prevalence of back and joint injuries, employees should be aware that the person responsible for injury and illness prevention will be monitoring their work practices to determine if there are any unsafe or incorrect practices occurring. Back and joint injuries should be immediately reported.

Employee Safe Work Practices

Employees should be required to comply with the following safe work practices to the extent applicable.

General Ergonomic Safety

Employees exposed to potential ergonomic or repetitive motion hazards are required to comply with the following safe work practices:

1. Any employee who experiences any ergonomic injury including a strain, sprain or back injury or and by prolonged discomfort, numbness or problems in hands, wrists or arms, or frequent or severe visual strain must notify a supervisor of the person responsible for the injury and illness prevention program.
2. For seated work stations, chair height should permit hand and eye work in comfortable position, this should be done by adjusting chair height so both feet can be placed firmly on a support surface. If this is not feasible, then a footrest should be used.
3. Adjust chair seat backs to provide firm support for the lumbar (lower back) region. Request a lumbar support cushion if the chair provides insufficient support.
4. Make sure that the work surface and chair allow adequate clearance to allow leg movement and changing of position from time to time.
5. Adjust work surface height and the chair seat height to prevent constant leaning and bending when performing job tasks.
6. Adjust height of the work surface while standing to prevent constant leaning and bending when performing job tasks. This can be accomplished by either raising the work surface or by adjusting stools or chairs.
7. Request forearm and elbow support if discomfort is experienced during work in which manual job tasks are conducted for long durations (for example, data entry, fine repair work, etc.)
8. Place frequently used items on storage or cabinet shelves at a level no higher than chest level. This will prevent repetitive overhead reaching leading to shoulder strain.
9. Place heavy items waist level on storage or cabinet shelves to prevent reaching and leaning while moving the heavy items.
10. Position your body facing work and as close to it as feasible to avoid reaching and writing.

Computer Monitor (CM) Ergonomic Safety

1. Position CM screens so that the entire primary viewing area is between 0 and 60 degrees below eye level.
2. Position CM keyboards in relation to the seat and work surface height to allow operation of the keyboard with forearms, wrists and hands in a straight line and approximately parallel to the floor (i.e., placement of keyboards and other input devices at elbow height).
3. Adjust furniture to allow adequate space and comfortable support for the knees and hips to be bent at approximately 90 degrees with arms at your side and wrist straight toward the keyboard.
4. Request an adjustable document holder and assure proper placement, angle and height to avoid both eyestrain and uncomfortable head and neck position.
5. Request and use wrist rests to maintain a straight line and neutral position of the hands and wrist while using keyboards. The rest should be padded and free of sharp edges.
6. Request and use armrests if necessary for improved comfort during computer operation. Armrests should not interfere with the ability to relax the shoulder or to operate the keyboard with hands, wrists and forearms in a straight line and approximately parallel to the floor.
7. Adjust lighting for CM workstation for visual comfort and to avoid glare.
8. Minimize glare on CM screens by shielding windows, adjusting overhead lighting or by fitting CM screens with anti-glare devices
9. Keep VDT screens clean and free of perceptible flicker.
10. Perform alternative work for five minutes during or immediately after each one-hour period of repetitive CM work. Operators should be aware that there is computer software, which provides an exercise regimen to reduce eyestrain and improve visual performance.
11. Ensure that the work surface is of sufficient size to accommodate the CM components, document holder and other task-dependent items.

Back and Joint Injury Prevention Safety Rules

Employees with job tasks that pose a risk of neck, shoulder and back injuries should:

1. Follow instructions with respect to proper lifting techniques and other safe work practices designed to prevent back, neck and shoulder injuries.
2. Use care in positioning body and back before even mild exertion during lifting. The object to be lifted should be faced and lifted, keeping the back as straight as possible by bending and using legs for lifting power.
3. Do not reach to place or retrieve heavy objects in high storage; use a stable platform or step stool.
4. Be conscious of the need for rest and relaxation during non-working hours and good physical conditioning generally to avoid strains and sprains.
5. Make sure the employer is aware of any pre-existing condition or the requirement to wear a brace and complies with all such medical requirements.
6. Use proper techniques for lifting objects:
 - a. Keep stomach in, knees bent, weight close to body and back straight.
 - b. Keep feet apart with one foot ahead of the other.
 - c. Always lift with legs.
 - d. Only lift an object if its size and weight are within your capabilities.
 - e. Get help if an object is heavy or oversized.
7. Use proper techniques for carrying an object:
 - a. Keep weight close to body.
 - b. Always carry objects in an upright position with back straight.
 - c. Use dollies, carts, or other equipment whenever available.

Items Subject to Periodic Scheduled Inspections

The employer's periodic scheduled inspections should consider the following during workplace inspections:

1. Are employees aware of and providing information on ergonomic or repetitive motion injury hazards or discomfort during inspections or to supervisors and the person responsible for injury and illness prevention?
2. Are there any reported cases of ergonomic injury that should be evaluated during the next scheduled inspection, or have all such cases been investigated?
3. Are there any apparent ergonomic hazards in work areas (for example, improperly positioned computer keyboards in relation to work and video display screen, poorly designed or adjusted work stations, repetitive work tasks in stressful positions, glare from background lighting on CM's, etc.)?
4. Are any employees observed improperly lifting or moving heavy objects? Request a demonstration if appropriate to observe work practices.
5. Are heavy objects that must be frequently moved stored in high or low locations when more ergonomically appropriate locations are feasible?

Defusing Volatile Situations

If you are in a volatile situation with an individual, to prevent injury to yourself or others follow these guidelines:

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

Incident Reporting

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

Incident reporting includes:

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

Exposure to Bodily Fluids

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

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

Alcohol, Drugs, and Controlled Substances

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

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

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

Smoking

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

Firearms and Weapons

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

Equipment and Tools

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

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

SECURITY

Church Databases

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

Property of CCCM

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

Destruction of Records

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

Passwords

Use of CCCM computers is restricted to church employees, including interns. Every user will have unique login I.D. and passwords. Passwords will only be changed by the IT department. Passwords are to be a minimum of eight (8) characters with at least one (1) character in at least three of the following four types of characters: lower case letters, upper case letters, numbers, and special characters. Passwords are to be kept private at all times; they are not to be shared with others in the organization unless approved by the Ministry Leader, or the IT Department. Passwords are not to be shared with anyone outside of church employees. If your password has been shared, inform the IT Department within 72 hours and a new password will be issued. Non-church employees and volunteers working for a ministry may work on computers after receiving approval from the IT department.

Internet Access

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

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

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

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

Hardware/Software

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

Repairs

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

Logging Off and Server Back Up

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

All data on all church computers on the church network are backed up at least once per day.

FACILITIES

Access to Church Property

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

Facility Access

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

It is not necessary that all employees receive keys (interns, child care workers, contractors). The Facilities Manager and Executive Director are responsible for distribution.

Facility Security Codes and Alarms

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

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

Facility Use

Employees who wish to use rooms for a private, non-church related activity for their immediate family (birthday party, anniversary party, etc.) may do so provided space is available. Employees are not required to pay room use rental. Fees may be involved for additional services of people (sound technician, custodial, etc.). Facility use must be pre-approved by the Finance and Operations Manager.

Church Property

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

Securing Buildings

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

1. Lock all exterior doors.
2. Turn off coffee pots.
3. Turn off the lights.
4. Set the alarms (if you leave after the night custodian leaves).

Facility staff members are responsible for the final securing of all buildings.

Solicitation / Fundraising

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

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

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

Use of CCCM Vehicles

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

Vehicle Parking

Employees park their vehicles at their own risk. CCCM is not responsible for theft or damage to any vehicles parked on or near church property. CCCM is not responsible for personal property left in vehicles that is stolen, damaged, or destroyed. It is recommended that all valuables be removed or hidden from view in an unattended vehicle. No overnight parking without the permission of the Facilities Manager or the Executive Director.

Emergency Assistance Requests

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

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

During business hours, the Finance and Operations Manager is the primary interface for these requests. During other times, employees may refer these requests to the Executive Director.

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

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

APPENDIX

Emergency Evacuation Plan Overview

Ours is an active campus. Most days are full of activities on site starting as early as 6am and going well into the evening. We have six buildings, four different fire systems, and as many different security systems. The composition of who is on campus and where changes many times during the course of a week. All these factors present challenges as well as point to the need for a comprehensive emergency evacuation plan.

The CCCM Emergency Evacuation Plan is documented as follows:

Evacuation Script – Scripts the announcements to be made during an emergency evacuation. (Laminated copies have been placed in readily accessible locations in each building.)

Zone Captains Evacuation Plan – the campus is divided into zones mostly defined by the buildings and this document details the responsibilities and actions to be carried out in evacuating that zone. Any staff member or church leader who happens to be present can and should take on this role. (Laminated copies of this document have been placed in readily accessible locations in each building.)

Emergency Action Plan for Ushers – In the event of an emergency during a Sunday service, the ushers have specific responsibilities that are detailed in this document.

Emergency Evacuation Procedures for Children – This 2-sided half sheet provides parents and children's workers and caregivers step-by-step instructions for what to do in an emergency.

Evacuation Signage – A collection of 8 ½ x 11 signs that show emergency pathways and exits, the location of first aid kits AEDs, and fire extinguishers, plus emergency call information. Signs showing the current location and information above are located throughout the campus.

Fire Alarm System Overview – Describes the four different fire alarm systems on campus, including specific instructions on alarm activation, deactivation and emergency response.

Security Alarm System Overview – Describes the two different security alarm systems on campus, including specific instructions on alarm activation, deactivation and emergency response.

Note: Copies are found in the Emergency Evacuation Plan folder on the church server and in the Employee Handbook.

In addition to the plan documents listed above, the follow supporting material was developed.

Zone Captain Evacuation Check-In Sheet – Upon evacuation, the Zone Captains fill this out at the Command Post established at the Evacuation Meeting Area. This insures all evacuations are carried out. (Copies of this form are maintained in the Command Post clipboard.)

CCCM Fire Alarm / Security Systems Overview

The campus at 1000 S Park Victoria Drive currently consists of six buildings constructed over a 40+ year period. Changes in building codes and technology advances means the requirements put on these buildings and the technology available to us has changed considerably over the years. This resulted in three disparate fire and security systems on campus. What follows is an overview of each of these systems.

Fire Alarm Systems

	Buildings Prior to 1994	Worship Center	Ministry Center
Buildings Included:	Children's Center Education Center Resource Center Facilities building / garages	Includes the sanctuary, nursery, chapel, music & drama room and foyer.	The Ministry Center includes the main office complex, kitchen, coffeehouse & social hall.
System Description:	Set of pull alarms tied to a centralized alarm system that sounds an alarm and flashing lights in three of the buildings. Note: Facilities building has no alarms. Decentralized smoke detectors throughout, battery operated with individual alarms (like your typical home smoke detectors). 24-hour monitoring service. No automatic sprinkler systems in these buildings.	A set of pull alarms, smoke detectors, and sprinklers all tied to a centralized fire detection, alarm, and 24-hour monitoring service.	A set of pull alarms, smoke detectors, and sprinklers all tied to a centralized fire detection, alarm, and 24-hour monitoring system.
Alarm Panel Location:	Electrical room at the NW corner of Resource Center, accessible through the resource room. Electrical room at the East end of the Children's Center between the restrooms.	Electrical room accessible outside from the north end of the building between the Nursery and Western Seminary offices.	Electrical room is accessible (by authorized people) outside from the southeast corner, just outside the kitchen by the loading dock.
Alarm Panel Instructions:	Basic instructions are printed on the alarm panel.	Basic instructions are printed on the alarm panel.	A full set of procedures are on a 3-page sheet located just above the alarm panel.
Alarm Activation:	By pull alarm ONLY. Smoke detectors are not tied to the alarm system.	By pull alarm or automatically when detectors sense smoke or heat.	By pull alarm or automatically when detectors sense smoke or heat.
Emergency Response:	Alarm Activation automatically dispatches Fire Department.	Alarm Activation automatically dispatches Fire Department.	Alarm Activation automatically dispatches Fire Department.
Disarm Instructions:	Disarm instructions and account numbers are printed on the alarm panel.	Disarm instructions and account numbers are printed on the alarm panel.	Press and hold the System Reset button for 3 seconds or until you see RESETING on the panel display.
Reporting False Alarms:	Call the alarm monitoring company (800) 341-9292 to cancel dispatch of the Fire Department.	Call the alarm monitoring company (800) 341-9292 to cancel dispatch of the Fire Department.	Call the alarm monitoring company (800) 341-9292 to cancel dispatch of the Fire Department.

Security Systems

	Buildings Prior to 1994	Worship Center	Ministry Center
Buildings Included:	Children's Center, Education Center, Resource Center, Facilities building / garages.	Includes the sanctuary, nursery, chapel, music room and foyer.	The Ministry Center includes the main office complex, kitchen, coffee shop & social hall.
System Description:	Lock and key only. The security in these buildings is wholly dependent on properly locking the building and closing all windows. Western Seminary classrooms in the Education Center are equipped with an alarm system.	Utilizes a 3-fold security approach: lock & key, armed/disarmed motion & contact system all tied to a decentralized alarm system and a centralized 24-hour monitoring service, and finally security cameras throughout the building.	Utilizes a 3-fold security approach: lock, key & badge key; 2 zone (1 st floor, 2 nd floor) motion & contact system that can be armed/disarmed from any security keypad all tied to a centralized alarm system and 24-hour monitoring service, and finally security cameras throughout the building.
Alarm Panel Location:	Electrical room in the Resource Center. Electrical room in the Children's Center.	Electrical room on the first floor by the Western Seminary office.	Electrical room on the 2 nd floor, accessible through the File room.
Security Pad Locations:	None.	<ol style="list-style-type: none"> 1. Foyer (right side as you enter). 2. North Entrance double doors (right side as you enter). 3. Outside doors leading to Chapel (right side as you enter). 4. Outside doors to Nursery (left side as you enter). 	<ol style="list-style-type: none"> 1. Inside coffee shop door next to kitchen. 2. Inside 2nd floor Lobby door. 3. Inside 2nd floor door to office from inside stairwell.
Alarm Activation:	None.	<p>All four keypads are interconnected and arm all areas listed above</p> <ol style="list-style-type: none"> 1. Verify the LED says "system ready". 2. Enter #3 "away". 3. Then enter your 4-digit alarm code. <p>Note: There is a separate alarm system in the Western Seminary Administration area. Do not enter during non-office hours.</p>	<ol style="list-style-type: none"> 1. Enter your four digit security code followed by "2 AWAY". 2. LCD should now say: "DISARM P12345678 HIT TO DISARM." 3. Specify floor(s): Press "1" for first floor, "2" for second floor. Each time you press a number make sure the LCD panel adds an "X". 4. Press "** READY" to complete arming the system. You should now hear an audible beep repeating about once a second. You now have 60 sec. to leave the building.
Emergency Response:	Call the Milpitas Police Department 9-1-1 or 408-586-2400.	Alarm Activation automatically dispatches Police.	Alarm Activation automatically dispatches Police.
Disarm Instructions:	None.	<p>All four keypads are interconnected and disarm all areas listed above</p> <ol style="list-style-type: none"> 1. Verify the LED says "system ready". 2. Enter #1 "off". 3. Then enter your 4-digit alarm code. <p>Note: There is a separate alarm system in the Western Seminary Office Area. Do not enter during non-office hours.</p>	<ol style="list-style-type: none"> 1. Press your four digit security code followed by "1 OFF". 2. LCD should now say: "DISARM P12345678 HIT TO DISARM." 3. Specify floor(s): Press "1" for first floor, "2" for second floor. Each time you press a number make sure the LCD panel adds an "X". 4. Press "** READY" to complete disarming the system. LCD panel should confirm the system as DISARMED. If not, start over.
Reporting False Alarms:	Call the Milpitas Police Department 9-1-1 or 408-586-2400 if a break-in was previously reported by phone. (See Emergency Response above.)	Call the alarm monitoring company (Kelex) (408) 294-5417 to cancel dispatch of the Police Department.	Call the alarm monitoring company Protection Plus (408) 283-5761 to cancel dispatch of the Police Department.

Basic Steps in the Case of Fire

1. Once a fire is recognized (either because a smoke detector went off, a fire was observed anywhere on campus, or because one of the 4 site fire alarm systems was activated) locate the closest pull station for each system and pull it.
2. Evacuate ALL the buildings. (Fire can quickly spread from building to building, so take no chances.)
3. Then assess the situation. (See if anyone is missing or injured, prepare to receive firemen and other emergency response personnel. Verify the emergency or the details thereof.)
4. Call 911

Basic Steps in the Case of Break-in

If present during the break-in

1. Call 911
2. Proceed to a safe location or evacuate the area if possible and safe

If you discover there has been a break-in

1. Call the Security Team
2. Leave the area and wait for directions
3. Do not touch anything

Evacuation Script

1. **Stay Calm**, Look out for one another, Do Not Panic. Walk. (Repeat periodically)

2. For Earthquake:

Duck and Cover, get under a desk, pew or doorway. Cover your head with your arms.

Be aware of falling debris, protect your eyes and head. Stay away from windows until the shaking has stopped.

Evacuate the sanctuary in an orderly fashion by leaving through the exit nearest you. Stay Calm, Look out for one another. Walk. Do not Run.

For Fire, Flood, Explosion or any other event:

Evacuate the sanctuary in an orderly fashion by leaving through the exit nearest you. Stay Calm, Look out for one another. Walk. Do not Run.

Help your neighbor to exit safely. Do not block the exits.

3. We will meet in the assembly area on the patio between the worship and ministry center, away from the emergency.

Emergency vehicles may be arriving. **Stay** in the open area. **Do not** go to your cars. Your children are safe with their Sunday School Teachers and will not be released until an **“All Clear”** is given.

4. When given the **“All Clear”** you will be released to meet your children and sign them out from the Children’s classrooms. Do not go out to the Children’s assembly area.

5. When the **“All Clear”** is given, you will be released to the parking lot and are free to exit.

6. Jr. High and High School students will assemble with the adults in the main assembly area between the worship and ministry center.

REPEAT AS NECESSARY!!!

Evacuation Plan

All Zones: Call 9-1-1

ZONE 1 – WORSHIP CENTER (not including Nursery)

ACTIONS:

Announce evacuation & request orderly exit to assembly area in courtyard

Bring first aid kits and defibrillator to assembly areas and provide first aid

Bring megaphone from Usher's Room to assembly area and give to Safety Team

Evacuation – Check & clear

- Sanctuary (including balcony)
- Western Seminary Administration
- Worship Practice Room & Offices
- Chapel & Classrooms
- Restrooms
- Prayer Room

ZONE 2 – MINISTRY CENTER

ACTIONS:

Announce evacuation & request orderly exit to assembly area in courtyard

Bring first aid kits to assembly areas and provide first aid

Lock cash drawers in coffeehouse

Evacuation – Check & clear

- Offices & Conference Rooms
- Restrooms
- Coffeehouse
- Social Hall
- Kitchen

ZONE 3 – CHILDREN'S CENTER (including Nursery in WC)

ACTIONS:

Announce evacuation & request orderly exit to assembly area in NE corner parking lot

Bring first aid kits to assembly areas and provide first aid

Make sure all roster checks are completed

Evacuation – Check & clear

- ❑ Nursery
- ❑ Upper Room 203
- ❑ Classrooms (Daycare include first floor of Education Center)
- ❑ Offices & Resource Room 101
- ❑ Restrooms

ZONE 4 – EDUCATION CENTER

ACTIONS:

Announce evacuation & request orderly exit to assembly area in courtyard

Bring first aid kits to assembly areas and provide first aid

Evacuation – Check & clear

- ❑ Classrooms & Offices
- ❑ Restrooms

ZONE 5 – RESOURCE CENTER & FACILITIES BUILDING

ACTIONS:

Announce evacuation & request orderly exit to assembly area in courtyard

Bring first aid kits to assembly areas and provide first aid

Evacuation – Check & clear

- ❑ Sequoia Room
- ❑ Resource Center Storage Rooms
- ❑ Resource Center 101 (Prayer Room)
- ❑ Facilities Workshop
- ❑ Facilities Office
- ❑ Facilities Storage Room

Family and Medical Leave Act (FMLA) Overview

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

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

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

COMPLIANCE ASSISTANCE MATERIALS

BASIC INFORMATION

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

FACT SHEETS

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

E-TOOLS

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

POSTERS

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

RECORDKEEPING

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

APPLICABLE LAWS AND REGULATIONS

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

RELATED TOPICS AND LINKS

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

For questions on other DOL laws,

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

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



U.S. Department of Labor | Wage and Hour Division

WHD Publication 1420 - Revised February 2013

Immigration Reform and Control Act (IRCA) Overview

Who must comply?

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

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

What are employers required to do?

An employer subject to the act must do six things:

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

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

Antidiscrimination

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