

Atascadero Bible Church

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# PERSONNEL POLICY MANUAL

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*Cultivating Life Transformation While Reaching Our World For Christ*

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SECTION 1  
INTRODUCTION

## 1.1 WELCOMING STATEMENT

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Welcome to Atascadero Bible Church! We consider you a gift from God, and look forward to working with you as a member of our ministry team. We so appreciate you and the gifts and talents you bring to this ministry, and are committed to helping you achieve your highest level of service for the Lord in this ministry.

As a member of the ABC team, you represent the ministry in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you biblically, spiritually, and ethically. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Church's Mission Statement and other foundational beliefs.

## 1.2 MISSION STATEMENT

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**Engage** with our community, **Connect** with God and others, **Grow** spiritually, and **Multiply** disciples.

## 1.3 CORE VALUES

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### **Who we are and inviting others to be(come)**

1. We will be(come) **prayerful and Spirit-led**. We recognize that apart from Christ we can do nothing (John 15:5) so we will abide in him through worship, practice repentance, and seek the direction of the Holy Spirit through prayer.
2. We will be(come) committed to **knowing and teaching the Bible**. We will seek to study, teach, memorize and obey God's word knowing that it is the most tangible tool for transformation (Josh 1:8). We will uphold the Bible as absolute truth (2 Tim. 3:16).
3. We will be(come) intentional with **discipleship** with the goal making disciples. Whether it be a child, student, or new Christian, we will give our best resources to reaching the next generation of believers beginning with our own homes (Psalm 78:1-7). We know that the future of our church and the coming Kingdom belongs to them (Matt 19:14).
4. We will be(come) **connected to other believers in community**. We will not grow in isolation. God has designed us to live, learn, and grow alongside others in our spiritual journey (Proverbs 27:17). We will move toward others in groups with vulnerability and truth (Heb. 10:23-25).

5. We will be(come) **generous in sacrificing for the good of others**. We will not be inwardly focused on our own preferences, but rather put the needs of others above ourselves (Phil 2:3). As an act of worship, we will faithfully give from the first and not the last of our income.

6. We will be(come) **Partners in the gospel** as we discover and exercise spiritual gifts. We will demonstrate and share gospel truth in the workplace, at home, and in the church (1 Cor. 12:7).

7. We will be(come) **globally focused on the great commission**. We will invest our time, ability and finance into local, regional and global church planting efforts, believing that God's plan for reaching the world is the Church (Matt 28:18-20).

## 1.4 INTRODUCTION

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Atascadero Bible Church has prepared this manual to provide employees an overview of the church's policies, benefits, and rules. It is intended to familiarize employees with important information about the church, as well as information regarding their own privileges and responsibilities. It is important that all employees read, understand, and follow the provisions of the manual as it may be amended from time to time by the church.

It is obviously not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this manual change from time to time. Accordingly, the church must reserve the right to modify, supplement, rescind or revise any provisions of this manual, other than the employment-at-will provisions, from time to time as it deems necessary or appropriate in its discretion. Employees will, of course, be advised of changes that occur.

Atascadero Bible Church is constantly striving to improve its policies as well as positive relations with its employees. Employees should bring suggestions for improvements to the attention of their supervisors or leadership team. By working together, the church hopes that we will all work together to provide a sincere pride in the work place and a ministry to the people of Atascadero Bible Church.

## 1.5 THE EMPLOYMENT RELATIONSHIP

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Atascadero Bible Church certainly hopes that it and every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, we recognize that relationships are not always mutually satisfactory. TO PROTECT BOTH PARTIES' RIGHTS, IT SHOULD BE REMEMBERED THAT THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED AT WILL, AT THE OPTION OF ANY EMPLOYEE OR THE EMPLOYER. Moreover, no one in the church organization, other than the Lead Pastor, has the authority or legal ability to modify the at-will nature of the employment relationship. The Lead Pastor can do so only if it is done specifically in a written agreement that is signed both by the Lead Pastor and the employee. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

## 1.6 CONTRACT DISCLAIMER

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This handbook is designed to acquaint employees with some of Atascadero Bible Church's policies and benefits. IT IS NOT A CONTRACT AND SHOULD NOT BE CONSTRUED AS CREATING CONTRACTUAL OBLIGATIONS.

## 1.7 PERSONAL INFORMATION

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The Church is responsible for maintaining complete and up-to-date personnel records for all current employees. It is therefore important that employees notify the Executive Pastor or his designee promptly of any changes in their names, marital status, number of dependents, dependent's status, home address, emergency contact, medical information, and telephone number. In this manner, the benefit status and information for all employees can be kept current and accurate.



**Section 2**  
**General Policies**

## 2.1 EQUAL EMPLOYMENT OPPORTUNITY

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Atascadero Bible Church is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in an unlawful manner.

## 2.2 INTRODUCTORY PERIOD

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All new and rehired employees work in an "introductory" status for the first 90 calendar days after their date of hire. This "getting acquainted" or "introductory period" gives the supervisor the opportunity to determine the ability with which the employee performs his or her job. It also provides the employee with the opportunity to decide if he or she is satisfied with the position. The employer reserves the right to extend the duration of the introductory period when such an extension is determined appropriate in the employer's sole and absolute discretion. The employee will not be eligible for any benefits during his or her introductory period.

Upon completion of the introductory period, a performance evaluation will be conducted to ascertain the advisability of continued employment on a regular basis. The employee will be advised in writing if and when the introductory period is satisfactorily completed. However, either the employee or the employer can terminate the employment relationship at any time during or after the introductory period, with or without cause and without any advance notice.

## 2.3 SELECTION AND HIRING PROCESS

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It is the intent of Atascadero Bible Church to hire employees that have, first and foremost, a love of our Lord Jesus Christ and a passion for ministry. Secondly, the goal of the church is to retain employees that can, in an exemplary way, accomplish strategic ministry goals set forth by church leadership. Therefore, the following process should be used to identify the most qualified person available to fill open positions. Exceptions to the use of this process must be approved by the Lead Pastor and/or Executive Pastor.

Step 1 – A job description is confirmed or created by the hiring pastor/supervisor. In instances where a new job description is created, it should be reviewed and approved by the Executive Pastor.

Step 2 – In non-pastoral positions, a synopsis of the position should be published in the church bulletin announcing the search for candidates.

Step 3 – For pastoral openings, announcements or notices regarding the available position may be posted in selected church staffing media.

Step 4 – Resumes/applications are collected and screened by the hiring supervisor.

Step 5 – Selected applicants (normally at least 2) are interviewed by the hiring supervisor and others.

Step 6 – A salary and benefits (if available and offered as part of position) offer is calculated in consultation with the Executive Pastor and presented to the candidate. When signed, a copy is immediately provided to the bookkeeper.

Step 7 – When a selection is confirmed, employment announcements should be made as soon as practical to (in order): church leadership, affected subordinates and/or peers, church staff, congregation.

## 2.4 EMPLOYMENT OF MINORS

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Minors will not be permitted to work unless they are legally able to do so under all applicable state and federal laws. Ordinarily, employees will not be hired unless they are at least age 18. Exceptions to this policy will be allowed only if the minor has a valid work permit that specifically authorizes the minor to work for the Church. In such a case, the minor may be permitted to work only in accordance with the terms, restrictions, and limitations set forth in the work permit.

In any case, where a difference exists between the standards set forth in the work permit and the rules established by the federal and state laws, the strictest standard shall apply. Therefore, a minor may not be allowed to work in violation of any legal standard, whether the standard is incorporated in a work permit, a state law, or a federal law.

Supervisors must make certain that minors work only in accordance with the terms of the work permit and the applicable state and federal rules. Supervisors will be subject to disciplinary action, including the possibility of immediate termination, if they schedule or permit minors to work in a manner that violates any applicable legal standards.

## 2.5 EMPLOYMENT OF RELATIVES

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Relatives of employees will normally not be permitted or offered employment at the Church due to employee morale, security, or other legitimate business reasons. However, certain exceptions may be made in the interest of the Church community when accompanied by written approval of the Elder Board. In addition, the Church may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved. Relatives include an employee's parent, child, spouse, brother, sister, in-laws and step relationships.

If two employees marry or become related, and the potential problems noted above exist, only one of the employees will be permitted to stay with the church unless reasonable accommodations can be made to eliminate the potential problems. Under no circumstances will two related employees be permitted to work in a consequential relationship.

## 2.6 IMMIGRATION LAW COMPLIANCE

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Atascadero Bible Church is committed to full compliance with the federal immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his identity and legal authority to work in the United States no later than three business days after he begins work. Accordingly, all new hires must go through this procedure.

## 2.7 SEXUAL AND UNLAWFUL HARRASSMENT POLICY

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Atascadero Bible Church will not tolerate any type of unlawful harassment of its employees. As an employee or officer of the Church, you are required to follow the policy prohibiting unlawful harassment, such as harassment based on gender, race, color, religion, national origin, age or any other protected characteristic. Though not an exhaustive list, below are some possible examples of types of conduct that are prohibited under the policy.

1. Unwanted sexual advances toward any individual
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct, such as leering, making sexual gestures, or displaying sexually-suggestive objects, pictures, cartoons or posters.
5. Verbal conduct, such as making or using derogatory comments, epithets, slurs or jokes.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, or graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes or invitations.
8. Physical conduct, including touching, assault, or impeding or blocking movement.

If you have a complaint that conduct of a co-worker, supervisor, or another person is in violation of our sexual harassment policy or policy against other types of unlawful harassment, please follow the steps outlined in the Sexual and Unlawful Harassment Policy. You can start with your supervisor or your Department Head or skip those persons and bring your complaint immediately to the Executive Pastor.

A prompt, thorough, and objective investigation will occur. Those with information on the matter will be interviewed. After a determination is made, the results will ordinarily be communicated to the complainant, to the alleged wrongdoer, and, as appropriate, to others directly concerned. While it is not possible to guarantee total confidentiality, Atascadero Bible Church will make an effort to keep the matter confidential to the extent possible.

If wrongdoing is determined to have occurred, prompt and effective remedial action will be taken. Discipline, up to and possibly including immediate termination, will be imposed against any person found to have violated the anti-harassment policy. Steps will be taken to prevent any further misconduct. No retaliation is permitted against any person or witness for exercising the right to be

protected under the policy. For further information on the Church's zero tolerance policy, please contact the Executive Pastor. You may also contact the Department of Fair Employment and Housing or the Equal Employment Opportunity Commission.

*Sexual Harassment Prevention Training:*

Each non-managerial employee will be required to take a 1-hour sexual harassment and abusive conduct prevention training, each managerial employee will be required to take a 2-hour sexual harassment and abusive conduct prevention training. This training will repeat once every two years. All new employees must complete the training within six months of their hire date.

## 2.8 PROMOTIONS AND HIRING FROM WITHIN

If vacancies exist, first consideration is always given to our own employees. Final selections are based on the ability, efficiency, conduct, seniority, and loyalty of those employees interested in such promotional opportunities. While this consideration is given to existing employees, no guarantee of promotion/hiring from within is given and the ultimate choice of hiring will be determined by which applicant is most qualified and who is the 'best fit' for the position.

It is important to understand that in normal promotions, an individual must be ready to step in and do the required job immediately. Occasionally, an employee may be assigned in an acting capacity for a learning period to demonstrate capabilities before a final decision is made on the assignment.

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

## 2.9 OUTSIDE EMPLOYMENT

Employees who are employed in a full time capacity with the Church are expected to devote all scheduled hours to their duties with the Church. Employees may hold outside jobs as long as the additional employment is disclosed to their supervisor, does not interfere with any of their duties with the Church, and they meet the performance standards of their jobs with Atascadero Bible Church, notwithstanding all work schedule requirements, including overtime.

Employees may not receive any income or material gain from sources outside Atascadero Bible Church for materials produced or services rendered while performing their jobs at the Church without prior, written approval by the Lead Pastor and the employee's direct supervisor. Any outside employment that constitutes a conflict of interest is prohibited. Use of the Church database or other information for purposes of outside employment and/or public relations is also prohibited.

## 2.10 RELEASE OF CONFIDENTIAL INFORMATION

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### General

In order to protect the privacy of our employees, no employee may release personal information about any other employee to anyone or any organization. Any request for information regarding an employee should be referred to the Executive Pastor without engaging in any on or "off the record" conversation about the individual. Unless required by law, the Church will not release any information other than an employee's date of service and job title. Should any employee – current or former - need additional information released for another purpose, he/she will be required to complete a handwritten or typed request and submit it to the Executive Pastor.

### Personnel Files

Employees have a right to inspect documents in their personnel file, as provided by law, in the presence of the Executive Pastor, Lead Pastor, or Supervisor, at a mutually convenient time. Employees may add their version of any disputed item contained in the file. The Church will attempt to restrict disclosure of your personnel file to authorized individuals within the Church. Any request for information from personnel files must be directed to the Executive or Lead Pastor, who are authorized to release information about current or former employees. However, the Church will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations and as otherwise legally required.

### Employee References

All requests for references must be directed to the Executive Pastor. The Church's policy as to references for employees who have left the Church is to disclose only the dates of employment and the title of the last position held. If a current or former employee authorizes disclosure in writing, the Church will also provide a prospective employer with the information on the amount of salary or wage last earned.

## 2.11 SECURITY

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For general security reasons, Atascadero Bible Church reserves the right to conduct inspections of all work and non-work areas, including but not limited to such items as desk, computers, cabinets, lockers, shelves, and any other Church-owned property. In addition, for security purposes, inspections and/or searches where there is reasonable cause may also occur on any other property and/or person on Church premises, including, but not limited to, purses, briefcases, packages, and vehicles. The employee acknowledges that bringing any property and/or vehicle onto Church property constitutes consent to search such property and/or vehicle. These inspections and searches may occur at any time without prior notice. Failure to comply with this policy may result in disciplinary action up to and including termination.

## 2.12 STAFF MEETINGS

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Atascadero Bible Church has scheduled periodic meetings to conduct the business of the church. These include weekly staff meetings as well as regular department and team meetings. In addition, monthly staff gatherings are held for purposes of encouragement, team building, and training. The days and times of these meetings is generally fixed, however due to changes in schedules, holidays, etc., some meeting dates, times and locations will need to be adjusted. Advance notice of all meeting times and dates will be provided to affected employees who are expected to make arrangements to attend. If necessary, meetings outside regular working hours will be paid for time in attendance to non-exempt employees in compliance with State wage regulations.





Section 3  
Employment

### 3.1 EMPLOYMENT CATEGORIES

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In order to determine an employee's classification and eligibility for various benefits, the following employment categories have been established:

#### Introductory Employees

Employees are hired by Atascadero Bible Church on a trial basis for a period of 90 calendar days for the purpose of assessing their ability to perform assigned tasks. Such employment may be terminated at any time, with or without cause, at any time during or after the 90-day period if such action is deemed appropriate by the employee or the church. The 90-day period may be extended by the church, in its sole discretion, if it determines that such an extension is desirable or appropriate for any reason.

#### Regular Employees

Employees who successfully complete their introductory period are called "regular" employees. Such employees are hired for an indefinite and unspecified duration. Accordingly, employment is at the mutual consent of the employee and the church and can be terminated at will, at any time, by the employee or the church.

#### Non-Exempt Employees

Non-exempt employees include all regular employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are entitled to premium pay for work in excess of 40 hours in a workweek or eight hours in a workday.

#### Exempt Employees

Exempt employees include all regular employees who are classified by the company as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Such employees include employees who qualify as exempt executive, administrative or professional employees.

#### Pastors

Employees in principle positions of leadership, who are duly ordained, licensed or commissioned ministers of the Gospel.

#### Ministers

Employees in secondary positions of leadership who are licensed or commissioned ministers of the Gospel.

### Ministry Directors

Employees in positions of leadership of ministry areas who are not ordained, licensed or commissioned ministers of the Gospel, but who specialize in dealing with critical staff functions.

### Interns

Employees in learning positions of leadership and ministry, mentored by a Pastor, Minister, or Director. One-year term is typical and positions are evaluated annually.

### Support Staff

Employees who serve in positions that support the daily operations of the church ministry through administrative, secretarial, clerical, or custodial services.

## 3.2 EMPLOYEE CLASSIFICATIONS

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1. Introductory employees: The first 90 calendar days of your employment with the Church are considered your introductory period. Atascadero Bible Church reserves the right to extend this period whenever it deems such an extension appropriate. At the end of this period, if your work performance is satisfactory, your status will be changed to that of a regular full-time or part-time employee. The employment relationship is terminable at will at any time during or after the probationary period.
2. Regular full-time employees: An employee who is regularly scheduled to work a minimum of 30 hours a week on a continuing basis, and who has completed the introductory period, is considered a regular full-time employee.
3. Regular part-time employees: An employee who is regularly scheduled to work less than 30 but more than 10 hours a week is considered a regular part-time employee once he successfully completes the introductory period.
4. Occasional employees: An employee who is regularly scheduled to work 10 or fewer hours each week is considered an occasional employee once he successfully completes the introductory period. An occasional employee will not be eligible to earn, accrue or participate in any company benefit programs.
5. Temporary employees: An employee who is hired for a particular project or a job of limited or indefinite duration is considered a temporary employee. A temporary employee will not be eligible to earn, accrue or participate in any company benefit programs. An employee will not change from temporary to any other employee status or classification simply because of the length of time spent as a temporary employee. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by the Executive Pastor.

### AT-WILL STATUS

Since all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the company. Accordingly, either the employee or the company can terminate the employment relationship at will, at any time, with or without cause or advance notice.

### 3.3 MEMBERSHIP REQUIREMENT

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All employees must be acceptable for, and make application for, membership at Atascadero Bible Church. Each employee is expected to be faithful in attending the various services of the church and to participate in its public ministry.

### 3.4 JOB DESCRIPTIONS

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Each position at Atascadero Bible Church has a job description associated with it. You will be provided with a copy of your job description when you first begin working at the Church and whenever you change jobs while employed at the Church. You must become familiar with the job description and discuss any questions you have with your supervisor. Much of what is contained in the job description will provide the basis for annual performance reviews as well as periodic coaching with your supervisor.

### 3.5 WORK SCHEDULE

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#### General

The official workweek begins on Sunday and ends on Saturday. Standard office hours are from 8:30am – 5:00pm, Monday – Thursday; 8:30am – 3:30pm, Friday. The office maintains a record of each employee's weekly work schedule. Please advise the Office Services Manager of your weekly work schedule, making sure to provide and update whenever your schedule changes

Occasional deviations from the standard office hours schedule may be made with the approval of your supervisor. Work days/hours may be adjusted for program needs at the discretion of your supervisor after consultation with the Executive Pastor. The main office has a board that identifies when employees are on the campus. Please make sure your 'button' is correctly placed in the proper position.

#### Pastors and Ministers

Ministry does not always fit into an '8:00-5:00' work day, therefore many early mornings, evenings and weekends are a normal part of ministry. Due to this, the following guidelines for pastors and ministers should be observed.

1. Pastors and ministers must have the ability to adjust their schedules to the demands of the job. Certain individuals may work different hours because of the nature of their duties. It is inherent to the duties and responsibilities of the pastoral staff that they may be required to work unusual hours attending meetings and special activities and to work in excess of the normal work schedule at times of heavy load. In addition, those with whom we serve often work 40 hours each week in addition to the time they volunteer with us in ministry. Pastors and ministers therefore are expected to average up to 45 hours in ministry-related service each week.

2. Each pastor/minister is given and expected to take one day off each week between Monday and Friday during which he is completely free from ministry duties. In addition, Saturday is an on-call day. Saturday may be a day off depending upon ministry obligation. Sunday is a work day for all pastors and ministers.

3. Each pastor/minister is expected to communicate his daily schedule to the Office Manager or regular office personnel.

4. Pastors and ministers are expected to maintain a reasonably consistent schedule of regular office hours. Each pastor/minister is expected to inform his supervisor of absences from his regular office hours as well as days off and vacation times.

5. Married pastors and ministers are encouraged to take one Saturday/Sunday off per quarter for the purpose of marriage enrichment. This may not be accumulated and has no cash value upon termination.

6. The number of evenings pastors/ministers may be out on ministry functions is normally limited to two per week.

7. Pastors and ministers are expected to attend at least one weekend service each week. In addition, those who are married are expected to attend the service with their wife.

### 3.6 MANAGEMENT AND EMPLOYEE RESPONSIBILITIES

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Both employees and the Church have many responsibilities affecting employment, the employment of others, and the overall operations of the Church. Employees are responsible for devoting their best efforts to the performance of their duties and to the Church's success, and to comply with all Church personnel policies and procedures. By the same token, it is the responsibility of the Church to manage and control the business of the church and to direct its personnel, which includes the hiring, assigning, evaluating, promoting, demoting, transferring, suspending, discharging and disciplining employees, and determining the size of the workforce and hours worked. In this regard, it is the Church's exclusive prerogative to determine all matters pertaining to the operation of the Church's business, including all decisions pertaining to each and every aspect of the employer-employee relationship.

### 3.7 PERFORMANCE EVALUATIONS AND COACHING

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Performance evaluations as well as periodic coaching are essential for achieving excellence in our work. The purpose of performance evaluations is to provide an objective means of measuring an employee's overall effectiveness in their jobs. Periodic coaching provides an objective and consistent means of setting goals and objectives while reviewing past performance related to achievement of previously set goals. Through this ongoing process of informal (coaching) and formal (evaluations) review, supervisors and employees are given an opportunity to communicate openly about expected standards of performance, noteworthy accomplishments and progress, areas for improvement, challenges in personal and spiritual life, and career development potential.

While the coaching aspect of this process is ongoing, a formal evaluation will be conducted annually. This is an opportunity for you and your supervisor to dialogue and review the past year's performance while setting performance objectives for the future. Pastors will receive their annual review from the Personnel Committee of the Board of Elders with input from, and following consultation with, the Lead Pastor. All coaching will be done by the Lead Pastor. All other employees will receive reviews and coaching from their direct supervisor. All annual performance reviews will be placed in and become a part of your employee personnel file. Periodic coaching appraisals may become a part of the personnel file when they contain any type of disciplinary action or contain corrective measures to be taken. All disciplinary and corrective actions will be documented in the personnel file.

### 3.8 OPEN DOOR POLICY

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Relationships can often suffer because people fail to communicate with each other or when those in supervisory and leadership positions are not available to those who have concerns. Atascadero Bible Church believes that work-related problems, questions, or complaints can best be resolved by *frank* and *prompt* discussion between the employee and management. If an employee has a work-related issue, which needs resolution, the employee should discuss the issue privately with his or her immediate supervisor. If the matter is personal in nature and the employee does not feel comfortable discussing the matter with his or her immediate supervisor, the employee should discuss the matter with the next level of management up to and including the Lead Pastor or with the Executive Pastor. If, after following these steps, you are still at an impasse, then you are encouraged to follow the Grievance Procedures outlined, below.

### 3.9 EMPLOYEE GRIEVANCE PROCEDURE

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It is the expectation of the Elders/Directors of ABC that the day to day management of personnel is implemented through godly, respectful, honest, and courteous interaction between employees and their supervisors.

However, whenever an employee of ABC believes that either working conditions or interaction with their direct supervisor is such that their ability to fulfill the ministry expectations for which they were hired is jeopardized, the following grievance procedures should be followed.

First, the employee should prepare a written statement describing his or her view of the impasse that has not been successfully resolved with the supervisor. Copies of the statement should be provided confidentially to the employee's direct supervisor and to the Executive Pastor. All three will then meet to discuss possible solutions to the impasse.

The recommended solution to the impasse will then be reviewed by the Personnel Committee of the Elder/Director Board which will have the authority to approve the recommended solution, or to refer the issue to the entire Elder/Director Board for further discussion. A written response to the initiating employee will be provided to all involved by the highest authority consulted, within two weeks of the receipt of the grievance.

Should any grievance directly involve the Senior/Lead Pastor or a member of the senior Leadership Team, the written statement of the impasse should be provided confidentially to the employee's direct supervisor, the Executive Pastor and directly to the Personnel Committee of the Elder/Director Board. As with paragraph three, above, all parties will meet to seek a resolution. The personnel committee may consult with the entire Elder/Director Board if unable to reach an agreed upon resolution or if they believe the circumstances so warrant. Again, all those involved will receive a written response within two weeks.

### 3.10 PROGRESSIVE DISCIPLINE

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The Church must retain the ability to discipline employees where it determines that such action is warranted by the circumstances. Although all employment relationships are terminable at will, at any time, either at the employee's option or at the option of the Church, the Church may exercise its discretion to administer a system of progressive discipline in cases where it deems it appropriate to do so. That system may include various forms of discipline, such as a verbal counseling, one or more written counseling, and termination. However, progressive discipline is not mandatory or binding in any case. It is also inapplicable to staff reductions and layoffs. The purpose of any disciplinary action is to help the employee identify areas of weakness and ways in which to improve job performance. Atascadero Bible Church reserves the right, in its discretion, to deviate from any formal system of discipline.

### 3.11 RESIGNATION AND TERMINATION

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**Since employment with Atascadero Bible Church is based on mutual consent, both the employee and the Church have the right to terminate employment at will, with or without a reason, with or without notice at any time.** Voluntary resignation by Pastoral and Ministerial staff should be accompanied by at least four weeks' notice. Voluntary resignation by support staff should be accompanied by at least two weeks' notice. The last day worked will be considered to be the last day of employment, and the Church will pay the employee for all applicable earned but unused benefit time, if available. An employee who fails to report to work for three consecutively scheduled workdays without notice to, or approval by his/her supervisor, will be deemed to have voluntarily terminated employment with the Church.

Violation of Church policies and practices may warrant disciplinary action. The Church has established a system of corrective counseling, however; the system is not formal and the Church may, in its sole discretion, utilize whatever form of discipline is deemed appropriate, up to and including immediate termination of employment. The Church may choose to not use corrective counseling. The Church retains all right to immediately terminate employment with or without cause and with or without notice. The disciplinary system does not create an obligation or contract to follow the disciplinary procedures.

Employees are expected to return all company property in their possession or control immediately on termination of employment for any reason. This includes the Employee Handbook they are provided and any keys, credit cards, tools, equipment or other church-owned or -purchased materials they have received. The Church will withhold the cost of any items not returned from the employee's final check and may take additional action deemed necessary to protect or recover its property.

Employees will receive their final paycheck within the time required by law. The final paycheck for employees who resign with at least 72 hours advance notice will be provided on their last day of work. Employees who resign without providing at least 72 hours advance notice, however, will receive their final paycheck within 72 hours of their resignation. Employees who are terminated involuntarily will be provided their final paycheck on their last day of work. Company property, such as keys, tools, and equipment, must be returned by each employee at or before the time the final paycheck is provided.

It may be necessary or appropriate from time to time for the Church to reduce its staff. Depending upon the circumstances that give rise to such a situation, the Church may respond in several ways, including offering a voluntary reduction of hours or days of work, reducing employees' hours or days of work, or implementing a reduction in staff, *i.e.*, a layoff. Employees who are permanently laid off will be provided either (1) two weeks advance notice of the layoff or (2) in-lieu-of-notice pay equal to two weeks' straight-time wages. In addition, employees will be paid all vested vacation benefits at the time of layoff. Sick benefits are designed for actual illness and are not payable in the event of a layoff or termination.



**Section 4**  
**Standards of**  
**Conduct**

## 4.1 STANDARDS OF CONDUCT

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Atascadero Bible Church has a strong commitment to and reputation for integrity and excellence in both Christian and secular communities. These qualities are essential to our effectiveness as a ministry team as we communicate biblical truth and its application. Because of our responsibility to those who are affected by our ministry and those who support our ministry, we must maintain high standards related to the job performance and conduct of our employees.

All employees agree that a main purpose of Atascadero Bible Church is to positively impact the world for Christ. This is accomplished, in part, through the Christian role models provided by the employees of Atascadero Bible Church. All employees are expected, therefore, to exhibit a lifestyle commitment in their church and private lives that is consistent with biblical teaching. (Phil. 2:1-5; Gal. 5:22-23)

## 4.2 PROFESSIONAL CONDUCT

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In order to provide an excellent work environment and to maintain effective operations, Atascadero Bible Church expects all employees to follow standards of conduct that reflect our core values and that protect the interests and safety of all employees and the ministry.

It is not possible to provide an exhaustive list of all forms of behavior that are considered unacceptable in the workplace. However, in order to provide employees some guidance concerning unacceptable behavior, the following are limited examples of conduct that may result in disciplinary action, up to and including immediate termination of employment, without prior notice. Therefore, the list below is not exhaustive and is provided simply to provide some examples of disciplinary offenses.

- Falsification of information on Church forms, reports, or records, including employee time records
- Misappropriation of funds
- Conduct which brings discredit to the ministry
- Falsely stating claims or making false claims of injury against Atascadero Bible Church
- Possession, distribution, sale, transfer, or use of tobacco, alcohol or illegal drugs in the workplace, while on duty, while operating church-owned vehicles or equipment, or while on Church property
- Excessive absenteeism or absence without notifying your supervisor or misrepresenting the reason for your absence
- Insubordination or other disrespectful conduct
- Gross negligence or improper conduct leading to damage of Church-owned property
- Theft or inappropriate removal or possession of property belonging to Atascadero Bible Church, a co-worker, a vender, or a volunteer
- Violation of safety or health rules
- Failure to follow job instructions, whether oral or written
- Failure to work overtime as reasonably requested
- Use of profane or abusive language

- Gambling in any form on Church property
- Refusal to participate in departmental meetings or Atascadero Bible Church staff meetings
- Refusal to maintain agreement with any of the essential beliefs reflected in the Statement of Faith, the Core Values, or the Bylaws of Atascadero Bible Church

This list is not intended to be all-inclusive, but merely illustrative.

Disciplinary action for non-professional behavior may include, but is not limited to, the following: verbal reprimand, written reprimand, suspension, demotion, or immediate termination. The Church reserves the right to enforce these disciplinary measures as it deems appropriate, in its sole discretion. In addition, should inappropriate behavior include illegal activities, Atascadero Bible Church may report such activities to the proper authorities.

It must be remembered that the Church employs its employees at-will which permits the Church to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, transfer, compensation, benefits, duties, and locations of work. Accordingly, either the employee or the Church can terminate the employment relationship at any time with or without cause at either party's option with or without notice.

#### 4.3 PERSONAL CONDUCT

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At Atascadero Bible Church we want to bring glory to God in who we are and in what we do. Staff members are expected to commit themselves to this goal, and to be strong representatives in their private conduct of the message of the Bible. All Atascadero Bible Church staff members are responsible to live within the guidelines of Scripture. While professional conduct is required in the workplace, a positive Christian witness will be consistent in that lifestyle outside of the church as well.

In addressing the personal conduct of our employees, our concern will not be in the gray areas of theological controversy, but in the areas where Scripture speaks with black-and-white certainty. It is not our intent to create an atmosphere of spiritual legalism at Atascadero Bible Church, but to reflect our belief that the Christian life should be characterized by obedience and grace.

Our Biblical responsibility as Christian leaders is to make every effort to conduct ourselves in a manner that will not be morally questioned – to live above reproach (1 Tim. 3:2) and make every effort to not cause those around us to sin (1 Cor. 8:12-13). Therefore, Atascadero Bible Church staff, when in public, must use utmost discretion with things that may be a stumbling block for others such as consumption of alcohol and/or tobacco, dress, and language. ABC staff must also refrain from making any references related to alcohol or tobacco or using vulgar language on social media.

When evaluating evidence of moral compromise, Atascadero Bible Church will seek to follow the guidelines of Scripture on both addressing the issue (Matt. 18) and restoring the person (Galatians 6:1). Throughout the process, two chief concerns will be balanced: the restoration of the fallen staff member in his or her walk with the Lord, and the preservation of Atascadero Bible Church's organizational purity and integrity (1 Cor. 5).

## Personal Accountability

In an effort to maintain high personal integrity and purity, we desire to see every member of the staff at Atascadero Bible Church submit themselves in accountability to another believer or small group of believers. It is important for each of our staff to safeguard themselves from becoming isolated and more vulnerable to moral failure.

## Sexual Immorality

In our society, sexual temptation and immorality abound. Scripture teaches that sexual relationships are beautiful and healthy within the context of one-man, one-woman, permanent marriage. Any sexual relationship outside of this marital design is clearly sin (Lev. 18:20; Heb. 13:4). This includes premarital sex, adultery, incest, homosexual behavior, pornography, and other sexual activity condemned in Scripture. Strong moral character and purity brings glory to God. Therefore, any sexual behavior that is inappropriate for the relationship is prohibited, regardless of whether a sexual act was consummated.

## 4.4 CONFIDENTIALITY

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As a condition of your employment you will be asked to sign a confidentiality agreement. Depending on their duties, some volunteers may be asked to sign a confidentiality agreement. In the course of our work at Atascadero Bible Church, each of us comes in contact with information that is expected to remain confidential. By way of illustration and not limitation, those who work with sensitive financial information, such as payroll, must maintain confidentiality. Also, those who engage in counseling and recovery ministries as part of their duties at the Church are expected to maintain the confidence of sensitive information entrusted to them. All Atascadero Bible Church employees shall carefully consider the issue of confidentiality when dealing with people both inside and outside the Church.

The Atascadero Bible Church mailing list, contribution information, designs, plans, ideas and data are the property/charitable assets of the Church and should never be given to an outside firm or individual without appropriate authorization by Atascadero Bible Church. Any improper transfer of confidential material or disclosure of confidential information, even though it is not apparent that any employee has personally gained by such action, constitutes unacceptable conduct and subjects an employee to discipline, including, but not limited to termination of employment.

## 4.5 CONFLICT OF INTEREST

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Employees have an obligation to avoid actual or potential conflicts of interest in their service to the ministry of Atascadero Bible Church, and it is important to our credibility to avoid even the appearance of impropriety. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative or

friend as a result of the Church's dealings. Certain employees and volunteers along with Elders and Deacons will be asked to sign a statement documenting possible conflicts of interest or the lack thereof annually.

No presumption of conflict is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on purchases, contracts, or leases, it is imperative that they disclose to the Lead Pastor or Elders as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. It is the obligation of the Employee to promptly and fully disclose all actual or potential conflicts of interest.

Giving and receiving gifts between ABC staff, congregation, and business associates should be above reproach and not result in a conflict of interest. At no time should any employee accept gifts, benefits, or money from a vendor of the Church. Any violation of this policy may result in disciplinary action up to and including immediate termination.

#### 4.6 PERSONAL/PROFESSIONAL STANDARDS

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Each member of the Church staff is a representative of our ministry to the community and our congregation. While we encourage a professional atmosphere at Atascadero Bible Church, you have reasonable discretion to choose appropriate work attire. As you make choices, consider your environment, the need to maintain modesty, the need to consider your witness to the community, and your particular day's work, while expressing your own individual style. Dress standards for those being on stage will be determined by the Worship Pastor.

The trend in American companies today is toward a more casual business dress. A more relaxed work environment has been found to enhance productivity, improve staff communications, and encourage morale. We hope that allowing employees to dress professionally and yet comfortably will make working at ABC more enjoyable. Feel free to consult with your supervisor if you have questions about appropriate attire.

#### 4.7 PERSONAL BUSINESS, TELEPHONES, COMPUTERS

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Other than in cases of emergency or when minimal use does not interfere with job performance, employees should be careful not to abuse their use of any church facility or property, including offices, cell phones, duplication machines, office equipment, telephones, computers, vehicles, buildings, supplies, etc. for the purpose of carrying on personal business or any other social activity not directly related to church business or ministries.

We expect our employees to give a full day's work for a full day's pay, with minimal interruption or distraction from personal activities. Unauthorized use of church facilities for non-job related activities may subject an employee to discipline.

Computers, postal mail, E-mail, and Internet are to be used for church purposes only, and all such equipment and content are the property of Atascadero Bible Church. The Church reserves the right to access your computer system, internet usage, voicemail messages and usage, to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

For further information, please refer to your "Computer Network and Internet Policy" in section 7 of this handbook.

#### 4.8 CHURCH PROPERTY

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Offices, desks, vehicles, etc., which are Church property must be maintained according to church rules and regulations. They must be kept clean and are to be used only for the Church's work-related purposes.

The Church reserves the right to inspect all church property or any and all personal property brought onto the premises to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence.

Prior authorization must be obtained from management before any Church property may be removed from the premises, or used for any function not related to Church activity.

#### 4.9 KEYS

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Entrustment: From time-to-time certain employees will be entrusted with keys to the Church offices, filing cabinets, desks, vehicles, safes or other property. Keys are also defined to include the combination to a lock or safe owned by the Church. Do not share or loan out keys.

Issuance and Surrender: A key request should be made to the Church Administrator. Keys to the Church must be surrendered to the Church Administrator on demand or upon termination of employment for any reason. Duplication of any key by any employee may not be done without the prior express written consent of the Administrator.

Abuse: Any abuse or violation of the policy may subject an employee to discipline, up to and including termination.

The security of facilities, as well as the welfare of our employees requires that every individual be constantly aware of potential security risks. You should immediately notify a supervisor when unknown persons are acting in a suspicious manner, in or around the facilities, or when keys are lost or misplaced. Remember that we are all stewards of the Church's facilities.

Section 5  
Compensation

## 5.1 COMPENSATION

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In order to secure and retain competent staff and foster effective teamwork, the administration of Atascadero Bible Church seeks to maintain good personnel policies and salary standards consistent with those prevailing rates for comparable positions in similar organizations in Central California.

Compensation plans and strategies, including benefits for employees, are established by the Personnel Committee in conjunction with the Elders and the Lead Pastor and given final approval by the Board of Elders.

## 5.2 WORK SCHEDULE AND WORK WEEK

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The law provides for the establishment of a fixed and regularly recurring seven consecutive day period that may be adopted as a "workweek" for payroll purposes. Atascadero Bible Church has adopted a uniform "workweek" in order to facilitate the prompt, consistent and efficient computation of straight time and overtime pay and to process the payroll in an orderly and efficient manner. The seven-day period that shall constitute the "workweek" for purposes of determining any weekly overtime compensation shall commence each Sunday and end on the following Saturday. For the same purposes, a workday is defined as a 24-hour period beginning at 12:01am and ending at 12:00am. This policy does not affect any work schedules, pay, or benefits. The workweek is established solely for the purpose of implementing a consistent and legal method of determining when overtime pay is due to persons who work more than 40 hours within a workweek. Each employee's supervisor will advise the employee regarding his specific working hours. Punctual and consistent attendance is a condition of employment.

As part of our responsibility to those who attend Atascadero Bible Church and to other employees, we expect our employees to be at work as scheduled, to arrange their personal schedules to accommodate our established working hours, and to notify us as early as possible if they expect to be absent or tardy. Employees are expected to be at their work station, ready to begin work, at the beginning of their assigned shift. Employees who are absent for three days and have not contacted their manager will be assumed to have voluntarily terminated their employment as of the end of the third day missed.

## 5.3 PAYDAYS AND PAYCHECKS

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Employees are paid every other Friday. Each pay check covers work performed through the completion of the previous Pay Period. A Pay Period is defined as two consecutive workweeks. Non-exempt employees are responsible to ensure that their time cards or time sheets are accurate and complete. Falsification of time cards or time sheets or completion of any information on another employee's time card or time sheet may result in immediate termination.



## 5.4 PAYROLL DEDUCTIONS

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State and federal laws require us to make the proper deductions on your behalf. Amounts withheld vary according to how much you earn, your marital status, and the number of your exemptions.

Required deductions include:

1. Social Security (FICA)
2. Federal Income Tax
3. State Income Tax
4. State and Federal Income Tax Liens

Atascadero Bible Church does not participate in the State Disability Insurance (SDI) or Unemployment Insurance programs. Therefore, employees will not have deductions for these programs taken from their paychecks, however are also not eligible for benefits associated with these programs. Pastors do not have these deductions and are responsible for their own tax liability payments. All employees may have additional deductions (IRA contribution, health insurance premiums, etc.) when available and requested.

### Pastoral Salary Plan

Normal employee deductions do not apply to pastoral staff, therefore each pastor must provide for his income tax and SECA tax responsibilities accordingly.

Each ordained or licensed pastor or minister who qualified under the applicable Internal Revenue Code and Regulations may request a portion of his salary be designated as a housing allowance. This request must be made annually by year end for the following calendar year. The request must be made in writing to the Executive Pastor who will submit it to the Board of Elders for approval.

## 5.5 STATE DISABILITY AND UNEMPLOYMENT INSURANCE PLANS

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Atascadero Bible Church does not participate in State Disability and Unemployment Insurance programs. Therefore, Church employees are not eligible to claim such state benefits. Employees may purchase – at their own expense, through payroll deduction – disability and unemployment insurance through AFLAC. This program is not managed by or supplemented by Atascadero Bible Church.

## 5.6 TIMECARDS

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A nonexempt employee's time card is the record of his hours worked, from which a payroll check is computed. Care should be taken to see that each employee's time card is an accurate record of time worked. If for any reason an employee fails to punch his card or punches it incorrectly, the employee should see his supervisor immediately so that the error or omission can be corrected and initialed. In accordance with state and federal law, the employer rounds time card punches to the nearest one-quarter hour. Employees must also clock out when they start their meal period and clock in when they return to work.

A grace period is provided in which an employee can report to work late up to seven minutes without being "docked" and still receive a full day's pay. Despite this grace period, regular punctuality is expected of all employees. Even though employees will receive a full day's pay for being no more than seven minutes late, they will be considered tardy by their supervisor.

The following rules must be observed regarding time cards:

1. Employees should not work or punch their time cards more than seven minutes before or seven minutes after their shift. Exceptions are permissible only when an employee has received advance approval by his supervisor to work overtime.
2. Employees should punch only their own cards and must never work off the clock. Violators are subject to immediate dismissal.
3. Punch out and in for meal periods or when leaving the premises for personal reasons.
4. Overtime must be authorized by the employee's supervisor in writing *before* it is worked.
5. If an employee needs to have his/her timecard edited/corrected for any reason they must use a Timecard Edit Request Form located near the time clock in the office. The form should be signed by the employee and initialed by the supervisor.
6. Employees should certify that their timecard is accurate by signing their time cards at the end of each pay period, provided they are completely correct.
7. Abuse and/or falsification of the time card is a violation of Church policy and employees found to do so will be disciplined up to, and possibly including, termination.
8. Non-worked hours (vacation, sick, show-up, etc.) should be recorded on a Request for Leave form and turned into the bookkeeper prior to the end of the corresponding workweek.

## 5.7 TIME CLOCK INSTRUCTIONS

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All non-exempt employees should clock in/out for time worked. When applicable, you should also clock in/out for lunch periods.

Instructions for using the time clock:

1. Enter 3-digit employee number
2. Press either 'In' or 'Out' button (appropriate choice should be blinking)

If you forget to punch in/out, follow the directions for the situation you are experiencing:

### Forgot to clock in at beginning of shift or when returning from lunch

If you remember before the end of your shift/the beginning of your lunch period, simply go ahead and clock in when you remember to do so. (You can then immediately clock out once you have clocked in.) Complete the time card edit form located next to the time clock in the main office. After signing the form, give it to your supervisor so he/she can adjust your actual start time.

If you remember at/after the end of your shift, you will need to clock out before you will be able to clock in at the beginning of your next shift. Again complete the time card edit form, sign it, and give it to your supervisor.

If you remember at the time you are set to go on your lunch break, simply clock in at the *end* of your lunch period and then complete the edit form. Your edit form will need to reflect the time you began your shift as well as the time you began your lunch break. Sign the form and give it to your supervisor.

### Forgot to clock back in after lunch break

If you remember before the end of your shift, simply go ahead and clock in and then clock out at the end of your shift. Complete the edit form to note the time you returned from your lunch break, sign it, and give it to your supervisor.

If you remember at the end of your shift, clock in and then clock out for the end of your shift. Complete the edit form noting the actual time you returned from lunch, sign it, and give it to your supervisor.

### Forgot to clock out at end of shift

If you only forgot to clock out for lunch break, simply clock out and then clock back in when you return to work. Complete and sign the edit form to let your supervisor know when you stopped working and began your lunch break.

If you wake up in the middle of the night or some other time and realize you didn't clock out, go back to sleep! The clock will automatically stop counting your hours after a certain amount of time. You will have to clock out before being able to clock in again at your next shift. Complete and sign the edit form noting both the date and the time you actually ended your shift. Give the form to your supervisor.

## 5.8 MEAL AND REST PERIODS

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### Meal Periods

Non-exempt employees who work more than five hours in a day must take an uninterrupted meal period of at least 30 minutes during which they are relieved of all duties. Meal periods must begin by the end of an employee's fifth hour of work. Employees must accurately record their meal periods on their time record. Employees who work no more than six hours in a day may voluntarily agree to waive their meal period for that day if their supervisor agrees to allow such a waiver. A signed waiver form must be on file in the employee's personnel file. Employees who work over six hours may not waive their meal period.

Non-exempt employees who work more than ten hours in a day must take two uninterrupted meal periods of at least 30 minutes each during which they are relieved of all duties. The second meal period must begin by the end of an employee's tenth hour of work.

### Rest Periods

Non-exempt employees are authorized to take one paid 10-minute rest period during each four hours of work or major fraction of four hours. The only exception applies if an employee's total daily work time is less than three and one-half hours. If an employee works more than six hours in a day, the employee will be entitled to a second 10-minute rest period. Rest periods shall be provided in the middle of each work period insofar as practicable. Rest periods may not be combined with each other or added to an employee's meal period.

### Records

Meal periods must be accurately recorded on each employee's time record. Rest periods need not be recorded.

Exempt employees are not governed by rules related to meal and rest periods.

## 5.9 OVERTIME

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Employees shall be paid for their hours worked in accordance with all legal requirements. Employees who qualify as administrative, executive, or professional employees within the meaning of the state and federal wage and hour laws (ie. Exempt Employees) are exempt from overtime pay and are not subject to this policy. All non-exempt employees qualify for overtime pay.

All overtime work by a non-exempt employee must be approved in advance by an employee's supervisor. Because unauthorized overtime is against company policy, employees who work unauthorized overtime are subject to discipline, possibly including termination.

1. Time worked - Employees shall record all time worked, including time worked over their normal schedule, on the time card at the time it actually occurs. Time is rounded to the nearest quarter of an hour.

2. Overtime - Overtime pay is calculated at one and one-half times the employee's regular rate for all hours over eight hours in one workday or 40 hours in one workweek. In addition, this same rate is calculated for the first 8 hours of work done on the seventh consecutive day of the same workweek. Overtime is computed on the basis of a non-exempt employee's total hours worked in a workday and a workweek. Hours paid for that are not worked, e.g., holidays, sick days, and vacations, do not count as hours worked for overtime purposes.

3. Double-Time - Overtime hours in excess of twelve in one workday and in excess of 8 hours worked on the seventh consecutive day in the same workweek are paid at double-time.

4. Weekends - Weekend work does not automatically qualify for compensation at a premium rate of pay. Hours worked on Saturdays and/or Sundays qualify for premium pay only if they qualify as overtime hours under the standards noted above.

5. Seventh-Day – Nonexempt employees who work 7 consecutive days within the same workweek are entitled to overtime as outlined above.

6. Payment of Overtime – To avoid duplication of overtime pay for the same hours of work, the Division of Labor Standards Enforcement and the Wage and Hour Division provide that the employee must be paid overtime for all hours worked in the workweek in excess of the applicable daily maximum or in excess of the applicable weekly maximum, whichever number of hours is greater.

#### 5.10 COMPENSATORY TIME OFF (i.e. 'COMP TIME')

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##### Exempt Employees

Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation. Atascadero Bible Church does not maintain any compensatory time off plan or arrangement. Accordingly, any time off that is provided an exempt employee is done on an informal basis. Neither extra compensation nor compensatory time off will, under any circumstances, be owed or payable to an exempt employee upon separation from the church's employ for any reason.

##### Non-exempt Employees

Non-exempt employees are entitled to overtime pay whenever they perform overtime work. Atascadero Bible Church does not permit employees to take time off in lieu of receiving overtime pay. Accordingly, employees should not request the opportunity to make-up time for time missed if the make-up time will result in overtime work. (Refer to *Make Up Time* Policy, below) Any time off that is scheduled or approved by an employee's supervisor will be without pay.

### 5.11 MAKE UP TIME

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Employees who miss scheduled work as a result of personal obligations may request the opportunity to make up the amount of time missed on another day in the same workweek. Employees who receive prior approval to make up missed time may do so in the same workweek in which the time was missed. Time that is made up under this policy will be compensated at a straight-time rate. In order to qualify, the make-up time must not cause the employee to exceed 11 hours in any workday or 40 hours in the workweek. The employee must also submit a signed request to make up the missed time at straight time for each occasion that make-up work is requested.

Time may be made up only if the employee's written request is approved in advance by the Executive or Lead Pastor. Employees should understand that the church does not encourage employees to miss work as a result of personal obligations and later make up time missed under this policy. This policy allows make-up time only when it is sought by the employee and found to be consistent with the employee's desires and the church's business and staffing needs. The Executive Pastor and Lead Pastor have sole and absolute discretion to approve a request, in writing, as a courtesy to an employee when circumstances make such approval appropriate.

### 5.12 SEVERANCE PAY

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Atascadero Bible Church does not maintain a formal severance pay policy or provide severance pay to employees who separate from its employ for any reason. Severance pay should therefore not be expected. However, the Church reserves the right to make exceptions to this policy in its sole and absolute discretion.

### 5.13 PERSONAL INFORMATION ON FILE

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State law requires Atascadero Bible Church to maintain accurate, up-to-date personal information on file. Employees must notify the Executive Pastor immediately for any of the following reasons:

1. New telephone number
2. New address
3. Change of name
4. Change of marital status
5. Change in dependent status
6. Change in emergency contact information
7. Change in medical information, e.g. allergy to medications

Notification to the Church of change to marital or dependent status is critical to ensure compliance and eligibility for group medical insurance.

## 5.14 WAGE REVIEWS

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Atascadero Bible Church may grant wage increases on the basis of job performance. Increases, or even maintaining the employee's current compensation level, are never guaranteed. We consider the following factors when determining wage increases:

- **ABC's Ministry Budget** – Guidelines for wage increases are determined annually to reflect ABC's current budget capabilities.
- **Performance Evaluation** – The employee's overall job performance over the previous twelve (12) months is evaluated, as is the performance of the employee's entire department or work group in meeting annual objectives.
- **Promotion or Reevaluation** – When an employee is promoted or given substantially new responsibilities, or if it is determined that their wage level is not appropriate in comparison with others in like positions with similar levels of seniority and performance, they may receive a wage increase.

Each employee is a valuable member of the Atascadero Bible Church team and is critical to the achievement of our ministry goals. As an expression of the value we place on our staff, our desire is to offer wages that are fair, competitive with other organizations' wages for similar work, and pay employees in accordance with their contribution to this ministry.

Your wage is confidential and should not be discussed with other employees. If you have any questions regarding your wage, please talk with your supervisor or the Executive Pastor.





Section 6  
Time Off And  
Benefits

## 6.1 TIME OFF AND BENEFITS

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### General

This section of the manual is designed to acquaint employees with some of the significant features of Atascadero Bible Church's time off and benefit programs. However, it is important to remember that more detailed information is set forth in the official plan documents and insurance policies that govern the plans. Accordingly, if there is any real or apparent conflict between the brief summaries contained in this manual and the terms, conditions, limitations or exclusions of the official plan documents, the provisions of the official plan documents will control. Employees who wish to inspect those documents can make a request with the Executive Pastor for that purpose.

ABC provides a number of paid and unpaid opportunities for time off from work because the health and well-being of our employees and their families is important to us. We encourage a balance between family life, work responsibilities and church and community involvement.

### Applicability

The benefits - including time off - described in this section apply to regular full or part-time employees. In instances where benefits differ for full or part time employees, the difference is noted in the section dealing with that particular benefit. Temporary, occasional, and contract employees, along with interns, are not eligible for any of these benefit programs with the exception of those programs provided for by law.

## 6.2 HOLIDAYS

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Full-time employees - All regular full-time employees (regularly scheduled to work at least 30 hours per week) and all exempt employees are entitled to the following paid holidays:

- New Year's Day (January)
- Martin Luther King, Jr. Day (January)
- President's Day (February)
- Good Friday Afternoon (1/2-day, beginning at noon)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Veterans' Day (November)
- Thanksgiving Day and following Friday (November)
- Christmas Eve afternoon (1/2-day, beginning at noon)
- Christmas Day (December)

Part-time employees - Regular part-time employees who are regularly scheduled to work less than 30 hours per week are not entitled to paid holidays. When a holiday falls on the workday of a part-time employee, that employee may request that the hours missed due to the holiday be made up within

the same pay period. This request to adjust the regular schedule should be made to his or her supervisor. Adjusting the schedule to accommodate the hours missed due to the holiday is the sole discretion of Atascadero Bible Church.

Weekends, Days Off, and Vacations - When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on the day off of a full time employee, that employee will take another day off during the same work week. Holidays that occur during an employee's vacation will not be counted as a vacation day.

Leaves of Absence - All employees are ineligible for holiday benefits that occur while they are on leave of absence, as well as holidays that are observed on a day of the week that they normally would not work.

Working on Holidays - Ministerial and support staff may be required to work on a holiday when special events are held or when a holiday lands on a Saturday or Sunday. Non-exempt, full time staff, which works on a holiday, may be entitled to overtime pay.

Computation of Benefits - The amount of benefits an employee shall receive for a holiday shall be determined on the basis of the employee's base hourly rate of pay, excluding any special elements of compensation, such as pay differentials, shift differentials, bonuses or commissions. An employee's holiday benefits will thus equal his base rate of pay times the number of his regularly scheduled hours worked for the day on which the holiday is observed.

### 6.3 VACATIONS

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Annual paid vacations are granted for the purpose of providing recreation and relaxation, as well as to provide a time for preparation for the year ahead. Only regular employees (regular full-time and regular part-time employees) earn vacation benefits. Introductory, occasional, and temporary employees do not earn vacation benefits.

#### Earning and Accruing Vacation

Vacation benefits are earned and accrued as follows and are based upon continuous employment:

#### Pastors and Ministers:

- After 6 months of service as a regular employee: 2 weeks
- After 5 years of service: 3 weeks
- After 7 years of service: 4 weeks
- After 10 years of service: 5 weeks
- After 15 years of service: 6 weeks

### Regular Full-Time Employees:

- After 9 months of service as a regular employee: 1 week
- After 2 years of service: 2 weeks
- After 5 years of service: 3 weeks
- After 7 years of service: 4 weeks

Since employment on each anniversary is a condition precedent that employees must satisfy in order to acquire a vested right to any vacation benefits since their previous anniversary date, employees must be actively employed on each anniversary date as a condition of accruing the benefits available as of that date. No prorated benefits are available. Nonexempt employees who are regularly scheduled to work less than 40 hours per week will be paid vacation pay for the number of hours they are regularly scheduled to work. Nonexempt employees who are scheduled to work 40 hours per week will be paid at that rate for vacation. Exempt employees will be paid at their weekly salary.

Regular Part-Time: Employees who have successfully completed their introductory period will begin to accrue vacation hours at the rate of 1 vacation hour per 25 hours worked. Though employees will be accruing these hours, they may not use them until they have completed 9 months of service as a Regular Employee. Employees must be actively employed on their anniversary date as a condition of accruing the benefits available as of that date. As in the case of full-time employees, no prorated benefits are earned and none shall be paid to employees who terminate voluntarily or involuntarily before their anniversary date.

### Policies Regarding Vacation

Scheduling - Vacation schedules are arranged with consideration for both the desires of the employee and the needs of the church. Atascadero Bible Church will strive to accommodate each employee's choice, but must reserve the right to schedule vacations in such a way as to meet its ministry needs.

Limitation on Benefit - Employees are encouraged to use all of the vacation benefits that they accrue each year. For those employees who accrue vacation hours, the maximum benefits that an employee may have at any time equals two years' benefits at the employee's current annual accrual rate. If an employee's accrued but unused vacation benefits reach this maximum, the employee will not accrue any additional benefits. If the employee later uses enough benefits to fall below the maximum, he will begin to earn benefits again, but only from that date forward. There will be no retroactive credit for the period in which the employee's accrued benefits were at the maximum. For employees who earn vacation based upon years of service, only 1 week of unused vacation may be carried over from year-to-year.

Minimum Increments - Vacation must be scheduled and taken in increments. Except where the law provides otherwise, employees may not use vacation benefits in increments smaller than:

Regular full time employees: 1 week

Regular part time employees: 6 hours

Pay in lieu of vacation: Employees may not substitute cash/pay for vacation time.

Timing – A week’s vacation is considered 5 consecutive days plus an employee’s regularly scheduled days off. Employees should avoid abuse, real or apparent, of leaves of absence to expand vacation time. Professional accountability is expected at all times.

Termination – Employees terminating their employment will be paid for any earned but unused vacation leave accrued at the time of such termination.

Tracking – Vacation time earned and used will be logged by the bookkeeper.

Any exceptions to the above schedule of vacations and governing policies shall be made with the Executive Pastor/Lead Pastor and approved by the Deacon and Elder Boards. ABC reserves the right to make exceptions to this policy by granting vacation to newly hired employees.

## 6.4 SICK LEAVE

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### Eligibility Provisions

Employees who complete 30 days of employment are eligible to accrue paid sick days beginning with their first day of employment or July 1, 2015, whichever is later. This policy applies to all employees, including employees in full-time, part-time, and temporary positions. Employees accrue paid sick days at the rate of one hour for every 30 hours of work, subject to the maximum limitations contained in this policy. Exempt employees are deemed to work 40 hours per workweek, unless their normal workweek is less than 40 hours. If their normal workweek is less than 40 hours, they accrue paid sick days based on their normal workweek. Employees may not accrue more than 48 hours or six days of paid sick days.

### Use of Paid Sick Days

Employees may use accrued paid sick days beginning with their 90<sup>th</sup> day of employment and may use up to a maximum of 24 hours (three days) of paid sick days in a year of employment. After their 90<sup>th</sup> day of employment, employees may use paid sick days as they accrue in increments of two or more hours. The Church has discretion to grant or deny an employee’s request for an advance of paid sick days. If a request is approved, the amount of paid sick days advanced will be treated as a wage advance that will be recovered from future paid sick day accruals or, if an employee separates, from the employee’s final wages.

An employee may use sick leave when the employee is sick or ill. In addition, an employee may submit an oral or written request to receive paid sick days for any purpose allowed by the California Healthy Workplaces, Healthy Families Act, such as either:

- (a) the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or a family member, or;

- (b) for an employee who is a victim of domestic violence, sexual assault, or stalking, to take time off (i) to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order or other injunctive relief, (ii) to seek medical attention, obtain services from a shelter, program or rape crisis center, (iii) to obtain psychological counseling, (iv) to participate in safety planning, or (v) to take other actions to increase safety from future incidents.

The Church will provide paid sick days, if accrued, for either purpose.

For purposes of this policy, the term "family member" means (a) a child, (b) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, or a person who stood *in loco parentis* when the employee was a minor child, (c) a spouse, (d) a grandparent, (e) a grandchild, or (f) a sibling. A "child" includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands *in loco parentis*.

#### Cap On Accruals

Unused accrued paid sick days will carry over from one year to the next. However, an employee's accrued paid sick leave may not exceed 48 hours or six days. If an employee reaches this cap, no further paid sick days will accrue until the employee falls below the cap.

#### Separation From Employment

Paid sick days are intended to assist employees who miss work due to their own illness or an illness of a qualified family member during their employment. Any accrued paid sick days that are not used prior to the last day of employment are lost at the time of resignation, termination, retirement, layoff, or other separation from employment. If an employee is rehired within one year of the date of separation, any lost paid sick days will be reinstated and available for the employee to use.

#### Rate Of Pay

Paid sick days will be compensated at the same wage as the employee normally earns during regular work hours. The rate of pay will be based on the employee's hourly wage. If an employee has different hourly rates in the 90 days before taking accrued paid sick leave, was paid by commission or piece rate, or was a nonexempt salaried employee, that rate of pay will be calculated by dividing the employee's total wages (not including overtime premium pay) by the employee's total hours worked in the full pay periods of the prior 90 days of employment.

Paid sick days will be paid by the payday for the next regular payroll period after the leave is taken.

#### Employee Notification Obligations

If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notice. If the need is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable. Employees must, upon request, present evidence satisfactory to the church of inability to work due to illness (i.e. physician's certificate).

### Exhausted Leave

A leave of absence, with pay, not to exceed thirty days, may be granted for illness where the employee remains ill after all accumulated sick leave is used. Such leave must be approved by the Board of Elders. Accumulated leave cannot be transferred to another employee's account.

### Abuse

Sick leave is a privilege and should not be used as additional days off. Abuse of the privilege may result in termination.

## 6.5 JURY/WITNESS DUTY

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Employees are encouraged to cooperate in their responsibilities as citizens. Regular full-time employees called for jury duty or as a witness will be paid for the time spent serving on jury duty that conflicts with their regular work schedule, up to a maximum of ten work days in any two-year period. Employees are granted unpaid leave for the remainder of their jury duty.

If an employee is not required to report or is released early from jury or witness duty, they must immediately report to work. For employees to receive pay for jury duty, they must submit the court-issued confirmation form with their time record. Employees may keep any compensation received by the court for their jury duty.

If you are called for jury duty or are called as a witness in a legal proceeding, please notify your supervisor as soon as possible. If you are called as a jury during a particularly busy time, we may ask you to request the court to postpone your jury duty to a more convenient time.

## 6.6 MINISTRY LEAVE

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One of ABC's Core Values is '*We will sacrifice for the sake of others.*' As such, and in order to encourage and model this type of sacrificial service to our church family, Atascadero Bible Church provides up to five days leave with pay for ministry opportunities. Ministry opportunities may include mission trip participation through ABC or another church/organization, and/or service with ministry departments within ABC (ex. an office employee going to camp with Jr. High students as a camp counselor could be considered service with an ABC ministry). Ministry Leave must have the approval of the employee's supervisor and the Team Leader prior to being taken.

Ministry Leave hours are granted on a case-by-case basis and only regular full-time and part-time employees are eligible for this leave. Leave will be granted and paid based upon an employee's regularly scheduled work hours. (For example, an employee that is regularly scheduled to work 15 hours per week, will be paid for 15 hours for a week of Ministry Leave, regardless of amount of time served while on leave.) Ministry Leave time is not carried over from year-to-year, and is not payable upon termination.

## 6.7 Educational and Creative Leaves

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Full-time pastors and ministers - Full-time pastors and ministers are encouraged to continue their educational development through outside seminars and special programs and experiences. Educational and Creative Leaves with pay may be granted to regular full-time pastoral staff upon the approval of the Personnel Committee up to a maximum of two weeks annually.

Other Staff - Continuing education for all other employees is considered important for the ongoing growth of our ministries. Educational leave with pay for such staff may be granted for up to one week annually upon approval of that staff person's Supervisor and the Lead Pastor. Pay will be based upon the employee's regularly scheduled hours and rate.

Educational and Creative Leaves do not carry over from year-to-year and are not paid to an employee upon termination.

## 6.8 Meetings and Outside Ministry Leave

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While it is the desire of Atascadero Bible Church to share our pastors and ministers with other ministries outside of ABC, the work of our church must be given priority. Therefore, the following guidelines will be followed by the staff at ABC.

- Full-time pastoral and ministerial staff must request and obtain approval from the appropriate supervisor, the Executive Pastor, and the Lead Pastor prior to accepting outside ministry engagements that require time away from their normal duties at ABC.
- The Lead Pastor will give an informational report to the Board of Elders concerning staff time away for outside ministry opportunities.
- Time away for outside ministry should normally not exceed two weeks (14 days) per year to include no more than two Sundays.

## 6.9 BEREAVEMENT LEAVE

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Regular full and part-time employees will be granted up to five days leave with pay in the event of a death of a spouse, parent, child, or sibling; and three days leave with pay in the event of a death of grandparents, or grandchildren. This relationship may be biological, in-law, step, and foster, or legally adopted relatives. If additional days off are needed, earned vacation time may be used or an unpaid leave of absence may be requested.



## 6.10 SABBATICAL LEAVE

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Sabbatical leave for Pastors will be considered on a case-by-case basis and will take into account the benefit to both the pastor and the church. A sabbatical leave, with pay, may be granted for the purpose of study, research, writing or other activities granted by the Boards of Elders and Deacons. A written request, including details regarding the purpose and activities associated with the sabbatical, must be submitted at least 6 - 12 months in advance. The request should clearly define the value that a sabbatical would bring to the future of ABC and an itinerary detailing the use of time off. If approved, leave will be granted as follows:

- 6 – 11 years of employment: 3 months
- 11+ years of employment: 6 months

## 6.11 WORK INJURY/ILLNESS LEAVE

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In the event of any job-related injury or illness, employees must immediately notify their supervisor, the Lead Pastor, or the Executive Pastor, even if they consider the problem to be minor. Should employees experience a job-related illness or injury that is established as a covered workers' compensation claim, their medical care expenses and loss of earning will be covered through ABC's Workers' Compensation Insurance.

Should injuries occur, it is our desire to provide employees with the medical treatment they need in order for them to return to work as soon as possible. In order to prevent injury and to help us remain good stewards of ABC's resources, we ask every employee to abide by our safety and ergonomics guidelines while performing your work. Failure to follow these guidelines or work in an unsafe manner is grounds for discipline.

## 6.12 VOTING

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Atascadero Bible Church encourages employees to fulfill their civic responsibilities by voting. In the unlikely event your work schedule does not give you sufficient time to vote during the time the polls are open, you will be allowed to take a reasonable break, up to one hour, from your work schedule for voting purposes. This time will be paid time off. Since polls are open for twelve or more hours, paid time off for voting should be necessary only in unusual circumstances. Please see your immediate supervisor if you believe you need time off for voting.

### 6.13 Military Leave

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Employees who are members of the National Guard or military reserves and are directed to participate in periodic field training will receive unpaid Military Leave as required by law. Such leave will have no impact on regular vacation accrual.

### 6.14 Leave of Absence Without Pay

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A leave of absence for pastors/ministers without pay may be requested and granted upon the approval of the Lead Pastor and Personnel Committee. The request must be in writing and submitted prior to the granting of such leave. Such leave will not affect accumulated sick leave or vacation time, however; no benefits will accrue during the leave. Previously accumulated sick leave and vacation time will be reinstated upon the employee's return. Leaves of longer than 30 days – including requests to extend an initial 30-day leave - must have the additional approval of the Board of Elders.

### 6.15 INSURANCE BENEFITS

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#### Eligibility

Regular full-time employees are eligible for insurance benefits the first day of the month following their hire date. Full details of the plans will be maintained by the Executive Pastor and routinely made available to affected employees. Responsibility for claiming insurance benefits normally lies with the employee/insured. Representatives of insurance providers are available to assist and answer any questions. The Executive Pastor manages all employee benefit insurance plans.

#### Medical Insurance

Medical insurance through a group policy is offered to the following employees:

- Full-time Pastors, Ministers, and Directors along with their dependents
- Other full-time staff, excluding dependents (dependent coverage may be purchased by the employee)

#### Life, Accidental Death and Disability Insurance

Life, Accidental Death and Disability group insurance is offered as a voluntary benefit by the Church to all active, full-time staff. The details of the plan are maintained by the Executive Pastor and routinely communicated to all eligible employees. This benefit may be amended or deleted by the Church at any time.

### Workers' Compensation

All paid employees are covered by Workers' Compensation, as provided by law, for injuries or illnesses sustained in the discharge of official duties. The policy is on file in the business office.

### AFLAC

AFLAC Insurance is a totally employee-funded insurance option provided by Atascadero Bible Church through the AFLAC Insurance Company. Participation is open to all eligible employees and is completely voluntary. An AFLAC representative will come to ABC annually prior to the open enrollment period and provide answers regarding products and services offered through AFLAC. All premiums for these insurance products must be paid through payroll deduction and all deductions are calculated pre-tax.

## 6.16 RETIREMENT PLAN

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The following guidelines govern Atascadero Bible Church's Retirement Plan:

- As employees of a nonprofit organization, all employees are eligible to participate in a retirement saving plan under Internal Revenue Code 403(b) in the form of a salary reduction agreement. With the exception of ministerial employees outlined below, all contributions will be made by the employee, from his or her salary, without contribution or matching by Atascadero Bible Church.
- The employee is to select a qualifying annuity or mutual fund for their investment and to notify the bookkeeper in writing of the contributions to be made. The employee should consult with an investment advisor in selecting an investment fund.
- As a 403(b) salary reduction plan, all contributions must be made directly by the church on behalf of the employee. The employee is responsible for ensuring their contribution amount does not exceed legal limits for tax purposes.
- The Board of Elders is concerned that some provision be made for the retirement needs of our Ministerial staff (pastors, ministers, directors). Therefore, all ministerial employees upon completing two years of full-time service shall be eligible for a matching contribution. Atascadero Bible Church will match, up to an amount equal to 5% of the employee's annual salary, the contribution made to his or her qualifying plan.

## 6.17 SUBSTITUTION POLICY

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All employee benefits are designed to help and protect the employee, but they are also to help protect the Church; therefore, these benefits are always over and above the base salary and can never be considered a part of the cash remuneration aid by the Church. Substitutions can only be made as specified in the policies. An employee cannot take the cash equivalent in the place of any benefit.

SECTION 7 GENERAL OPERATIONAL AND SAFETY POLICIES
GENERAL OPERATIONAL AND SAFETY POLICIES

### 7.1 GENERAL OPERATIONAL AND SAFETY INTRODUCTION

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The following information relates to Atascadero Bible Church's operations and safety policies. The operational policies provide guidance for you as an employee as well as additional information that we believe you will find helpful as you play your part as a member of the ABC team. While this is not an exhaustive list of operational policies, we've found each of these items to be helpful in conducting business in harmony with ABC's vision, purpose, and core values. Please become familiar with this information, and feel free to contact the Executive Pastor if you have any questions. We are committed to excellence in our day-to-day operations.

In addition to the helpful information cited above, this section contains several safety-related policies that you need to be familiar with so as to protect yourself and others while working at ABC. Our

commitment to you as a member of our Church family is to provide a safe and healthy work environment. As part of our team, you play an important role in making that possible!

## 7.2 COMPUTER NETWORK AND INTERNET POLICY

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As a tool to support the ministry, Atascadero Bible Church has created a facility-wide communication network for phones, data, and other computing needs. Guidelines have been developed to promote effective and responsible stewardship of the technical resources at ABC. Staff members are expected to adhere to the Computer Network and Internet Policy at all times. All staff members waive any right to privacy in communications via electronic media.

### Church Property

All computers, networks, and data, information and software created, transmitted, downloaded or stored on the Church's computer system are the property of Atascadero Bible Church. The voicemail system and all messages left on that system are Church property.

### Business Use and Occasional Personal Use

The Church's computers, network, Internet access, electronic mail and voicemail systems are provided to employees to assist employees in accomplishing their job responsibilities for the Church. Limited occasional personal use of such facilities is acceptable, provided such use is reasonable, appropriate and complies with this policy. If you have any questions as to whether a particular use of such facilities is permissible, check with your supervisor or the Office Manager before engaging in such use. The use of the Church's computers, network, Internet access, electronic mail and voicemail for personal use does not alter the fact that the foregoing remain Church property, and that employees have no reasonable expectation of privacy with respect to such use.

### Privacy

There is no reasonable expectation of privacy in any e-mail, voicemail and/or other use of Church computers, network and systems.

### Prohibited Conduct

- Employees shall not use Atascadero Bible Church's computers, network, Internet access, electronic mail or voicemail to conduct illegal activities
- Employees shall not transmit or solicit any threatening, defamatory, obscene, harassing, offensive or unprofessional material. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of his or her race, religion, color, national origin, ancestry, disability, age, gender, marital status, or any other class protected by any federal, state, or local law.
- Employees shall not create, transmit or distribute unwanted, mass, excessive or anonymous e-mails, electronic vandalism, junk e-mail, or 'spam.'

- Employees shall not access any website that is sexually or racially offensive or discriminatory.
- Employees shall not display, download or distribute any sexually explicit material.
- Employees shall not violate the privacy of individuals by any means, such as by reading private e-mails or private communications, accessing private documents, or utilizing the passwords of others, unless officially authorized to do so.
- Employees shall not represent themselves as being someone else, or send anonymous communications.
- Employees shall not transmit any of Atascadero Bible Church's confidential or proprietary information.
- Employees shall not install, run or download any software (including entertainment software or games) not authorized by ABC Office Manager.
- Employees shall not disrupt or hinder the use of ABC's computers or network, or infiltrate another computer or computing system.
- Employees shall not damage software or propagate computer works or viruses.

### Monitoring

Atascadero Bible Church maintains the right to monitor and record employee activity on its computers, network, voicemail, and e-mail systems. The Church's monitoring includes (without limitation) reading e-mail messages sent to or received, files stored, created, or transmitted and recording web sites accessed.

### Archiving

It is the practice of Atascadero Bible Church to archive (i.e. make back-up copies) of all electronic documents, files and e-mail messages incident to the Church's normal back-up procedures. Employees should therefore understand that even when a document, file or message is deleted, it may still be possible to access that message. The Lead Pastor, the Elders, their designees, and law enforcement agencies have the right to access these archives.

### Copyright Laws

Any software or other material downloaded onto Atascadero Bible Church's computers may be used only in ways consistent with the license and copyrights of the vendors, authors and owners of the material. No employee shall make illegal or unauthorized copies of any software or data. Employees are prohibited from downloading or using personal property on both the Church computers and the Church network without prior written permission from the Office Manager.

### Violations of this Policy

Any violation of this policy may result in disciplinary action up to and including immediate termination. Any employee learning of any violation of this policy must notify their immediate supervisor or the office manager immediately.

### 7.3 COMPUTER SOFTWARE

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Our Technical Services staff is available to ABC employees to provide software training, answer questions, solve problems, and help you take full advantage of our computer system. In order to comply with copyright laws, we do not allow duplication of ABC's software and we never use copied 'pirated' software. We require that ABC employees not install, evaluate, test, copy, or in any way use unapproved computer hardware or software of ABC's equipment. All software programs or personal media devices must be scanned by a Technical Services staff member before being used on ABC's computer network. In some cases, ABC's software may be available for installation on an employee's personal computer at no cost to them. Please see the Creative Director for more information.

### 7.4 EXPENSE REIMBURSEMENT POLICY

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It is the Church's policy to reimburse employees for all necessary expenses that they incur directly in performing their duties and in obedience of the Church's directions. This includes reimbursements for mileage expenses incurred in the direct performance of an employee's duties other than commuting to and from work.

If the Church requires an employee to obtain and use a cell phone exclusively for business purposes, the Church will reimburse the employee for the costs of that cell phone. In contrast, if an employee has a personal cell phone and uses it for business calls or texting at the request or direction of a supervisor, any costs that are due to those required calls or texting that are above the cost of the employee's existing service plan will be reimbursed by the company.

In order to obtain reimbursement, the employee must submit a copy of the bill identifying the extra costs incurred or other satisfactory evidence of the extra expenses to the Church Bookkeeper. The employee must also complete the appropriate reimbursement request form and verify the amount of extra expenses, the dates the expenses were incurred, and the budget account from which the expense will be debited.

### 7.5 Bulletin Boards

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Bulletin boards containing information, including legal notices, for employees is located near the top of the stairs leading into the bookkeeper's office. In addition, legal notices regarding safe workplace and other OSHA regulations is located near the refrigerator in the office workroom. Please familiarize yourself with these announcements and notices.

### 7.6 TRANSPORTATION POLICY

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Atascadero Bible Church maintains several vehicles for use in the service of ABC ministries. Only approved drivers may operate church vehicles and all drivers must comply with State laws regarding licensing and operation. Contact the Church Administrator to reserve a vehicle. All costs associated with the use of Church vehicles will be the responsibility of the requesting ministry.

No staff person is permitted to use a personal motor vehicle on church business without first filing evidence of motor vehicle liability insurance coverage with the church Administrator. Liability insurance limits of no less than \$100,000 per person and \$300,000 per accident for bodily injury and \$25,000 for property damage are required. Employees using personal motor vehicles must rely on their own insurance coverage as the church does not provide insurance to them for damage to their own vehicle or to others when used on church business. The use of a motorcycle, motor-driven vehicle or motorized pedal cycle is not authorized for use on any church-related business.

If personal automobiles are occasionally used for church business, it is preferred that employees seek appropriate tax deductions for such use, as allowed by the IRS. As an alternative, employees may seek mileage reimbursement at the then current allowed IRS rate. Such reimbursement request must be accompanied by appropriate documentation.

## 7.7 VOLUNTEER SERVICE

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On occasion, an employee may decide to help with a special project or local event that is sponsored solely or in part by Atascadero Bible Church or where participation is encouraged by the Church. However, employees should feel absolutely no obligation to consider such service as mandatory or required, any more than would a non-employee member of the Church.

Time worked solely as a volunteer may not be included on the employee's time record. Employees are not allowed to perform their regular work or work directly related to their jobs when volunteering services. Thus, there will be some instances when employees are not eligible to help as volunteers.

## 7.8 CHILD PROTECTION: CHILD ABUSE AND NEGLECT REPORTING

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At Atascadero Bible church we strive to provide a safe and nurturing environment for the children in our congregation and any other children in our community with whom we are involved. We have many youth activities and programs, which we believe can greatly enrich the children's lives. It is also vitally important that all of us who are in contact with children at ABC take personal responsibility for the safety and wellbeing of every child. In addition to this moral obligation, there are many legal requirements of which you need to be aware.

It is the policy of ABC that every employee/volunteer directly involved in children and youth ministry programs receive training and are screened by appropriate authorities prior to being allowed to

serve in ministry. The Children's Ministry and Student Ministries Pastors shall have the responsibility for coordinating the program and seeing that appropriate files are maintained to document training, etc. If at any time you believe a child in the care of ABC has been abused or neglected, speak to either of these Pastors immediately. Never ask questions of the child, or seek to 'investigate' his or her claims.

For more information regarding policies dealing with serving in Children and Youth Ministries, please contact the Children's Ministry Pastor or the Student Ministries Pastor.

## 7.9 BENEVOLENCE FUND

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The benevolence fund is administered by the staff of Care Ministries. Ministerial staff who serve on a rotating basis (Pastor of the Day) utilized this fund when interacting with individuals who come to the church seeking extraordinary assistance. As funds are limited, the needs of members and regular attendees take priority. After an interview and needs assessment, involved staff has the discretion to offer non-cash assistance to those in critical need and make referrals to other social service providers in the area. Encouragement of a right relationship with the Lord should always be a focus during the interview process. Normally, assistance is limited to once in a 6-month period for any individual or family. Benevolence funds are provided through the general fund and special offerings.

## 7.10 RECREATIONAL ACTIVITIES AND PROGRAMS

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Atascadero Bible Church or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related activities, regardless of whether it is on church property or anyplace else.

## 7.11 SUGGESTIONS FOR QUALITY IMPROVEMENT

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We are always looking for better ways of handling our church business and ministries. If you have any ideas for improving our service or doing our job more simply and economically, take your suggestions to your supervisor. All of the members of our management team welcome feedback, questions, and open sharing of ideas. Creative ideas and suggestions about improving our ministry's work environment, processes, and services are encouraged at ABC.

Suggestions that are adopted will be considered in your performance review. Good ideas indicate that you are thinking about your job, the Church, and your future.

## 7.12 CHURCH FACILITIES

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Use of Facilities (see also: *Facility Use Policy, below*)

The following is the priority for which the Church facilities may be used:

1. ABC Church Ministries
2. North County Christian School
3. Other ministries and groups who fit the guidelines outlined in the Facility Use Policy

The scheduling for the use of the facilities must be done through the church office. The room-use calendar is maintained by the Church Administrator. Weekend usage is limited due to worship services.

All groups and activities must be pre-approved by the church. Groups seeking to use ABC facilities must complete a request form. Certain activities are prohibited on church property such as the following:

- Drinking alcoholic beverages
- Use of tobacco products or illegal drugs
- Dancing
- Cult activities
- Any other activities that violate Christian standards

### Signs and Banners

Any permanent signs or banners must be approved by the Board of Deacons. Any temporary sign or banner must be approved by the Office Manager. Temporary signs generally should not be displayed more than 2 months prior to an event and removed immediately following the conclusion of the event.

### Physical Changes

Any physical change to church facilities must be approved by the Board of Deacons. This includes such activities as painting, recarpeting, or any other type of major or structural changes. Written requests should be presented to the Board of Deacons. Any changes such as planting, trimming, moving furniture, equipment, etc. must be approved by the Lead Pastor or Administrator. Either a written or oral request may be made to the Pastor or Administrator.

## 7.13 FACILITY USE POLICY

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Atascadero Bible Church (“the church”) owns certain real estate, including a worship facility, various meeting rooms, a gymnasium, café, and other rooms all of which are used to promote its religious purposes. The Church seeks to exercise wise stewardship over all aspects of the Property. Such stewardship may include educational and occasional guest use from time to time for the purposes

consistent with the Church religious purposes and doctrinal beliefs. Based on these considerations, the Church shall allow use of its Real Estate by others in accordance with the following requirements and guidelines.

1. Decision-making authority. The Church's Board of Elders ("Board") shall make decisions as needed regarding the use of the Church's Real Estate, all in the best interests of the Church. Such decision-making authority may be delegated to the Board of Deacons or other committee of persons appointed by and responsible to the Board, subject to the following doctrinal restrictions.

2. Doctrinal Restrictions. The Church's Real Estate may be used only for purposes and in ways consistent with the Church's doctrinal beliefs as reflected in the Bible, the Church's Covenant as stated in its Constitution and Bylaws, and otherwise, particularly with respect to sexual activity standards and other conduct. In addition, the use of alcohol, tobacco, and illegal drugs on the Church's property is forbidden. Also, dancing on church property is prohibited. The Church Board of Elders shall be the final decision-maker regarding whether any use is in conformity with, or contrary to, the Church's religious doctrine.

3. The Church may request donations or charge for cost-sharing contributions ("fees") in order to defray the estimated cost of facility use. No such fees shall be charged with any impermissible view to profit and any and all fees are subject to waiver or reduction based on the prospective user's financial need.

4. The Church's Elder Board (or a committee delegated thereby) shall be responsible for memorializing guest facility use. Such written agreements shall include identification of the religious purposes served by a guest's facility usage, with appropriate Scripture references (e.g. worship, strengthening families, care for widows and orphans, outreach to the lost).

5. Insurance coverage shall be maintained for all uses of the Church's real estate, including certificates of coverage from other users as appropriate.

6. The Church's Elder Board (or committee/staff person delegated thereby) shall be responsible for communicating these requirements and other guidelines to all prospective guests of the Real Estate.

#### 7.14 MARRIAGE POLICY

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*Atascadero Bible Church is committed to helping couples build Christ-centered marriages that will last a lifetime.*

***Our Elders have written the ABC Marriage Policy as a guideline for what we believe to be a Christ honoring marriage, according to God's Word. Couples who have questions or comments about the policy are welcome to meet with a pastor for further discussion. Couples who wish to have an ABC pastor or elder officiate their wedding, or who wish to use our building for their wedding ceremony and/or reception, must abide by our marriage policies.***

It is the desire of Atascadero Bible Church that your marriage be all that God intends for you. Since God designed the marriage relationship, He knows best how to build a marriage that will last a lifetime.

As we read His Word, we are able to discern basic principles which must be understood and applied if we hope to experience joy and fulfillment in marriage. Ignoring these principles will result in frustration and possible failure in the marriage relationship.

Because we are committed to building healthy marriages that can go the distance, we want to present the following guidelines. Our purpose is not to condemn or reject anyone, but to comply with God's principles for marriage. At ABC we value the permanence of marriage. It is our desire that your marriage models the Biblical relationship between Jesus Christ and His bride, the Church; a covenant relationship characterized by joy, intimacy and permanence.

1. **We recommend a minimum of six months of marital preparation.** This allows plenty of time for the "2-B-1" program. This program is required for all couples who desire to be married by one of the pastors or elders at Atascadero Bible Church or who wish to use the ABC facilities for their ceremony and/or reception.
  
2. **A minimum of a one-year dating/courting relationship is recommended before marriage.** Even though some people have the skills and maturity to build a committed relationship sooner than others, there really are no shortcuts to building intimacy, trust and communication.
  
3. **Divorced persons may be considered for marriage at Atascadero Bible Church** provided they meet one of these biblical criteria:
  - a. The former spouse is now deceased (Romans 7:2, 1 Corinthians 7:39)
  - b. The divorce occurred because of sexual unfaithfulness by the former spouse (Mt. 19:3-9)
  - c. Desertion by an unbelieving spouse (1 Corinthians 7:15)
  - d. The former spouse initiated divorce and has remarried (Romans 7:3)

If none of the above criteria apply to your situation, a meeting with a pastor may be arranged to consider your individual case. We acknowledge that other extenuating circumstances often relate to divorce.

Additionally, remarriages after divorce of a spouse will be performed only after one year has passed from the time the divorce is finalized. A divorce recovery program must be completed either at Atascadero Bible Church or another church. We believe a new relationship should not be pursued until the potential of a healthy reconciliation has been exhausted and significant healing has taken place. (For further explanation of a biblical view of divorce and remarriage,

see the attached belief statement, *What the Bible Teaches About Divorce and Remarriage* by ABC's board of elders.)

4. **Remarriage following the death of a spouse should occur after one year from the spouse's death.**
5. **Atascadero Bible Church Pastors and elders will not marry couples and ABC's facilities cannot be used if the couple is "unequally yoked" spiritually.** Both people must have surrendered their lives to Jesus Christ as Lord and Savior, and be committed to establishing a Christian home.
6. **The couple must remain celibate (ie. refrain from sexual activity and contact) from this time forward and not live together at any time between now and the wedding.** The pastor or elder will not perform the ceremony if the couple is currently living together. This is in accordance with Scripture and is a protection for you against divorce, as research has found that couples who live together have a higher divorce rate than those who do not. The couple, along with their Accountability Partners must agree to and sign the Purity Covenant prior to beginning any premarital programs associated with ABC.
7. **No other elder or Pastor on the Atascadero Bible Church staff will marry a couple if another elder or pastor of the church has declined to perform the ceremony, based on spiritual reasons.**
8. **In accordance with Biblical teaching and ABC's Statement of Faith, marriages performed at Atascadero Bible Church will only be between one man and one woman.** This church recognizes marriage as exclusively the legal union of one man and one woman in which such union is a lifetime commitment. Gen. 2:18-24; Matt. 19: 3-9; Mk. 10: 6-8; I Cor. 7:2
9. **The wedding must be in accordance with ABC's Statement of Faith and related doctrinal teachings on Biblical marriage.**
10. **These guidelines are not meant to be an exhaustive list.** At times individual circumstances will require a decision by ABC pastoral staff and/or elders. Decisions regarding marriages performed at Atascadero Bible Church and/or by pastors or elders of Atascadero Bible Church are governed by these guidelines as well as those outlined in the church's constitution and other governance documents. In addition, couples agree to postpone plans should an elder or pastor, in consult with the mentor couple, believe additional time and/or counsel is required.

*In conclusion, these guidelines have been created based upon Atascadero Bible Church's belief in God's plan for marriage as found in God's Word, and are meant to encourage, protect, and strengthen the couple's commitment to Christ. Due to the nature of interpersonal relationships and individual levels of*

*maturity, there may be some exceptions to these guidelines, as determined on an individual basis by the Adult Ministries Pastor, in conjunction with the Elders of Atascadero Bible Church.*

## 7.15 OCCUPATIONAL HEALTH AND SAFETY POLICY

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Atascadero Bible Church intends to provide and maintain a safe and healthful workplace by pursuing improvement in safety practices and complying with all applicable federal, state, and local laws and regulations with respect to employee safety. All employees are expected to maintain safe and healthful working conditions and to adhere to all operating practices and procedures designed to prevent injuries and illness. The Church strives to provide all employees with the proper training, equipment, and job knowledge in order to work safely. All employees have the responsibility to observe all safety and health guidelines.

Every employee should understand the importance of safety in the work place. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, the company emphasizes "safety first" and expects all employees to take steps to promote safety in the work place.

In keeping with this commitment, the company has established an "Injury and Illness Prevention Program" as part of its safety program. The Church Administrator has been delegated responsibility for administering and implementing our Injury and Illness Prevention Program.

### *Compliance Is Essential*

Employees must understand that compliance with safety requirements is a condition of employment and will be evaluated, together with other aspects of an employee's performance, as part of the performance appraisal process. Employees who are particularly effective in following safe and healthful work practices may receive recognition for their effectiveness. Due to the importance of safety considerations to the company, employees who violate safety standards, who cause hazardous or dangerous situations, or who allow such conditions to remain when they could be effectively remedied, may be subject to disciplinary action, up to and possibly including termination.

It is therefore essential that all employees comply fully with the standards and practices of the company that are designed to promote a safe and healthful working environment. As part of our policy, the company has established programs to train and retrain employees as appropriate to assist them to avoid dangerous or unhealthful conditions and to remedy problems or hazards before they cause accidents or injuries.

### *Reporting Unsafe Conditions and Risks*

Whenever an employee identifies an unsafe condition or an occupational safety and health risk, the employee should report the matter immediately to his supervisor if he is unable to remedy the situation himself. If the supervisor is not readily available, the employee should immediately inform the Church Administrator or Executive Pastor so that any dangerous condition can be corrected. Employees

are strongly encouraged to report any situations of this nature and need not fear any form of reprisal as the result of their compliance with this policy. Employees who identify any hazards in the work place can also choose to report the situation anonymously to the Church Administrator or Executive Pastor if they prefer not to identify themselves.

### *The Injury and Illness Prevention Program*

Part of the company's Injury and Illness Prevention Program will include safety meetings, training programs, posting safety notices and safety tips, and providing periodic written communications to employees regarding safety matters. Representatives of the Church may also conduct periodic inspections to identify unsafe conditions and work practices and will also investigate occupational injuries and illnesses. When appropriate, the Church may utilize the services of outside representatives to conduct investigations where it believes that it will be helpful in our attempts to promote the interests of safety in the work place. Every effort will be made to correct unsafe or unhealthy conditions, work practices, or procedures in a timely manner. It is therefore essential that all employees cooperate in achieving these objectives and assist the company to provide a safe work place for everyone.

### *Cooperation and Questions*

Employees may occasionally be asked to assist or participate in inspections, the correction of unsafe or unhealthful conditions, or training programs and activities. Full cooperation by all employees is necessary to the accomplishment of our goals. Employees should direct any questions they have regarding their obligations under the Injury and Illness Prevention Program or the company's safety policies to the Church Administrator.

## 7.16 SMOKE-FREE ENVIRONMENT

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Atascadero Bible Church's facilities are a smoke-free environment. This includes all tobacco products and 'vapor' products.

## 7.17 WORKPLACE VIOLENCE

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Workplace violence by an employee or anyone else against an employee, supervisor, member of management, visitor, vendor, or any other person related to the workplace is prohibited. Workplace violence includes but is not limited to verbal assaults, threatening behavior or physical assaults occurring in or arising from the workplace, and threats via telephone, mail, or electronic communications. The term, 'workplace,' includes, but is not limited to, the building or work area constituting the principal place where work is performed or assigned, including common areas (such as reception areas and halls), private or personal work areas (such as offices or group work stations), any remote area where the



employee is engaged in Church business, vehicles, whether church or privately owned, when used for business purposes.

The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Church property. If you receive or overhear any threatening communications from an employee or any other individual(s), report it to your supervisor immediately. Do not engage in physical, verbal, or electronic confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately. Also, security personnel are located on the premises during weekend services and weekday youth meetings.

All reports of workplace violence are taken seriously, investigated, and where appropriate, corrective action taken to remedy the concern. Employees are encouraged to report and participate in an investigation of any suspected or actual cases of workplace violence. Retaliation against an individual for reporting workplace violence or participating in an investigation is prohibited.



## SECTION 8

### FORMS

#### HANDBOOK ACKNOWLEDGEMENT FORM

This is to acknowledge that I have received a copy of the Employee Handbook and understand that it contains important information on the church's general personnel policies and on my privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to church policies and will familiarize myself with the material in the handbook. I understand that I am governed by the contents of the handbook and that the church may change, rescind or add to any policies, benefits or practices described in the handbook, other than the employment-at-will policy, from time to time in its sole and absolute discretion, with or without prior notice. The church will advise employees of material changes within a reasonable time.

Furthermore, I understand that employment with Atascadero Bible Church is not for a specified term and is at the mutual consent of the employee and the church. Accordingly, either the employee or the church can terminate the employment relationship at will, with or without cause, at any time. This represents a final and binding integrated agreement with respect to the at-will nature of the employment relationship and cannot be modified, unless it is modified in a written agreement signed both by the Lead Pastor and by me.

---

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (Typed or Printed)

### **EMPLOYMENT-AT-WILL ACKNOWLEDGMENT**

All employment relationships with the employer are terminable at will. You have received and accepted an offer of employment with the understanding that you will be an at-will employee. This status is consistent with the provisions of Labor Code Section 2922, which states as follows:

"An employment, having no specified term, may be terminated at the will of either party on notice to the other."

This means that you are free to leave your employment at any time, either with or without cause or advance notice, to pursue other interests or job opportunities. The employer retains the same right to end the employment relationship at any time, either with or without cause or advance notice.

No one has the legal power, ability, or authority to alter the at-will nature of the employment relationship other than the Lead Pastor. The Lead Pastor may only alter the at-will nature of the employment relationship if he does so in a written agreement that is signed both by him and by you. I understand that this represents an integrated

agreement with respect to the at-will nature of the employment relationship and that there are no oral, collateral, or written agreements to the contrary.

By signing this form, you acknowledge that you fully understand the at-will agreement, acknowledge your at-will status, and agree to this status.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
[Please type or print name]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

**EMERGENCY CONTACT FORM**

**EMPLOYEE NAME:** \_\_\_\_\_

The following person or persons should be notified in case of an accident or emergency:

1. \_\_\_\_\_  
(Print or Type Name of Person to Notify) (Telephone Number)

2. \_\_\_\_\_  
(Print or Type Name of Person to Notify) (Telephone Number)

Date: \_\_\_\_\_

## **MEAL AND REST PERIOD OBLIGATION ACKNOWLEDGMENT**

I understand that state law requires that I take a duty-free meal period of no less than 30 minutes whenever I exceed five hours in a work day. I understand that I must be relieved of all duties during the meal period and that the meal period must begin before I exceed five hours of work. Unless I qualify for an exception and sign a waiver of my right to a meal period that is also signed by an authorized superior, I understand it is my obligation under the law and my employer's policies to take a meal period of at least 30 minutes within the time identified above. Because a violation of this rule constitutes a violation of the law and my employer's policies, I understand that I may be subject to discipline, including the possibility of immediate termination, if I violate this policy.

It is my responsibility to accurately record the times each meal period begins and ends. All work time must be fully and accurately recorded. Any off-the-clock work is strictly prohibited.

I also understand that I am entitled to a rest period at the rate of 10 minutes net rest for every four hours of work or major portion of four hours. I further understand that

the rest period should be taken as close to the middle of each work period as possible and that no supervisor may ask or require me to give up my rest period.

I hereby certify that I fully understand the rules regarding meal periods and rest periods and will comply fully with those rules. If I am denied a meal or rest period to which I am entitled, or if I fail to take a meal or rest period as required by law and my employer's policies, I agree to notify the Director of Human Resources within 24 hours so that the matter can be fully and carefully investigated and appropriate premiums and compensation can be paid.

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Employee's Signature

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Please print or type your name

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Date

**MEAL PERIOD WAIVER FOR EMPLOYEE**  
**WORKING SIX OR FEWER HOURS**

I understand that employees who work more than five hours in a day must take a duty-free meal period of at least 30 minutes and that such meal periods must be accurately recorded on time records. California law also states that an employee and employer can agree that the employee may voluntarily waive the 30-minute meal period when the employee works no more than six hours. I understand that the law reads as follows:

"No employer shall employ any person for a work period of more than five (5) hours without a meal period of not less than 30 minutes, except that when a work period of not more than six (6) hours will complete the day's work the meal

period may be waived by mutual consent of the employer and employee." (See Section 11(A) of Wage Order 5-2001.)

I hereby request the opportunity to waive the 30-minute meal period I would otherwise be entitled to receive on any day in which I work more than five hours but no more than six hours. I have asked my employer to agree to this.

I acknowledge that I have read this waiver, fully understand it, and voluntarily agree to the waiver.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Authorized Employer Representative

\_\_\_\_\_  
Date

**ACKNOWLEDGMENT OF POLICY AGAINST UNLAWFUL  
HARASSMENT AND PROMISE TO COMPLY**

I acknowledge that I have received a copy of the company's written policy against unlawful harassment and understand that the company will not tolerate unlawful harassment by any employee. It is a zero tolerance policy. I recognize that the only way an employer can achieve its goal of providing a discrimination-free and harassment-free work environment is with the assistance of its employees. The company and its employees must therefore be partners in the commitment to provide a work environment that is free of unlawful discrimination and harassment.

I agree to comply with all aspects of the policy against unlawful harassment and promise that I will not violate the law or the company's policy. I also promise to fulfill all of my responsibilities under the policy, including the responsibility to report any unlawful harassment immediately to any supervisor or Pastor in accordance with the procedures of the policy. In this way, I will do all that I can to assist the company to provide and maintain a workplace that is free of unlawful discrimination and harassment.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
[Print or type name]

Date: \_\_\_\_\_

## **WORKERS' COMPENSATION FRAUD NOTICE**

We provide workers' compensation insurance for our employees as required by state law. The insurance provides important protection for employees who suffer a work-related injury. We encourage employees to report all workplace injuries immediately and to take advantage of the benefits provided by our workers' compensation insurance if they are injured on the job.

Workers' compensation insurance provides important protection for employees who suffer an injury at work. Unfortunately, we understand that some employees are encouraged to file fraudulent workers' compensation claims. For your own protection, you should know that the California Insurance Frauds Protection Act provides that it is unlawful for any person to:

*"Make or cause to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining . . . compensation . . . and shall be punished by imprisonment in county jail for one year, or in*

*the state prison for two, three or five years, or by a fine not exceeding Fifty Thousand Dollars (\$50,000.00) . . . or by both imprisonment and fine."*

Our policy is to investigate all questionable workers' compensation claims. If they appear to be fraudulent, they are referred to the Bureau of Fraudulent Claims and the District Attorney's office.

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Date

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[Type or Print Name]

---

Signature

## **INTRODUCTORY PERIOD**

The first 90 days of your employment represent an introductory period. During this time, you will get acquainted with the employer and your co-workers, learn your responsibilities, and determine whether you are happy with your job. The employer will have the chance to evaluate you and your performance during this period. The employer may extend the length of the introductory period in its discretion. Employment relationships can be terminated by the employee or the employer, at will, either with or without cause or advance notice, at any time during or after the completion of the introductory period.

Employees who have completed their introductory period of employment are considered "regular full-time or part-time" employees.

Completion of the introductory period does not entitle any employee to remain employed by the employer for any definite period of time. The employee and the employer are free at any time, either with or without cause and with or without notice, to end the employment relationship at will.

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Date

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Print or Type Employee's Name

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Signature