

EMPLOYMENT HANDBOOK



MOSAIC
A JESUS CENTERED COMMUNITY

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SECTION 1

INTRODUCTION

Welcome to the MOSAIC Team!

This isn't just a job, it's a calling. At MOSAIC our staff are risk-taking, spiritual contributors who work hard, honor God with integrity, fight for unity, serve with humility and spread joy with our attitudes. We are mutually broken individuals who find restoration in Christ and are passionate about helping restore our community and the world. Our life and our work are focused around one thing: helping people experience a Jesus centered life! Our staffing goal as a church is always to find outstanding people who love Jesus. You are on this team because we believe that this describes you, and our promise to you is to provide an environment that helps you walk closely with Jesus, both professionally and personally. We use the word "team" because we consider employment at MOSAIC much more than simply being part of a church staff - we are a ministry team intent on helping people experience a Jesus Centered Life!

Our effectiveness as a team depends upon the health and growth of each team member. First and foremost, that means walking close to Jesus, keeping our families in the proper order of priority (after Jesus, and above everything else), focusing on people and working hard.



Our ministry team is committed to these values and we are committed to do everything possible to assist and support you in living them out. We wish you great fulfillment and joy in your work as you share your talents, abilities and professional training with the staff and members of MOSAIC Church. It is our goal that your time at MOSAIC is the best work experience you've ever had!

MOSAIC STAFF CULTURAL VALUES

RUN IT LIKE YOU OWN IT.

Staff that "run it like they own it" work hard and do their very best at whatever they put their hands to.

MAKE IT IRRESISTIBLE

Staff that "make it irresistible" never stop making things better. Creating environments, moments, programs and culture that people have a hard time saying no to.

GIVE IT AWAY

Staff who "give it away" are incredibly generous with their time and resources.

HAVE MORE FUN

Staff who "have more fun" know how to make time for the lighter things and not let things get too serious too often.

DEFAULT TO TRUST

Staff who "default to trust" assume the best about their teammates in the absence of information.

LEAD LIKE A SERVANT

Staff the "lead like servants" know that "the true test of a servant is how acts when treated like one". They lead from a place of humility and can't believe they get to do what they do.

RISK DELIBERATELY

Staff that "risk deliberately" are not reckless even a little, but they don't fear failure either. They are calculated in their approach and know when to bet the farm.

GENERATE LEADERS

Staff that "generate leaders" are constantly looking for people to inspire, develop and train. And then... they give authority away.

STAY AGILE

Staff that "stays agile" runs hard in their lane but can flex in a moments notice to fill in the gaps in another lane.

INVENT SOLUTIONS

Staff that "invent solutions" have a bias towards action and problem solving. Anyone can identify problems, leaders invent solutions.

DREAM MORE

Staff that "dream more" are not defeated by limited budget, time and resources. They let their mind wonder to the "what if" and exercise their creative muscles often.

CENTER ON JESUS

Staff who are "centered on Jesus" always strive to do the next right thing. They stay fit spiritually, emotionally and relationally, they keep short accounts with others. They know God's Word and they pray often.

EMPLOYMENT AT WILL

This handbook is designed to acquaint you with MOSAIC Church and to provide you with information about working conditions, employee benefits and some of the policies affecting your employment. It describes many of your responsibilities as an employee and outlines the programs we have developed to benefit you. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. No employment handbook and statement of policies can anticipate every circumstance or question about policy. As our church continues to grow, and as the need may arise, we reserve the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as may be deemed appropriate. You will, of course, be notified of such changes to the handbook as they occur. The only exemption from change is the Employment at Will policy permitting you or the church to end your employment relationship for any reason at any time. You should read, understand and comply with all provisions of the handbook.

Employment with MOSAIC Church is voluntarily entered into, and you are free to resign at any time, with or without cause. Similarly, MOSAIC Church may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between MOSAIC Church and any of our employees. No church representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Unless otherwise covered in this handbook, upon successful completion of any training period, you will become eligible for all benefits available to your position. However, completion of a training period or conferral of regular status does not change an employee's status as an employee at will.



SECTION 2

HIRING AND EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to equal employment opportunities for all qualified persons, without regard to race, color, gender, age, national origin, genetic information, political affiliation, marital status, disability or status as a Vietnam era, or special disabled military veteran as required by law. This applies to all employment practices, including hiring, benefits, promotions, training, disciplinary action, and immediate termination. You are expected to show respect and sensitivity toward all other employees, and to demonstrate a commitment to our equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your supervisor or to a member of the Elder Board. We will utilize all reasonable efforts to comply with all requirements of federal, state and local laws and regulations relating to Equal Employment Opportunity. Violation of this policy may result in disciplinary action, including immediate termination. Immigration Reform and Control Act of 1986. We are 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. As a condition of employment, every employee is required to fill out an I-9 Form and provide documentation verifying identity and legal authority to work in the United States.

DISABILITY ACCOMMODATION

We comply with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. Therefore, all employment practices and activities are conducted in a non-discriminatory manner. Hiring procedures have been reviewed to ensure they provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also provide assistance in completing an employment application. Inquiries regarding an applicant's ability to perform the duties of a position are only made pre-employment. Reasonable accommodation is available to a staff member with a disability when the disability affects the performance of duties and responsibilities as documented in the applicable job description. Employment decisions are only made based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, positions, career progression, and tenure. All types of disability leaves of absence are made available to all staff members equally. We are committed to not discriminate against any qualified staff member or applicant because they may be related to or associated with a person with a disability. We will follow any state or local law(s) that gives more protection to persons with disabilities than those required by the ADA. We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, or local laws.



OUTSIDE EMPLOYMENT

We do not have a policy against outside employment. You may, if desired, hold an outside position. However, outside employment should not interfere in any way with the proper performance of your duties and responsibilities at MOSAIC. All church staff members are held to the same performance standard and scheduling expectations regardless of any outside employment. If it is determined that outside employment is unfavorably impacting your performance for any reason, you may be asked to terminate the outside employment. Additionally, if your outside employment represents the church negatively, it will be considered to be a conflict of interest and you may be asked to terminate the outside employment.

HIRING OF RELATIVES

When relatives work in the same area of an organization, certain issues and/or problems may result. Claims of favoritism, conflicts, and other issues can be a disruption and may affect the performance of other staff. Therefore, certain restrictions are in place to allow the employment of relatives without compromising the desired work environment. Employment of relatives is permitted only with the express oversight of the Elder Board and by recommendation of the Executive and Lead Pastor as the situation dictates. A direct reporting relationship is never allowed. If a problem arises, quick action shall be taken to resolve the situation. Resolution can include reassignment or, if necessary, termination of employment for one or both of the staff members involved. For the purposes of this policy, a relative is defined as a person related by blood or marriage, or whose relationship is similar to that of a relative.

STAFF RELATIONS

Our working conditions, compensation, and benefits are competitive with those offered by other independent churches locally and nationally, as compiled by a regular salary study. Concerns and questions about working conditions, compensation, or benefits should be brought to the attention of your ministry area leader and/or the Executive Pastor.

It is our desire that you deal openly and directly with ministry area leaders and each other helping to create a positive and effective working environment. Our commitment to you is demonstrated through timely and effective response to concerns, suggestions, and other input and feedback. Additionally, to promote a positive working environment, we ask you to commit to the following Staff Member behaviors when relating to each other as co-workers and servants of Christ:

As a MOSAIC staff member, I will do my best to . . .

1. Pursue spiritual, personal and professional growth
2. Work hard, but protect my personal and family time
3. Pray for my fellow staff members and keep short accounts
4. Communicate with my fellow staff members with grace, tact, and honesty
5. Have no unresolved conflict
6. Not gossip and only speak positively about others
7. Commit to having my fellow staff members' back
8. Maintain healthy boundaries with the opposite sex
9. Consider all ministry areas with equal value
10. Seek, value, and apply feedback from other staff members,
11. Have fun together!



EMPLOYEE CLASSIFICATIONS

The Leadership Structure of MOSAIC is made up of multiple teams including a Board of Directors made up of elected Elders. Two of the staff teams are the "SMT" (Senior Management Team) and the "LEAD TEAM". The SMT is generally made up of some or all of the Executive staff members.

The LEAD TEAM is generally made up of some or all of the Pastoral & Ministry Director staff members.

EXECUTIVE STAFF:

Salaried employees who have responsibility for ministry oversight and shepherding. Pastoral staff members are exempt employees. They receive a fixed dollar amount per pay period, and do not qualify for overtime benefits.

PASTORAL & MINISTRY DIRECTOR STAFF:

Salaried employees who have responsibility over ministry, but who are also under the shepherding oversight of an Executive Pastoral Staff member. Pastoral & Ministry Director Staff members are often exempt employees, but not always. They receive a fixed dollar amount per pay period, and do not qualify for overtime benefits. They can be full time or part time employees.

SUPPORT STAFF:

Salaried employees whose primary responsibilities are of a support nature (i.e., ministry assistant, manager, coordinator, bookkeeper, maintenance etc.). Full-time support staff members qualify as administrative employees under FLSA and are exempt employees. They receive a fixed dollar amount per pay period, and do not qualify for overtime benefits. Part-time support staff members are not exempt employees.

HOURLY STAFF:

Employees who are paid an hourly wage and whose primary responsibility is to support salaried employees' functions. Hourly staff members are non-exempt employees who do not meet the exemption of FLSA overtime pay requirements, and are therefore eligible to receive overtime pay. Overtime is paid at the rate of one and one half times their regular rate of pay for hours worked in excess of 40 hours.

Full-time Staff: Full-time employees are those employees scheduled to work 40 or more hours per week. Full-time employees are eligible for benefits as delineated in Section 4.

Part-time Staff: Part-time employees are those employees scheduled to work fewer than 40 hours per week. Part-time employees are eligible for benefits as delineated in Section 4.



JOB DESCRIPTIONS

Specific duties and responsibilities for your staff position are documented in your formal job description. Your job description includes a general description, your essential job functions, your staff designation and reporting relationship. Job descriptions are available to assist new staff members with understanding their duties and responsibilities and other specifics about their position. Job descriptions are also used to identify the requirements of a position, to determine hiring criteria, to set standards for your performance, and to establish a basis for making reasonable accommodations for individuals with disabilities. The Executive Pastor and the ministry area leader develop job descriptions as the primary vehicle for establishing and creating a new staff position. Existing job descriptions are reviewed and revised as needed when the requirements of a position change significantly. You are encouraged to assist your supervisor with ensuring your job description accurately reflects the specifics of your position. All questions or concerns about job descriptions should be discussed with your ministry area leader or the Executive Pastor.

TRAINING PERIOD

All non-pastoral employees work on an introductory basis for the first 90 calendar days after the date of hire. If we determine that the designated training period does not allow sufficient time to thoroughly evaluate your performance, the training period may be extended for a specified period. If the training period is extended, you will be notified in writing and a copy of the notification will be placed in your file. The training period is intended to give you the opportunity to demonstrate your ability to achieve a satisfactory level of performance and to determine whether the new position meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance. Either you or the church may end the employment at will at any time during the training period, with or without cause or advance notice.

EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Annual formal performance evaluations will be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. Formal performance evaluations will be conducted at least once a year, typically just prior to the beginning of the fiscal year (September 1). Additional performance evaluations will typically occur at the end of the introductory/training period or anytime performance expectations need to be clarified. Your evaluation may be done by your supervisor or by the Executive Pastor and/or Lead Pastor. You are entitled to comment on your evaluation and have those comments included with the evaluation in your file. Evaluations shall be signed by both you and the supervisor performing the evaluation. Completed evaluations will be filed in your personnel file. The performance evaluation allows you and your supervisor the opportunity to: 1) Review and update the job description; 2) Assess present working conditions; 3) Discuss/assess past performance; and 4) Develop goals for the upcoming year. Records of disciplinary actions and other relevant documents are retained in an employee's personnel file. The Elder Board will conduct the Evaluation process for both the Lead Pastor and Executive Pastor.

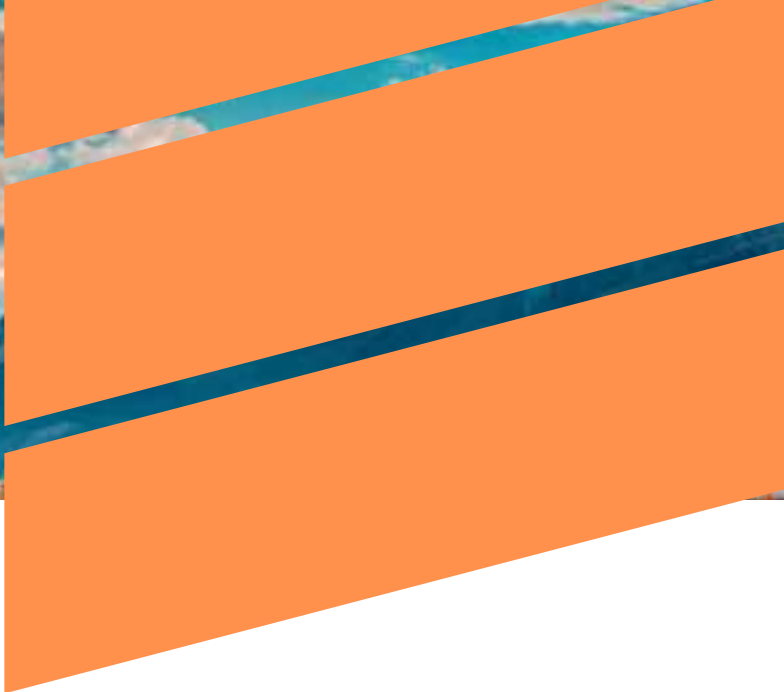


PERSONNEL RECORDS

We maintain personnel records regarding each employee. The personnel file includes such information as your job application, resume, training records, documentation of performance appraisals and other employment records. In order to ensure that records are current, you must report any change in name, address, phone number, marital status, or any other pertinent information, to the Finance Director. The Finance Director may require written verification of a change in social security number or name change. Personnel actions are handled in a manner that respects privacy and confidentiality to the extent provided by law. Every employee must respect these rights of co-workers. Personnel files are the property of the church and access to the information they contain is restricted. The only persons authorized to have access to personnel files are the Finance Director, Bookkeeper, Lead Pastor, Executive Pastor and the Board of Elders. The Board of Elders can provide written authorization for other persons to have access to personnel records. With reasonable advance notice, you will be permitted to review your own file, in the presence of an individual appointed by the Executive Pastor to maintain the file, in a controlled environment that will guarantee confidentiality. If you wish to review your personnel file, you should contact the Executive Pastor to arrange for a convenient time. Any person who has access to individual personnel information shall not discuss such information with any other person except those persons who have valid authority in the matter. Failure to comply with confidentiality requirements can result in discipline, including immediate termination.

Documents you may inspect:• Employment documents (e.g. tax information, housing allowance, etc.)• Resume• Emergency notification form• Performance evaluations/reviews• Employee benefit verification form• Job description.

Documents not open to inspection:• Letters of reference• Records that may be produced in a judicial proceeding as part of a pending claim between the employer and the staff person.• Records regarding an employer's investigation of alleged criminal activity.



SECTION 3

COMPENSATION

WAGE AND SALARY REVIEWS

We have established a formal compensation structure to ensure you are fairly and consistently compensated. The structure is established and periodically adjusted based on specific position requirements relative to the local and national market for similar positions. The compensation structure also ensures compliance with all applicable federal and state employment laws. The Executive Pastor & Lead Pastor annually review the salary for each employee. The Board of Elders annually reviews the salary for the Executive Pastor & Lead Pastor. In setting the initial salary and in making annual salary adjustments, consideration is given to the following items:

- 1) Current pay in the national and local market, or in comparable positions at other churches,
- 2) Responsibilities of position as outlined in the job description,
- 3) Training, education, and experience,
- 4) Performance,
- 5) Any salary recommendations given by the supervisor,
- 6) Cost of living
- 7) Hours worked each week.

(The Elders give overall approval to the personnel budget each year).

PAYDAYS

Paychecks are issued twice monthly (by ADP direct deposit), on or about the 15th and on or about the last day of each month.

PAYROLL DEDUCTIONS

We comply with the various payroll deductions required by law, such as federal income tax, state disability insurance and social security taxes. You must authorize, in writing, any other deductions. We are required to deduct Social Security (FICA) contributions for employees unless they have applied for and received a government-approved exemption. By law, pastors are treated as self-employed for Social Security purposes, and FICA is therefore not deducted from paychecks for Pastoral Staff; if not exempt, a pastor may be required to pay FICA on their own. FICA is deducted from paychecks for support staff. Each paycheck stub will itemize amounts that have been withheld so that this information may be kept for tax purposes. Questions about deductions may be directed to the Finance Director. We comply with applicable state and federal laws regarding the garnishment and assignment of wages.

SECTION 4

BENEFITS

WORKERS' COMPENSATION INSURANCE

We provide a comprehensive Workers' Compensation Insurance program at no cost to you. You are automatically covered by Workers' Compensation Insurance at the time of hire. The Workers' Compensation Insurance covers injuries or illnesses that might happen during the course of employment that require treatment of any kind. Subject to legal requirements, Workers' Compensation Insurance begins after a waiting period. If you are hospitalized, benefits begin immediately. Workers' Compensation Insurance covers only work-related injuries and illnesses. Neither we nor our insurance carrier will pay Workers' Compensation benefits for injuries that might happen to a staff member participating in non-work-related activities. You are required to report all work-related injuries to your ministry area leader immediately, regardless of how minor the injury may seem. Prompt reporting ensures that you are treated without delay and helps to ensure a proper investigation is performed as to the cause of the incident. We comply with applicable state and federal law for work-related illness or injury. Absences caused by work-related illness or injury will be reviewed on an individual basis by the church. It is your responsibility to exercise due care for the safety and protection of all employees. If an accident occurs, it is important to get proper first aid and/or medical attention immediately. Any injury or illness should be reported to the immediate supervisor as soon as it happens, regardless of how minor it may be. Within 48 hours, a written report should be filed with the immediate supervisor. Failure to report a work-related injury in a timely manner may affect an employee's right to benefits. Pursuant to Colorado law, any person who has a Workers' Compensation injury may be subject to drug testing.

MEDICAL INSURANCE

At this time, Executive full-time employees and Pastoral Full Time Employees are eligible for group medical and dental insurance. Benefits are provided as follows: A base level of Employee and dependents' premium are paid. Upgrades are available at the expense of the employee through payroll deductions. Medical benefits may change as deemed appropriate by church leadership.

LIFE AND DISABILITY INSURANCE

At this time, Executive full-time salaried employees are entitled to Life and Disability Insurance benefits effective the first day of the month after the date of employment. Life insurance limits will be determined at the time of hire, but are generally one to two times the amount of the employees annual salary.

RETIREMENT PLAN

At this time, Executive full-time salaried employees will have contributions made on their behalf to the Converge Cornerstone Pension plan. This is a base level contribution, and other retirement considerations should be made by the employee. All Salaried employees working at least 20 hours per week may direct a portion of their salary into the church's 403(b) retirement plan. You may make elective, pre-tax contributions to your retirement account subject to limitations established by IRS rules and regulations. You will be asked to submit an election form indicating the amount of your contribution.



PAID TIME OFF

MOSAIC is proud to offer a very generous PTO policy compared to industry standard!

PAID HOLIDAYS

The following 14 days are observed holidays and the church office will be closed. These holidays are paid and do not count against your PTO!

MLK Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day through New Years Day (Dec 25th-January 1st)

Except for Dec 25th-January 1st, if a Paid Holiday falls on a Saturday or Sunday, or on a day when the church office is normally closed (Friday), the Executive Pastor will designate an appropriate day to be observed.

PAID TIME OFF (PTO)

In addition to the 14 paid holidays listed above, all regular full-time employees are eligible for full PTO benefits per the guidelines shown below. The term "PTO" refers to both Vacation Time and Sick Time. It is encouraged to spend your allotted PTO hours wisely and plan for at least some unexpected illness. Regular part-time employees will be entitled to the same number of PTO days as regular full-time employees, but at their part-time rates. For example, if a full-time employee receives 40 hours (1 week) of PTO, a 20 hour per week person receives 20 hours (1 week). PTO schedules for all employees are maintained on a calendar year basis. This means all PTO hours are loaded on January 1 for the entire year and will load again the following January 1.

If your anniversary date falls before September 1 of that year and you earn an extra week of vacation (example: at 5 years), you will receive the full extra week for that year. If your anniversary date falls on or after September 1, you will receive the extra week the following year. In the year of hire, employees will receive PTO hours on a prorated basis compared to their start date.

PTO requests are partially based on a first come, first serve basis and if the requests do not meet the needs of the staff and congregation, they can be denied. Please note the "Black Out" dates when requesting PTO time. All requests must be approved by your direct supervisor and/or the Executive Pastor. All employees are encouraged to use all PTO hours for each calendar year. PTO hours are given for the benefit of the employee so that they can rest, maintain a healthy work/life balance and to create a safety net for Staff in the event of unexpected illness. PTO hours will NOT roll over from year to year. Only on the rarest of occasions will PTO hours be allowed to roll over with pre-approval from the Executive Pastor. If your employment ends and you still carry PTO hours, you will be paid out these days on your final check. Since you earn all your PTO hours for the year on January 1, your termination date will be considered regarding hours paid out upon termination and prorated accordingly.

VACATION TIME ACCRUED BY POSITION

(Example Below is based on a full time 40 hours schedule, part time hours change accordingly)

Executive Staff:

0-4 years: 5 weeks or 200 PTO hours

5 years +: 6 weeks or 240 PTO hours

Pastoral and Director Ministry Staff:

0-4 years: 4 weeks or 160 PTO hours

5 years +: 5 weeks or 200 PTO hours

Support Staff & Hourly Staff:

0-4 years: 3 weeks or 120 PTO hours

5+ years: 4 weeks or 160 PTO hours

The Executive Pastor can make changes to an individual's vacation accrual based on salary compensation agreements, seasonal extremities for a ministry position and any other situation agreed upon by the executive staff.

BLACK OUT DATES

While we want you to enjoy the trust and flexibility that comes with this generous PTO policy, there are a few situations throughout the year where an "all hands on deck" attitude is needed from our church staff.

With the Easter & Christmas seasons being some of the most important times for MOSAIC, the following dates are generally not available for staff to request PTO. Special consideration may be given for extenuating circumstances like illnesses, Family Leave or Compassionate Leave. In general, vacations and travel should not be planned for during these times.

-Easter Sunday

-December 18th-24th. (These dates may occasionally change from year to year as Christmas moves around each year)

JURY OR WITNESS DUTY

We encourage you to fulfill your civic responsibility of jury duty. When you receive a summons for jury duty or a subpoena for witness duty, you should notify your supervisor immediately. If you are verbally requested to serve as a witness, you will need to obtain a written subpoena. We will, at the normal rate of pay, compensate you for serving on a jury or witness duty (other than inactions against the employer). You may keep any compensation received for jury duty to help alleviate travel and parking expenses. Upon completion of jury duty, a verification of attendance form must be presented to the Finance Director for placement in your personnel file. It is your responsibility to report jury and witness duty absences on an attendance/absence report form. If you are excused from jury duty for the day, or are excused early, you should report to work immediately after being excused when it is practical to do so. We may request that jury duty be rescheduled for a later date that would be more convenient for the church.

TIME OFF TO VOTE

We encourage you to vote in all elections. If it is not possible to vote before or after working hours, time will be granted as needed to allow you to vote in elections.

SHORT-TERM MISSION TRIPS

You are encouraged to participate in short-term mission trips under the following guidelines: 1. The trip must be pre-approved by your supervisor and the Executive Pastor. 2. The first 1 weeks (5 work days) of an approved trip will be considered as regular time worked. 3. Longer trips may be approved by the Executive Pastor if the purpose of the trip is deemed specifically beneficial to your specific ministry. Without special approval, longer trips may be allowed (i.e. after the initial 2 weeks), but any additional time will be charged against available Vacation PTO.

PROFESSIONAL DEVELOPMENT

We encourage our Pastoral and Director Staff members to continue to grow and develop professionally. We recognize a variety of ways that this can be accomplished including: conferences, continuing education, outside ministry opportunities and sabbaticals. Pastors and Directors are free to take advantage of this benefit each year, but planning time away must fit with the timing and needs of the ministry of the church and must be approved in advance by the Executive Pastor. Pastors and Directors may take a total of 15 days away annually from ministry at MOSAIC to be spent in conferences, continuing education and/or outside ministry. Sabbatical time away is addressed separately below.

CONFERENCES

Pastoral and Director staff members who choose to attend a conference are allotted up to 5 days of conferencetime per year. This benefit is designed to enhance your effectiveness by providing additional training appropriate to your ministry. We will pay conference expenses, limited by the personal expense account budget allotted to each specific Pastor and Director and the approval of the Executive Pastor. Conference choices will be pre-approved by the Executive Pastor.

CONTINUING EDUCATION

Pastoral & Director staff members may also choose to continue their education by pursuing a degree from an approved evangelical seminary, or other approved training in areas of ministry expertise. Plans for continuing education must be approved by the Executive Pastor. Continuing Education expense reimbursement is limited by the personal expense account budget allotted to each specific Pastor and Director and the approval of the Executive Pastor.

Pastors who choose this option will be allotted up to 5 days away for continuing education. Homework for continuing education is to be completed outside of working hours.

The Lead Pastor is encouraged to continue his education throughout his career, including a carefully developed personal program of study augmented periodically by involvement in organized educational activities. The Lead Pastor's continuing education program will allow study absences or additional conferences for at least two additional weeks each year. The Lead Pastor's continuing education shall not be considered as part of his vacation and shall be planned in consultation with the Elders. The Elders will determine if the church will pay any or all of the related expenses. Extended sabbaticals for the Executive Staff may be granted by the Elders.

Continuing Education for Support and Administrative Staff

Employees who wish to participate in continuing education opportunities must seek approval from the Executive Pastor. When it can be demonstrated that the church will benefit from your participation in an educational program or conference, such participation will be considered as regular time worked (when regular work time is missed). The Executive Pastor will determine if the church will pay some or all of the related expenses.

OUTSIDE MINISTRY OPPORTUNITIES

Outside ministry opportunities are ministry activities that are not sponsored by, or performed on behalf of, MOSAIC Church. Outside ministry opportunities are treated as work days for pastors. For example, a pastor may speak, consult or otherwise minister at another church, a para-church organization, camp or mission ministry. Pastors are allotted up to 5 days per year for outside ministry with the approval of the Executive Pastor.

As noted above, the combination of conference/continuing education time and outside ministry time may total up to 15 days per year.

SABBATICAL

After each 7 years of full-time employment and service at the church, Pastoral Staff members qualify for a two-month sabbatical for the express purpose of rest, research and study. The goals, proposed dates, itinerary and projected cost of the sabbatical must be submitted to the Lead Pastor and Executive Pastor at least six months prior to the sabbatical. If scheduling conflicts exist, it may be required that the sabbatical be taken in two or more portions.

Pastoral Staff seeking to continue their education may request the use of sabbatical time in smaller segments to accelerate their educational process. Requests for use of sabbatical time for continuing education will be considered after four years of service at the church, with sabbatical time accrued on a pro rata basis. Expenses for the sabbatical (travel, meals, lodging, tuition, books, etc.) will be covered by the church up to a limit of 2 times the typical annual allowance in place for Ministry Expense. Church incurred expenses for portions of sabbaticals that are used as family vacation will be counted as taxable income to the employee. These expense must be planned for before the beginning of a budget year. Mid-budget year sabbatical proposals will not be considered.

Prior approval by the Executive Pastor is required for vacations, conferences, ministry opportunities away from the church, sabbaticals, continuing education, etc. Requests should be made at least 2weeks prior to the event.

LEAVES OF ABSENCE

A leave of absence without pay will be considered for extraordinary circumstances not detrimental to the ministry of the church. This can be granted only with the approval of the Executive Pastor or Lead Pastor. You may want to request a leave of absence for compelling reasons not included in the family/medical leave policy, such as: 1. Extended family crisis 2. Extended short-term missionary service. You should request a leave of absence by completing a leave of absence form a minimum of 2 weeks prior to when you will need the time off. The same guidelines for benefits, management approval, and returning to work as above will apply while on leave, except an 8 week limit will be set. Unpaid leave for other than family or medical leave may be granted from 1 week up to a maximum of 8 weeks. If more than 8 weeks is requested, it may be granted, but you will be financially responsible for any medical, life, and long-term disability premiums for which you are eligible. Nothing in this policy is intended to authorize a violation of state or federal laws. The applicable law will always supersede any provision of this policy.

FAMILY LEAVE

We provide staff with family and medical leave for up to 12 weeks. However, in most cases this leave is without pay. Use of unused PTO time may be approved in the event of a family or medical leave if approved in advance by your ministry area leader. If desired, eligible benefits may be continued during the leave but you will be financially responsible for any medical, life, and long-term disability premiums for which you are eligible. Also under the Family and Medical Leave Act (FMLA), you may request maternity/paternity leave. To minimize your financial burden, we will pay you up to 3 weeks of maternity/paternity leave. If you so choose, you may also request use of any unused PTO time as part of your maternity/paternity leave. For example, an employee with 2 weeks of PTO could be paid for as many as 5 weeks of maternity/paternity leave. Eligible benefits will continue throughout approved maternity/paternity leave. Maternity/paternity leave should be requested of the ministry area leader at least four weeks in advance in order to allow the ministry area leader to adequately prepare for your absence. If extenuating circumstances exist, as determined by the ministry area leader, requests for maternity/paternity leave may be granted with less than four weeks' notice.

COMPASSIONATE LEAVE

We provide compassionate leave to you as needed in the event of an immediate family member's death. Compassionate leave should be requested of your ministry area leader as soon as possible upon learning of the death. Compassionate leave is also allowed for short-term crisis events with an immediate family member. You become eligible to use compassionate leave upon the completion of 90 days of service. Compassionate leave for short-term crises will be granted on a case-by-case basis and must be approved by the Executive Pastor and your supervisor. While you are on compassionate leave, you will receive your base rate of pay and regular benefits. The duration will be handled on a case-by-case basis, and will be determined by the Executive Pastor and your supervisor. For the purposes of this compassionate leave policy, "immediate family" is defined as a staff member's child, spouse, parent, grandparent, brother or sister. Immediate family also includes a spouse's child, parent, grandparent, brother or sister.

MILITARY LEAVE

Employees who are called, voluntarily or involuntarily, to perform active duties or training with the armed services, including the National Guard and organized reserves of the Armed Forces of the United States will be granted time off for duty in accordance with the Uniform Services Employment and Reemployment Rights Act of 1994 and the provisions of the Colorado code. Reservists and National Guard Members, whose duty is normally a two-week period each year, will be paid the difference between their regular salary and military pay for the business days during this temporary duty assignment for two weeks. Emergency call-ups will be handled on an individual basis. Those reservists called up for active military duty during declared war or emergency situations will be paid the difference between their regular salary and military pay only as required by law.

Employees who are granted military leaves of absence are entitled to full re-employment rights subject to the governing federal and state laws. It is your responsibility to provide your supervisor with a copy of the duty orders, and to report military leave absences on an attendance/absence report form. You and the Executive Pastor must sign reports. Military pay vouchers must be submitted to the Finance Director in order to receive appropriate salary payment. You will not accrue vacation, tenure or other benefits during the period of your active service. The Executive Pastor or the Lead Pastor must approve any exceptions to the above policy.

MINISTRY EXPENSES

MINISTRY CREDIT CARDS

We provide employees who manage budgets a ministry credit card. Support staff employees may also be provided a ministry credit card if requested by a budget managing supervisor. Ministry credit cards are the primary method to be used to make ministry purchases. Please refer to the Credit Card Policy for further details.

REIMBURSEMENT POLICY

We provide reimbursement to you for expenses incurred on the church's behalf in circumstances only when using a ministry credit card is not possible. We have established an Accountable Reimbursement Policy in accordance with tax regulations 1.162-17 and 1.274-5(e). All reimbursable expenses will be paid in accordance with the policy. Please refer to the Accountable Reimbursement Policy for further details.

MILEAGE

We will reimburse you for mileage related to the ministry of the church. The reimbursement rate will be the current rate allowed by the Internal Revenue Service and is limited to a maximum amount specified in the budget. This is limited to the available budget of a pastor or directors personal ministry expense account. Support staff will be reimbursed for mileage based on the approval of their supervisor.

MINISTRY EXPENSES

Pastoral & Director Ministry staff members are allotted an expense account budget annually to use toward professional ministry expenses. Support staff members may in some case also qualify for an expense budget for ministry expenses. This allowance will be limited to a maximum amount specified in the budget each year.

CONFERENCE OR CONTINUING EDUCATION

Qualifying staff members will be reimbursed for conference and continuing education expenses as outlined in the Ministry Benefits section above.



SECTION 5

RULES AND REGULATIONS

CODE OF ETHICS & CONDUCT

MOSAIC is a Christian place of employment. The Bible is our Roadmap and we base our guidelines for lifestyle and work ethic on the teachings found in Scripture. Our ability to successfully help people experience a Jesus Centered Life depends, in large, on the trust in you to members, attendees, visitors, and the community. For these reasons, we expect your conduct (both on the job and off the job) to be in line with the moral, spiritual, and ethical guidelines of Scripture. You will be expected to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

It is your responsibility to comply with our code of ethics and conduct. Staff members who ignore or do not comply with this standard of ethics and conduct may be subject to corrective action, up to and including termination of employment.

Our code of ethics and conduct prohibits, but is not limited to, the following list:

- Theft or inappropriate removal or possession of church property
- Falsification of church records
- Working under the influence of alcohol or drugs, both legal and illegal
- Possession, distribution, sale, transfer, or use of alcohol or drugs in the workplace or while operating church-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of church property
- Insubordination or other disrespectful conduct
- Violation of health or safety rules
- Sexual or other unlawful or unwelcome harassment
- Use of pornography or other sexual immorality (as defined in the church's Policy on Marriage and Human Sexuality)
- Possession of dangerous or unauthorized materials in the workplace without proper authorization (such as explosives or firearms) (See church's policy on Concealed Handgun Permits)
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of confidential information, including any information related to compensation (monetary or other specifics) and performance evaluations
- Unsatisfactory performance or conduct

Use of good judgment and high ethical principles are essential in making good decisions. However, if you are not sure if an action is ethical or proper, you are invited to discuss the matter openly with your supervisor or the Executive Pastor. With all this mind, we do not want to create an environment where an employee struggles with any of these ethical situations in secret. Confession and the seeking of help, will not automatically lead to termination. The timing and circumstances surrounding each individual situation will always be taken into account when making those decisions.



CONTACT WITH THE OPPOSITE SEX

As a church staff, it is especially important to ensure there are healthy boundaries between members of the opposite sex. Therefore, it is our policy that no two staff members of the opposite sex meet for any reason alone while away from the office. This includes, but is not limited to, going to lunch together, having coffee, or any other occasion that would have two staff members of the opposite sex alone together. Additionally, two staff members of the opposite sex should not be alone in an office for any significant period of time, and should never meet in an office with the door closed unless that door has a window with no obstruction of view. If it is necessary that two staff members of the opposite sex travel to the same destination for the same event/conference, they are required to travel separately and some provision must be made that their time at the event/conference does not allow the two to be alone at any time for any reason.

Of course, one on one communication is important between staff members regardless of gender, therefore certain provisions are made to allow such meetings to take place. For example, all office, conference room, and classroom doors should be furnished with windows to allow others to see into the room. If the office or conference room door window is furnished with blinds or other covering, it must be kept open at all times while the meeting is taking place. Rooms with doors without windows should not be used for one-on-one meetings between staff members of the opposite sex. Meetings may also take place on church grounds, in the open where others can easily see the meeting taking place.

This policy also applies to all staff members when they are meeting with anyone else of the opposite sex, except for spouses and other relatives. For example, the Student Pastor must have a third person present for all meetings with a student or volunteer of the opposite sex.

This policy does not specifically apply to unmarried staff members who are involved in a dating relationship. However, appropriate work boundaries will be expected to be observed. In a situation where an unmarried staff member becomes involved in a dating relationship with another unmarried staff member, both staff members must make the Executive Pastor aware of the relationship. In all cases, an unmarried staff member may not become involved in a sexual relationship with anyone. Unmarried staff members may not be involve in a romantic relationship with a minor and is also encouraged to use great discernment when becoming involved in a relationship with a church congregant or volunteer.

NON-DISCLOSURE

By nature, a church environment requires sharing confidential information. We hold all employees to the highest standards in maintaining the confidence of information learned through employment by the church. Confidential information includes, but is not limited to, the following:

- Counseling information
- Compensation information
- Member and attendee lists
- Member preferences
- Financial/giving information
- Performance evaluations
- Premature communication of possible changes, events, plans, etc.

Every church staff member is asked to sign a Non-Disclosure Agreement as a condition of employment. Volunteers, contractors, etc. are asked to review and re-sign a Non-Disclosure Agreement as needed to ensure they are adequately aware of their responsibility relative to our Non-Disclosure Policy. Improper use or disclosure of confidential information may result in corrective action up to and including termination of employment. This applies even if a staff member does not receive any benefit from the release of such information. Questions about what information should be considered to be confidential should be directed to the Executive Pastor.

CONFLICTS OF INTEREST

We have a specific policy and guidelines to avoid real or potential conflicts of interest in all business dealings and other ministry activities. It is your responsibility to strictly adhere to these guidelines. For more specifics or any questions related to conflicts of interest, refer to the Conflict of Interest Policy or contact the Executive Pastor. When you conduct business with another organization or contractor, you must do so within the guidelines of the Conflict of Interest Policy. Every Pastor, Director and Elder and church officer is required to sign the Conflict of Interest statement annually.

ALCOHOL AND DRUG USE

Our campus is completely alcohol and drug free. Therefore, consumption of alcohol, marijuana or use of illegal drugs on church property is strictly prohibited. The unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance on the church premises or while conducting church business is absolutely prohibited. Violations of this policy will result in disciplinary action, including immediate termination, and may have legal consequences. In some cases, events hosted off of church property may include the serving of alcohol. The consumption of alcohol in moderation may also be permitted at certain church staff events such as retreats, holiday dinners, etc. Any such event where alcohol will be served must be held off church property and be approved in advance by the Executive and Lead Pastors. If you need help in dealing with drug or alcohol problems, you are encouraged to seek proper assistance. Conscientious efforts to seek such help will not necessarily jeopardize your job.

CONCEALED HANDGUNS

Colorado law allows persons with a CHP (Concealed Handgun Permit) to properly carry a handgun onto church property. As an employer we have the right to limit employees from possessing handguns on campus, even those employees with a valid CHP. Prior to carrying a concealed handgun for the first time on church premises during regular weekday hours, you must request written approval from the Executive Pastor. Consideration to authorize a staff member to carry a firearm to mitigate personal risk must not create additional risk to others. Permission will only be considered if you have obtained a CHP. Permission will be considered when it is deemed that church and/or personal safety is improved, not because of second amendment rights. For authorization, you are required to present a valid CHP for verification and sign a permission request letter that states that the weapon will remain on your person or in a locked safe at all times while on the premises (not in a purse, desk, briefcase, etc.). Permission request letters are valid for one year and must be renewed in January of each year to ensure that the reason for the permission still exists. Permission requests letters will be filed and supervised by the Executive Pastor and are subject to audit to ensure compliance. We reserve the right to require marksmanship training from time to time, as may be deemed appropriate. Per Colorado State law we can not and do not regulate the indirect possession of firearms by employees that have firearms stored in a locked car in our parking lot.

Authorization/permission will be revoked for non-compliance. If you carry a firearm on the MOSAIC Campus without prior authorization/permission, you will be subject to disciplinary action.



CHURCH ATTENDANCE AND GIVING

Because the Sunday services are a crucial element in the church's strategic process, it is an expectation that Pastors & Directors be in attendance during Sunday services. They should not miss in excess of 6 Sundays in any given year. This does not apply to employees with a predetermined "business week only" work schedule. For example, an employee in the Finance Department, likely does not have a Sunday morning attendance expectation. In addition, in order to demonstrate a commitment to the church and to set an example for others, they should be in attendance at other church-wide events. During church services and events, pastors and directors should be available to assist in whatever way is necessary to effectively facilitate ministry.

Because our church is completely funded through offerings, staff members are encouraged to demonstrate leadership and set an example to others by giving regularly to the work of the church.

Giving to MOSAIC is in not required to remain in good standing as an employee. The giving of employees is never intentionally monitored or evaluated. However, generous giving by all staff is encouraged in order to lead by example



HARASSMENT

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is illegal when submission to or rejection of such conduct is used as a term or condition of employment, or is used as a basis for employment decisions. Sexual harassment, which has the purpose or effect of substantially interfering with an employee's work performance or which creates an intimidating, hostile, or offensive work environment, is also illegal.

Examples of unwelcome conduct that may constitute sexual harassment include, but not limited to:

- Requesting or offering sexual favors in return for job benefits
- Cornering, patting, pinching, or brushing up against a person's body in a manner that is sexual in nature
- Open speculation or inquiries about a person's sex life
- Jokes, remarks, lewd language or innuendoes that are sexual in nature about a person or such comments about women and men in general which result in an intimidating, hostile, or offensive work environment
- Displaying sexually explicit material in the workplace.

OTHER TYPES OF HARASSMENT

Harassment of persons on the basis of their race, color, age, physical or mental disability, medical condition, ancestry, national origin, marital status, political affiliation, or creed is a violation of law. MOSAIC will not tolerate such unlawful discrimination in the workplace.

The following behaviors regarding these classes are some examples of unlawful discrimination harassment:

- Abusing the dignity of a person through insulting or degrading remarks or conduct
- Threats, demands, or suggestions that an employee's work status is contingent upon the employee's toleration of such behavior
- Subjecting a person to demeaning and/or degrading activities in order to gain co-worker acceptance (i.e. hazing)
- Disciplining or terminating an employee because of worker incompatibility, which is caused by, prohibited discrimination (i.e. prejudiced or biased behavior).

It is everyone's responsibility to make a reasonable effort to prevent all forms of unlawful discrimination from occurring and to take immediate and appropriate corrective action when harassment is brought to our attention. We affirm the right, in accordance with this policy, to discipline any employee who engages in harassment. Also, we may act on any failure of a supervisor to respond to an employee's complaints of personal observations of harassment.

You may file a harassment complaint based on sexual harassment or discriminatory harassment by contacting the Lead Pastor, the Executive Pastor, or the Elders, who shall make every reasonable effort to complete an investigation and make a decision within 30 days.

ATTENDANCE AND PUNCTUALITY

You are expected to work the number of hours designated in your job description. Moreover, you are expected to report for work on time and work until the end of your work period (schedules for each employee shall be determined by his or her supervisor). Working from home or from another location is typically not permitted and must be approved in advance by the Executive Pastor. Working from home is an exception to regular in-office hours, and will be recorded and logged separately from in-office, sick days or vacation days. Only when included in the job description, will working from home be regularly permitted (as a consistent part of a the job). Compensation (Comp) time is allowed when a full-time salaried employee must work exceptionally long hours in a short period. Comp time is not intended to fully offset extra time worked, but simply provide relief for a heavy work week or season. Comp time must be requested in advance and must be approved by the Executive Pastor. Comp time should be taken within one week of the extra time worked.

If you are ill or will be tardy, you are to promptly contact your supervisor. When a pattern of tardiness is detected by a supervisor, or when tardiness affects an employee's productivity, disciplinary action will be initiated.

LUNCH BREAKS

Regular lunch breaks are 1 hour. For part time and hourly employees, lunch breaks do not count towards your paid work time unless it is for a work related meeting or event. On occasion, it may be necessary to forego a lunch break in order to leave work early. However, this practice should be exercised rarely, and you should first check with your supervisor before doing so. When an extended lunch is work related (e.g. lunch with a supervisor or a volunteer), regardless of duration, time in excess of 1 hour need not be made up. However, when you have an extended lunch of a personal nature, any time in excess of 1 hour should be made up that work day. In order to ensure proper supervision of the church office and volunteer receptionists, an administrative office staff member is required to be present during church office hours. Hourly employees will clock in and out according to the time clock system in place.

PERSONAL APPOINTMENTS

You are strongly encouraged to make personal appointments (e.g. doctor's appointments, etc.) outside their scheduled work time. If unable to do so, you will notify his or her supervisor of the conflict and discuss how the time shall be made up.



GENERAL INFORMATION

BUSINESS HOURS

Office hours are defined as the hours that the church is open to the public. Church office hours are Monday through Thursday, 9:00am to 5:00pm and Sundays 8am-2pm.

DRESS CODE

During regular office hours, you are expected to be dressed in modest, clean professional attire. Shorts, flip flops, tank tops, t-shirts and other overly casual items are generally not appropriate for a professional office environment. On occasion a T-shirts or hats can be worn, but should be limited to MOSAIC branded items.

EMPLOYEE PARKING

Because our insurance policy does not cover personal property, we will not be responsible for theft or damage to any vehicles parked on or near church property. Also, we will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed. Employees are also asked to park in the front (west) parking lot, leaving the closest spaces empty for any office guests.

SMOKING POLICY

The MOSAIC campus is a smoke-free workplace. Employees are prohibited from smoking in all areas of the facilities and church property.

USE OF VIDEO SURVEILLANCE

We may use video surveillance for security reasons and to monitor conditions within the church. Surveillance video footage is the sole property of the church and may be used at our sole discretion. Surveillance shall not occur in restrooms.

ELECTRONIC COMMUNICATIONS

OWNERSHIP OF MESSAGES

The electronic communications systems, which include, but are not limited to, the telephone, electronic mail, voice mail, facsimiles, computers, the Internet, and all information stored on them are the property of the church and are provided at our expense. All information and messages that are created, sent, received, accessed, or stored on these systems constitute church records.

BUSINESS USE

The electronic communications systems are to be used primarily to conduct church business. Reasonable personal use of such systems is permitted, but must not interfere with your productivity. You may not use the electronic communications systems for political causes; football pools or other sorts of gambling, illegal activities, seeking/inquiring about job opportunities outside of the organization, solicitations or advertisements for unrelated work purposes, or creating, possessing, uploading, downloading, accessing, transmitting, or distributing materials of a sexual nature. You may not use our electronic communications systems to post non-work related information, opinions, or comments to internet discussion groups and other such forums.

NO PRESUMPTION OF PRIVACY

Although you are expected to use passwords to access some of the electronic communications systems, such communications are not private and security cannot be guaranteed. In accessing the Internet, you should remember that all connections and sites visited may be monitored and recorded. You should assume that any communications - whether business-related or personal that you create, send, receive, or store on the church's electronic communications systems may be read or heard by someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through e-mail or over the Internet. We reserve the right to keep an employee's email address active for a reasonable period of time following an employee's departure to ensure that important business communications reach them; the Executive Pastor will review such communications.

EMPLOYER'S RIGHT TO MONITOR MESSAGES

We reserve the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties all messages created, sent, received, or stored on the electronic communications systems without prior notice to the originators and recipients of such messages. Authorized personnel may monitor the electronic communications of employees to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the church, or any violations of this policy and any other church policy.

MESSAGE RESTRICTIONS

Electronic communications may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, religion, political beliefs, or disability. Work email addresses may not be used for personal social media.



END OF EMPLOYMENT

RESIGNATION

To voluntarily terminate your employment, you are requested to provide your supervisor with a written resignation at least two weeks prior to the termination date. You must include in the notice the last working day you will be on the job, and you may include the reason for leaving. Failure to provide adequate notice of resignation will result in forfeiture of available PTO days. In leaving employment with the church, you are encouraged to have an exit interview with your supervisor and/or Executive Pastor. We reserve the right to accept an employee's notice of resignation and to accelerate such notice and make the resignation effective immediately, or on any other date prior to the intended last day of work as deemed appropriate. In such instances, you will be paid only until your last day of active employment. Items and equipment belonging to the church are expected to be returned or reimbursed in full before any potential severance and accrued benefits are released. Items that should not be removed (or copied) from the church include any and all keys, information, manuals, files, and confidential documents.

RETIREMENT

If you wish to retire, we request that you provide your supervisor with a written notification at least 30 days prior to the effective date of the retirement.

INVOLUNTARY EMPLOYMENT TERMINATION

An involuntary employment termination is our discretionary decision to end an employment relationship. The employee's supervisor shall document the involuntary employment termination. Benefits associated with employment terminate on the last day actually worked.

a) Return of Church Property. Upon termination of employment for any reason, the employee, on or before the termination date, will deliver to MOSAIC (and not keep in the employee's possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property or reproductions of such items developed by the employee pursuant to employment with MOSAIC or otherwise belonging to MOSAIC.

b) Preservation. The employee agrees not to copy, delete, or alter any information contained on any MOSAIC computer or MOSAIC equipment before returning such equipment. The employee agrees to provide the church with a computer-useable copy of all such confidential information electronically stored on any and all devices owned by the employee, or within the employee's control and then permanently delete such confidential information from those systems. The employee agrees to provide the church access to the employee's personal system as reasonably requested to verify that the necessary copying and/or deletion is completed.

c) Termination Certification. Upon termination of employment for any reason, the employee on or before the termination date, agrees to sign and deliver the Termination Certification attached hereto as Exhibit B. However, an employee's failure to sign and deliver the Termination Certification shall in no way diminish the employee's continuing obligations under this agreement.

d) Inspection. The employee agrees that any property situated on the church's premises and owned by MOSAIC, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by church personnel at any time with or without notice.

e) Exit Interview. The employee consents to an exit interview to confirm compliance with the obligation to return church property, and completing and signing the church's Termination Certification.

UNEMPLOYMENT COMPENSATION

As a non-profit corporation, we do not provide unemployment insurance.

MOSAIC

A JESUS CENTERED COMMUNITY

SECTION 6

DISCIPLINE AND APPEAL PROCEDURES

GENERAL APPEAL PROCEDURES

The appeal procedure is available to all employees and may be used when you feel that you are unfairly treated by your direct supervisor or another staff member. The appeal process applies only to work-related issues. For issues related to personality conflicts or personal differences, Matthew 18 (the biblical process of confronting one believer who sins against a fellow believer) should be followed, and the appeal procedure does not apply. Moreover, the process is not applicable to the progressive disciplinary procedure.

The following steps outline the appeal procedure:

You should describe the incident or situation to your immediate supervisor and request to initiate the appeal process. If the appeal concerns with the immediate supervisor, you should report it to the Executive or Lead Pastor. If the appeal is with the Executive or Lead Pastor, you should report it to the Board of Elders. The supervisor, Executive or Lead Pastor, or Elders receiving the complaint will investigate the complaint and report their findings, including any resolution or course of action needed, to the employee filing the complaint with as much expedition as may be reasonably presumed.

If the ruling is from the Elders, the decision will be final. If the decision is from either the immediate supervisor or Executive or Lead Pastor, and you are dissatisfied with the resolution of the complaint, you may file an appeal to the Chair of the Board of Elders within 5 business days of the decision. The Elders will investigate the complaint, which may include meeting with you, your immediate supervisor, and others, as necessary. Investigation will be completed with as much expedition as may be reasonably presumed. Once investigation is complete, the Board of Elders will render their decision and communicate it to those involved. The decision of the Elders will be final.

You will only be paid for time spent in appeal meetings held during your regularly scheduled workhours. If you do not conform to the time limits specified in the appeal procedure, the case will be disposed of according to the last decision given. If a supervisor fails to conform to the time limits specified in a particular step of the appeal process, you may proceed to the next step of the appeal procedure.

ANTI-RETALIATION POLICY

We strictly prohibit any form of retaliation against an employee who in good faith files an appeal, makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of our Code of Conduct or policies, or applicable laws, rules or regulations. This policy is designed to ensure that you feel comfortable speaking up when you see or suspect unethical or illegal conduct without fear of retaliation. It is also intended to encourage you to cooperate with the church in the internal investigation of any matter by providing honest, truthful and complete information without fear of retaliation.

PROGRESSIVE DISCIPLINARY PROCEDURE

In fairness to you and to church leadership, issues related to an employee's performance or behavior will be dealt with according to the following progressive guideline. While such issues are not easily dealt with, when done appropriately, the results can be very favorable if concerns are identified and guidance is provided in a caring Christian manner with the intent to correct the situation. In some cases an employee may be summarily dismissed without warning and without an opportunity to turn his or her performance problems around. A progressive disciplinary system promotes consistency, making it more likely that employees will be treated fairly. Our progressive disciplinary procedure follows a 4 step process.

VERBAL WARNING

Employees who fail to meet performance or behavior standards are subject to disciplinary action, including termination of employment. For other than major infractions (which can result in immediate termination), the employee will typically be verbally cautioned about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. This oral warning will be performed by the employee's supervisor and will be as informative as possible including soliciting of comments from the employee concerning the violation. The employee will be informed of the verbal warning, and it will be documented by the supervisor, noting the date, the subject of the warning, and any appropriate or significant comments and placed in the employee's file. Continued failure to meet established standards will result in a continuation of the discipline process, and can lead to ineligibility for merit increases, probation, suspension, or termination.

PERSONNEL MEMO/WRITTEN WARNING

The second step in the disciplinary procedure will be a personnel memo/written warning. The personnel memo/written warning is a tool to help the church communicate more effectively with employees. It may be used to advise, warn, or otherwise notify an employee of performance or conduct that is not acceptable. The personnel memo/written warning will clearly provide background and suggested alternatives or means to clear up the unacceptable performance or conduct. The memo will be written in a supportive and encouraging manner in order to assist the employee in improving his or her performance. The memo will be signed by the employee and supervisor and placed in the employee's file. The employee has the right to note if there is a disagreement concerning the content of the memo.

PROBATION

If violations continue, the employee may be placed on probation. A letter advising the employee, citing the reason and length of probation will be personally delivered to the employee by the supervisor, with a copy to the Executive Pastor. The memo will also indicate that unless performance improves or compliance with policies is met, the next step will be termination. The employee must sign the memo. A copy will be provided to the employee and a copy for the employee's personnel file.

TERMINATION

The final step will be termination. Without improvement, this most drastic step must be taken. It is hoped that the progressive disciplinary procedures as outlined above will assist in developing a supportive employee.

EXCEPTIONS

It is important to note that the severity of the offense may warrant not following the usual disciplining sequence, and that the disciplinary action taken may begin at any level. Probation, for example, could be given for a flagrant first offense, and immediate dismissal could result without prior warning or suspension in the case of major acts of misconduct or serious dereliction of duty.



MOSAIC EMPLOYEE ACKNOWLEDGEMENT FORM

The MOSAIC Church Employee Handbook describes important information about the church, and I understand that I should consult my direct supervisor or the Executive Pastor regarding any questions not answered in the handbook. I have entered into my employment relationship with MOSAIC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or the church, can terminate the relationship at will or without cause, at any time, as long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the handbook may occur and that I will be notified of such changes. I understand that revised information may modify, add, or eliminate existing policies and will supersede any and all former employment handbooks. With my signature below, I understand and acknowledge that this handbook supersedes any and all former handbooks.

Furthermore, I acknowledge that this handbook is not a contract of employment, nor is it a legal document, nor does it create any obligation on the part of MOSAIC to have "for cause" reason or any reason at all to terminate my employment. I have received the Employee Handbook, and I understand that it is my responsibility to read and understand the policies contained herein and am fully aware of my obligation to comply at all times with the responsibilities that are imposed on me as a condition of employment.



EMPLOYEE SIGNATURE

DATE

EMPLOYEE NAME (PRINTED)

DATE OF HIRE