

The logo for North Canton Chapel is a square with a thick black border. Inside the square, the words "NORTH", "CANTON", and "CHAPEL" are stacked vertically in a bold, black, sans-serif font. The text is centered within the square.

**NORTH
CANTON
CHAPEL**

Updated December 2022

This employee handbook supersedes all prior or written policies or guidelines.

This employee handbook does not constitute a contract for employment with North Canton Chapel (throughout this handbook referred to as NCC), either expressed or implied.

The policies and procedures listed herein are intended to be guidelines and merely descriptive of suggested procedures to be followed. NCC reserves the right to revoke, change or supplement guidelines at any time without notice.

GENERAL INFO



Mission:

We exist to be the church who makes much of Jesus everyday to everyone.

Vision:

- **Celebrate:** We gather every weekend to celebrate Jesus and increasingly yield our lives to Him.
- **Connect:** To grow close to the church / others by engaging in life and community with brothers and sisters in Christ.
- **Contribute:** We contribute our time, talents, and treasures to see the gospel move forward in this world.

Values:

1. Proclaiming God's word
2. Spreading the Gospel
3. Community
4. Serving Others
5. Imitating Christ
6. Missions
7. Prayer

Standards

We believe that a relationship with Jesus Christ radically alters an individual's world view, the meaning of work and service, and the principles and ethics that guide daily work. It is the practice of NCC to seek employment of personnel who are members of this congregation. All full-time and part-time ministry staff will be or will become members of NCC. All full-time and part-time support staff are encouraged to become members of NCC, though it is not an immediate requirement of employment.

Equal Employment Opportunity

It is the intention of NCC to practice equal employment opportunity without regard to an individual's race, color, sex, age, national origin, veteran's status or disability in application of any policy, practice, rule, or regulation. Functioning as a church, we can and do discriminate on the basis of religious belief [see **Standards**, above].

Americans with Disabilities Act

We are committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify your supervisor of the need for an accommodation. Upon doing so, your supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical rehabilitation professionals.

Employment-At-Will

Nothing contained in this manual or in any other materials or information distributed by NCC creates a contract of employment between an employee and The North Canton Chapel. NCC employs individuals on the basis of their qualifications and ability to perform the functions of the position for which they are being hired.

All employees are employed on an at-will basis, meaning with the mutual consent of both the employee and NCC. As an employee, you have the right to terminate your work at NCC at any time, and for any reason. NCC also has the right to end your employment at any time, with or without prior notice or warning.

Open Communication

You are encouraged to bring your questions, suggestions and complaints to our attention. Careful consideration will be given to each of these in our continuing effort to improve our operations. If an employee has a problem, they should present the situation to their supervisor so the problem can be settled by examination and discussion of the facts. It is our expectation that (s)he will be able to satisfactorily resolve most matters.

If you find that you still have questions after meeting with your supervisor or that you would like further clarification on the matter, you should schedule a conversation with the Executive Pastor or the Lead Pastor.

Your suggestions and comments on any subject are important to us and we encourage you to take every opportunity to discuss them with us. Your job will not be affected in any way because you choose to use this procedure.

Categories of Employees

Administratively, there are three categories of employees at NCC. Regardless of category, all employees are subject to NCC's Leadership Agreement and the Employee Handbook:

1. Full-time Employees

Any employee that is listed on the church payroll as full-time and whose position requires fulfillment of at least 40 hours per week. (Previous commitments will be honored.) Full-time employees are entitled to full benefits.

2. Part-time Employees

Any employee that is listed on the church payroll as part-time and whose position requires fulfillment of less than 40 hours of work per week. Part-time employees may be entitled to limited benefits.

3. Interns

Interns are seasonal employees (either part-time or full-time) whose hiring process, job descriptions, and workflow are determined and overseen by the respective department supervisor. Interns are not entitled to benefits or vacations days. Interns are hired on an as-needed basis according to departmental objectives.

All full and part-time staff positions are or have been evaluated and identified as Exempt (Salaried) or Non-Exempt (Hourly) with respect to minimum wage and overtime provisions of the Fair Labor Standards Act. This status will be listed on each individual Employee Salary and Benefit Proposal and reviewed annually.

Hiring of Relatives

A member of an employee's immediate family [spouse, parent, child, and sibling] will be considered for employment by NCC provided that the applicant possesses all the qualifications for employment. An immediate family member may not be hired under the following conditions (These criteria will also be considered when transferring, or promoting an employee):

- If the prospective employee would work in the same ministry department as the existing employee.
- If the prospective employee would serve as a supervisor for the existing employee.
- If the prospective employee would be a subordinate to the existing employee.

Hiring of Employees under Age 18

When NCC hires employees under age 18 who are not emancipated or have a high school equivalency degree ("minor employees"), NCC and the minor employee must comply with all necessary laws pertaining to the employment of minors. All minor employees must obtain a proper work permit and NCC must keep records of this compliance. All minor employees may only work during non-school hours.

Human Resources Records

NCC maintains a personnel file for each staff member. These records remain the property of NCC and access to the information contained in them is limited, generally to supervisors and management personnel who have a legitimate reason for reviewing the file. With advance notice, an employee may review the information contained in his/her personnel file, in the presence of the Executive Pastor.

Social Security Number Distribution

In order to provide employee benefits and to comply with certain government regulations, NCC must keep on file, and provide to some other agencies or vendors, employee social security numbers. This information is distributed only as necessary and is handled in a sensitive, confidential manner. Examples

of organizations to which employee social security numbers are released include, but may not be limited to:

- Payroll agencies
- Federal, state, and local tax authorities
- Health and life insurance providers for current plans / bid submission
- Administrators of 403b retirement plans
- LTD/STD insurance providers

Changing HR records information

It is the employee's responsibility to notify the Financial Manager of any change to:

- Name
- Address
- Phone number
- Marital status
- Number of dependents or change in dependent status
- Beneficiary designations for any employee benefits plans
- Persons to be notified in case of emergency

Probationary Period

The first 90 days of employment are classified as a probationary period. After the probationary period has ended, a performance evaluation may be administered to evaluate the employment relationship. Employees may be terminated, without warning, and for any reason, at any time during the probationary period. At all times, including the probationary period, employees are considered at-will, and nothing in this policy should be construed to modify the at-will status. All other policies contained in this handbook apply during the probationary period.

Job Descriptions

At NCC we use job descriptions to aid in fulfilling staffing needs, wage and salary administration and training. In addition, job descriptions are designed to be used as a tool to help employees and supervisors communicate about job responsibilities. The following guidelines relate to the management of job descriptions:

- Prior to being hired, a job description shall be supplied to the prospective employee for review.
- Job descriptions are considered to be guidelines for position responsibilities and are subject to review and modification over time.
- Periodically an employee may be asked to perform duties which may not be a part of the job description. If the scope and frequency of these requests become regular in occurrence, the job description may be reviewed for change.
- Any changes to the job description will be reviewed with the employee.

Performance Evaluations / Reviews

Performance evaluations will be conducted annually for all employees. Procedures regarding the performance evaluation / review process will be documented separately and established.

Resignations

Should you decide to leave your position with NCC, we ask that you provide at least two weeks' notice to allow for an orderly transition. This notice shall be filed in writing with your supervisor and a copy to the Financial Manager. During that time arrangements will be made for returning church property such as keys, credit cards and portable equipment. In addition, an exit interview will be arranged to allow you the opportunity to share information about your time of employment with NCC, so that we may continue to improve our human resources management.

In order to make an orderly transition possible, we would prefer that the two weeks encompass actual working time as opposed to vacation time. Sick time or unused vacation time is not accrued and has no cash value, and therefore will not be paid upon resignation.

Employee benefits cease upon agreed date of departure, unless otherwise prohibited by law.

General Payroll Information

NCC strives to pay wages and salaries that are competitive with those in similar churches, recognizing individual effort and contribution to the ministry. Salary and wage information is confidential. Employees are asked to respect and maintain the confidentiality of their personal salary or wage information, discussing it only with a supervisor, the Financial Manager, or Executive Pastor.

An annual salary or wage figure is established for employees at the time of their employment. The objective of salary administration is to provide fair compensation to all employees in accordance with their responsibilities, skill requirements, experience and performance. Salary increases are made on the basis of meritorious performance or increased responsibility and are not automatically distributed with every review.

Paydays are every two weeks for both salaried and hourly employees. Salaried employees are not required to submit time sheets for payroll processing. Hourly employees may be asked to submit payroll time sheets on a bi-weekly basis. If requested, each time sheet will identify days worked, the number of hours worked per day, vacation days used, and must be signed by the employee and their supervisor. If a time sheet is not submitted for a given pay period, payroll will not be issued. The employee will be notified of the missing time sheet, and upon submission, pay for that period shall be included in the next payroll processed.

Various payroll deductions are made each payday in compliance with federal, state and local laws, as well as a means of service to employees. They may include the following:

- Federal, State, and Local income tax withholding
- Social Security/Medicare
- Employee's share of health/dental insurance
- Employee's designated 403b Retirement contribution

Employees are required to utilize direct deposit to one or more accounts by completing appropriate paperwork for the Financial Manager. Paystubs are available online.

By January 31 of each year, NCC will provide each employee with a W-2 statement showing the total amount of taxable earnings from the prior year in addition to deductions withheld. These shall be placed in employee mailboxes in the church unless a special request is made. NCC does not provide pay advances on unearned wages to employees.

BENEFITS



Employee Benefits Program

For the benefit of employees and this organization, NCC provides certain employee benefits outlined in this handbook. All employee benefits are subject to change or elimination at any time at the discretion of NCC. Benefits may also be modified in accordance with federal and state law. Please contact the Financial Manager at any time if you have a question about benefits.

Eligibility for Benefits

Eligibility for employee benefits is as follows:

- Full-time employees receive all benefits
- Part-time employees [less than 40 hours per week] receive Building use/wedding fee waivers and option to purchase Vision and/or Dental Insurance at employee expense

Health Insurance Plan

NCC offers a HSA health insurance plan effective the first of the month following date of hire to its full-time employees. NCC pays 100% of the health insurance premium. The deductible amounts may vary each year. Please contact the Financial Manager if you have questions about insurance coverage.

Health Savings Accounts

NCC has established Health Savings Accounts for each full-time employee and will make a deposit into the employee's HSA and the amount may vary each year. Please contact the Financial Manager if you have questions about HSA.

Short-Term Disability Insurance

NCC offers short-term disability coverage with Met Life to its full-time employees, effective on the date of hire. Coverage is currently paid 100% by NCC. There is an elimination period of 14 days during which the employee receives their full pay after which employee will receive 60% of salary with a weekly benefit maximum of \$500 for up to 90 days. Please contact the Financial Manager if you have questions about short-term disability.

Long Term Disability Insurance

NCC offers long-term disability coverage with Met Life to its full-time employees. Coverage is currently paid 100% by NCC. There is an elimination period of 90 days during which the employee may receive short term disability benefits (see above). Coverage pays 60% of earnings, with a maximum monthly benefit of \$6,000.00. Please contact the Financial Manager if you have questions about short-term disability.

Life Insurance and AD&D

NCC offers a Life Insurance plan to all full-time employees which also provides an accidental death and dismemberment benefit for the employee in the amount of \$15,000.

Social Security

All non-pastoral employees are covered by the Federal Social Security Act. A required percentage of your salary is deducted from your paycheck to pay the employee's portion of this protection. In addition, the church matches that deduction, dollar-for-dollar. Pastoral staff must pay all Social Security payments privately unless other arrangements have been established. In some cases, pastoral staff members may be exempt from social security.

For more information regarding this topic, please see your tax advisor or contact the IRS directly.

403b Retirement Plan

Under the provisions of the 403b retirement plan, all staff employees are eligible to contribute tax-deferred dollars by payroll deduction, to the maximum extent allowed by law, toward retirement income. Eligible employees, following six months of employment, may also receive a matching contribution from NCC each month.

The process of establishing a 403b retirement account and receiving financial investment advice is coordinated by an outside agency selected by NCC. For information on NCC's 403b plan, please see the Financial Manager.

Part time employees may have pay deferred into a 403b retirement plan; however, no matching contribution by NCC until employee meets all of the following criteria: 1) must be 18 years of age or older, 2) must be an employee of NCC for at least six months, and 3) must work and maintain a minimum of 1,000 hours per year.

Vacation Policy

This time is given to the employee for the purpose of rest and recreation. It's up to the employee to use this time to appropriately recharge and remain fresh for their ministry position.

Paid Vacation

NCC offers a paid vacation to all eligible full time employees. No paid vacation for part-time employees.

Vacation terms for full time employees: Vacation days reset each year on the employee's date of hire.

- After 6 months of employment – 1 week vacation annually
- After 1 year of employment – 2 weeks of vacation annually
- After 5 years of employment – 3 weeks of vacation annually
- After 10 years of employment – 4 weeks of vacation annually

Unused vacation days do not rollover from year to year have no cash value. It is preferable that vacation be structured not to miss 3 consecutive Sundays.

The process for applying for vacation days will be as follows:

1. Discuss it with immediate supervisor.
2. Submit online form via NCC staff portal.
3. Financial Manager and / or Executive Pastor verifies that the requested time off is available.
4. Financial Manager and / or Executive Pastor approves vacation and informs employee and supervisor.

Personal Retreat Days

NCC offers this benefit: 2 personal retreat days per calendar year for Ministry Leaders or Pastors for the purpose of cultivating deeper personal walk with

Jesus. This is done individually through prayer, personal retreat and spiritual rejuvenation and restoration. Please discuss all personal retreat days with your immediate supervisor.

- It is preferable that these are not back to back.
- It is preferable that these are not on / over a Sunday.
- These will be tracked on an honor-system basis with Executive Pastor.

Comp Time

Comp time is meant to compensate an employee for an emotional, physical, and spiritual investment above and beyond their normal work hours (Camps, retreats, missions' trips, unforeseen ministry obligations)

- Comp time is not guaranteed in all circumstances and is subject to approval by your immediate supervisor and Executive Pastor.
- If an employee anticipates work outside of normal business hours (i.e. working a Friday evening event) the employee is encouraged to make advanced planning to their schedule to accommodate that time.
- Comp time to be used within 2 weeks after the date you had the hourly overage of work.

Holidays at NCC

The following dates or revisions to these dates can be amended by the Lead Pastor each year as appropriate:

- *New Year's Day – *offices closed*
- MLK Day – *offices closed*
- Good Friday – *offices closed*
- Day after Easter – *offices closed*
- Memorial Day – *offices closed*
- *Independence Day - *offices closed*
- Labor Day – *offices closed*
- Thanksgiving Eve – *offices closed ½ day*
- Thanksgiving Day – *offices closed*
- Day after Thanksgiving- *offices closed*
- *Christmas Eve – *offices closed*
- *Christmas Day- *offices closed*
- *New Year's Eve – *offices closed*

*On years when these days fall on a weekend, holidays will be on either the preceding Thursday or following Monday as determined by the Executive Pastor.

Minimal Work Days

Depending on when Christmas and New Years fall within the week, some number of minimal work days may be granted during the weeks of these holidays. This will be determined each year by the Executive Pastor or Lead Pastor.

Minimal work days are designed to allow our entire team an opportunity to slow down and rest during these seasons. The goal of these days is to give the employee the flexibility to work the 'minimal amount' possible to support Sunday gatherings or to provide essential services in support of our church and team. Though there is no requirement to come to the office during minimal work days, employees are each expected to be available as-needed to supervisors and other team members, at least via phone and email. If the employee needs to go out of town or will otherwise be unavailable, then they should take official vacation days to do so.

Sabbatical

We believe in the value of biblical sabbatical and its purpose for restoration and renewal in the life of the team member of NCC. To be eligible for requesting a sabbatical, a Pastor / Ministry leader must be a full-time staff member at NCC for a minimum of six years unless otherwise approved by the Elder Board. Please see the Executive Pastor for the specific criteria, the process, and approval of a sabbatical.

Paid Personal Time

NCC does not provide a specific number of paid personal days to employees during the year. There are four particular occurrences for which paid personal time may be provided to full-time employees:

1. **Personal business** - Occasionally employees may have a need to conduct an item of personal business which requires leaving work briefly during office hours. Though these times should be limited, NCC does allow employees time off during the day to handle such a matter. Please notify your supervisor in advance, if possible, and with as much notice as you can provide. If the personal business requires a full work day for completion, vacation must be used.
2. **Maternity / Paternity**- (*Mother*) immediately following the birth or adoption of a child, you may be have the equivalent of two week's off (based upon your normal weekly work schedule) for paid maternity leave. With supervisory pre-approval, any unused vacation time may also be additionally utilized. (*Father*) Spouses may be have the equivalent of one week off (based upon your normal weekly work schedule) for paid leave.
3. **Bereavement** - In the event of death in your immediate family, you may be paid for three days of personal time to handle family affairs and attend the funeral. Immediate family includes spouse, children, parents [or in-laws], siblings, and grandparents.
4. **Jury Duty** -NCC encourages you to fulfill your civic duty if called to jury duty. Please inform your supervisor as soon as you are summoned, so that work schedules can be arranged properly. Full-time employees will receive their normal rate of pay in addition to any jury fee paid.

Paid Sick Time

NCC does not provide a specific number of paid sick days to employees during the year. Rather, matters requiring paid sick time are handled on an as-needed basis. In the event of illness or injury, full-time employees are allowed a reasonable amount of paid sick time for recovery.

The following guidelines apply:

- The time off is not established as a “right to time.”
- The time off is not cumulative and has no cash value.

- Since these days do not accrue, and are to be used only in the event of illness, sick time is not accumulated for payment at the termination of employment.

If a medical condition arises for which recovery or treatment requires more than one week of time away from work, a request for leave of absence should be filed. If a medical condition has rendered you temporarily disabled [unable to work with an unknown duration, documented by a physician's statement], a request for short-term disability should be filed.

Leave of Absence

NCC will grant employees extended leaves of absence under certain circumstances. Except as stated below, employees will not receive full compensation during a leave of absence. Guidelines for leave of absence are available for employees who have completed at least one year of employment as follows:

- The request for leave must be submitted in writing to your immediate supervisor, outlining the reasons for the request, preferably 30 days prior to the requested leave date.
- The granting, duration, and compensation for the leave will be determined by NCC based on applicable federal and state laws.
- Decisions to grant the leave shall be the determination of your immediate supervisor and Lead Pastor
- Employees on leave are expected to notify their immediate supervisor and Lead Pastor of any change in status of their need for leave or their intention to return to work.
- Employees on leaves of absence will be required to utilize all vacation time accrued at the beginning of the leave.
- Employees who are classified as temporarily disabled or who are under a worker's compensation claim and are already receiving compensation for time off are not eligible for a paid leave of absence.
- Employees returning to work from a leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay.

- Employees failing to return to work at the conclusion of a leave of absence, including any extension of such a leave, will be considered as having voluntarily terminated employment.

Sick Leave of Absence

Employees who are unable to work because of a serious health condition, but are not classified as disabled, may be granted a sick leave of absence. This type of leave includes such conditions or treatments as pregnancy, childbirth, recovery from surgery, chemotherapy, or other related medical conditions.

Personal Leave of Absence

Employees may be granted a leave of absence to attend to personal matters in cases in which NCC determines that an extended period away from the job will be in the best interests of the employee and NCC. This type of leave includes care for an immediate family member who may be seriously ill, time off for periods of significant emotional anxiety, and other similar situations.

Building use waivers

As an employee of NCC, fees for use of the building for a private event hosted by the employee are waived. These events must be requested using our standard building request procedures and are subject to approval based on space availability. Fees waived include building use and maintenance fees

Employees are still responsible for providing appropriate honorarium / gifts for pastoral staff involved with a ceremony, providing appropriate honorariums/gifts for pastoral staff involved with a ceremony, providing any additional honorarium or gift desired to others who assist with your event any fees associated with required media support any fees associated with the food preparation or catering services.

Continuing Education Assistance

Full-time employees of NCC are encouraged to continue their education and pursue training opportunities useful in performing their job functions as it relates to their role at NCC. Please know that each request must be submitted in writing to the Elders and Executive team, and will be reviewed and

approved on a case by case basis as the resources are available for this benefit.

Continuing Education Provisions:

- Up to 75% contribution not to exceed \$4000 per year.
- Eligible after 24 months of full-time employment.
- Performance evaluator looking at their employee review (by supervisor), GPA they are upholding high level of education
- Duration max of 5 years.
- If the employee leaves Christian ministry prior to the completion of the education program, (s)he would be expected to pay back 50% of what was contributed up to that point.
- Institutional approval by lead pastor & supervisor.
- Incidentals (travel, flights, books, etc) can be reimbursable from the hospitality account of that ministry department.
- If your program requires you to travel, the employee will need to anticipate/request additional vacation days.

Missions Trips Participation

NCC recognizes the inherent value of encouraging all staff employees to participate in both local and global opportunities through NCC.

Staff members who wish to participate but are not serving in a leadership role on a mission team, are permitted based upon approval by their immediate supervisor and Lead Pastor. In this instance, the staff person will assume responsibility for all missions' trip expenses just as any other participant not serving in a leadership role. Employees will receive normal wages for the time spent away without any impact to vacation benefits. If the staff member is approved to participate in more than one trip a year, vacation time should be used.

EXPECTATIONS



Hours of Work

NCC establishes work schedules based upon work load and production flow, ministry needs and efficient management of resources. As such, work hours may vary from one employee to another based upon the ministry needs of the position and how that position best functions to serve the NCC congregation. It's important to remember to be responsible, visible, and accountable with the hours in which you work at NCC.

- Normal work hours: Monday - Thursday 8am- 4pm
- Sunday is considered a full workday for Ministry Directors and Pastors. They should plan to be onsite from at least 8am- 12pm.
- Time-off on Sundays must be handled as approved vacation time.
- Specific office hours may flex depending on weekly functions.
- Salaried employees are responsible for 40- 50 hours / week.
- Additional times may be required as needed for ministry meetings and special events.
- When outside the office during normal work hours (ministry or personal time related) an employee shall notify (call or text) 3 people:
 1. "Early" Office Admin
 2. Executive Pastor
 3. Immediate supervisor

Attendance

Regular attendance and punctuality are considered to be essential functions of every employee's position with NCC. Unless you make other arrangements with your supervisor, it is expected that you will arrive at work each day, on time, and that you will remain through the end of the work day. If an employee is absent from their scheduled work time for two days without notification, the assumption is that you have voluntarily abandoned your job role and your employment will be terminated.

Dress and Personal Appearance

In general, our dress can be quite flexible as long as good judgment is applied. Keep in mind that the way an employee dresses as they engage with others communicates consideration and respect. NCC team members are

encouraged to dress as appropriate to the role and the situation of the day. Also dress in a manner that upholds the integrity and image of NCC. Cleanliness, good personal hygiene and grooming are just great habits for everyone!

Hospitality

Our hope is that our facilities would be a place that would reflect the hospitality of the gospel. There are many users of the facilities at NCC, both internal and external. Employees should do their best to clean up after and make every effort to leave the space better than when they found it. We are all responsible for keeping our facilities and work areas in a condition that is hospitable and conducive to productivity. When using a shared space, including classrooms, employees are responsible to leave the space in the correct configuration, returning all furniture to its proper place and cleaning up all trash before you leave regardless of how the space looked upon arrival.

Meetings

All-staff meetings will be held for the purpose of informing employees of policy changes, upcoming events, new information about systems and procedures, and staff changes. All employees are required to attend staff meetings. Part-time employees may request exemption if personal schedules do not permit participation in these meetings. In addition, part-time employees may alter their schedules to replace normal work times for time spent in monthly meetings. Such arrangements should be coordinated with the employee's supervisor.

Emergencies

When emergencies arise with family, friends, or community, we should each use discernment when assisting them during work hours. Communicate up front with your supervisor when a situation of this nature takes away from your work.

Appointments

Medical and other personal care appointments are permissible during business hours. Use good judgment and stewardship when scheduling appointments during work hours so as to minimize the impact of your time away on your work and others. In order to encourage maintaining good health and wellness, time away for medical appointments is not counted against vacation time or sick leave. Each of us is trusted to use good judgment and good communication with our supervisors in making appointments during work hours.

Office Closings/ Severe Weather

If North Canton City schools are closed due to snow/hazardous roads, NCC offices will also be closed and all events (on and off-site) will be cancelled for that day. However if school closures happen due to extreme cold, it will be up to the discretion of the Executive team to make the decision on office closures and activities. If an individual feels that their safety would be compromised by weather, we would encourage them not to attend that day.

Confidential Information

By nature of your integral role in facilitating the ministry at NCC, you face the prospects of encountering information regarding members of the congregation which should be treated sensitively and confidentially. The following suggestions are not comprehensive, but are designed to orient your thinking regarding sensitive/confidential matters:

- Information regarding congregants having private appointments with the pastors should not be shared with anyone outside of staff.
- Information regarding congregants' health problems, emotional problems, marital difficulties, or problems with children that are learned at the office should not be shared with anyone outside of staff.
- Any information regarding congregants' financial standings or status including church purchases, giving, NSF checks, benevolent disbursements, etc. should not be shared with anyone outside of staff.

- Prayer requests received at the office should not be shared with anyone outside of staff unless permission is received from the originator of the request.
- If you regularly use social networking web pages (Facebook, Twitter, etc.) you need to adhere to these privacy guidelines relative to any work or congregational topics as well. Any information posted on the web has the potential of being broadly distributed.

Computers, Phones, E-Mails, Internet and Other Electronic Media

NCC provides a variety of electronic equipment, systems and services to improve the effectiveness of communication and information flow. “Electronic media” means any electronic program, access or services, including but not limited to: computer hardware, software, e-mail, internet, copier, facsimile, and telephone services.

The equipment and related electronic media services have been developed and maintained for the specific use of business correspondence, communications, and research. For employees’ convenience and expediency, electronic media may be used for incidental personal use. Good judgment should be used to limit the frequency and amount of such use.

The following guidelines apply to electronic equipment and media at NCC:

- All NCC owned electronic equipment, including computers, telephones, cell phones, copiers, postage machine, and printers remain the property of NCC and may not be removed from church ownership without prior approval of the Executive Pastor.
- All systems, including the software and the data stored on the systems, are the property of NCC. Thus, all electronic data or documents created, sent, received or stored in the systems are NCC property as well.
- No equipment may be attached to organization systems without prior approval from the Executive Pastor and/or the Technology Team. NCC assumes no responsibility or liability for any personal equipment attached to NCC systems.

- All other NCC policies including harassment and confidentiality policies shall apply with respect to the use of electronic media.
- Access to electronic media is limited to those employees with proper authorization and may require the use of an ID code/password. This information is not to be redistributed to volunteers without prior approval of the Executive Pastor.
- Employees with access to electronic media are responsible for helping maintain church security, and should take appropriate measures to prevent loss, misuse, and damage, including damage caused by computer viruses.

Unacceptable uses of electronic equipment / media:

- Use for any purpose that violates state or federal laws.
- Use to transmit or access information that disrupts operations of the organization.
- Use to transmit or access any content that is abusive, discriminatory, harassing, disrespectful, or pornographic.
- Use to falsify the sender's or author's identity or to misrepresent another person.
- Use to transmit or access confidential information to individuals not authorized to have such access.
- Use to transmit non-critical, non-business broadcast mail/data, distribution of chain letters or other mass distributions that cause stress on any computer or network system, or which allow for disruption to the operation of the organization.
- Misuse of electronic equipment / media as described above will be cause for disciplinary action up to and including termination of employment and possible legal action.

Software use is limited as follows:

- NCC provides software for use by employees on its computers in accordance with federal copyright laws and applicable licensing agreements.
- NCC does not condone the unauthorized reproduction of copyrighted computer software or documentation.

- Church software may not be loaded onto personally owned equipment. Similarly, personal software may not be loaded on NCC-owned equipment.

Privacy issues related to electronic communications are as follows:

- As NCC maintains ownership of all electronic equipment and systems, NCC also has the right to monitor electronic communications for purposes of time and content.
- Although there are security measures in place to protect the privacy of electronic media and communications, it is impossible to ensure the confidentiality of any electronic message.
- Employee communications transmitted through NCC's systems are not considered to be private. NCC has the right to access, monitor, review, audit, delete, and disclose to those with a business need to know, with or without notice, any information sent, received, communicated, or stored on NCC systems, whether or not they are communications.
- Routine system maintenance or troubleshooting may result in electronic messages being accessed.

Electronic content

Remember that nothing is completely private if it is sent electronically. Use discretion about what you put into electronic print. If you receive e-mail messages warning you about potential viruses, call the system administrator and then delete the message. Please do not forward such messages on to other workers or to anyone outside of NCC. Very often they are a hoax, and we maintain virus software protection that is routinely updated. Avoid forwarding cute messages or stories to large blocks of addresses. If you are requesting information or making an internet purchase, ALWAYS make sure that you check the boxes that refuse future e-mail contact. If you don't, these lists are frequently sold and the volume of unsolicited e-mails will rise.

Copyrighted/Licensed Material

As a matter of integrity and compliance with federal and state laws, NCC employees will not knowingly violate the copyright/licensing restrictions of any printed material, software, audio or video materials. This includes unauthorized photocopying, tape, CD or DVD reproductions. Copyright/licensing violations are illegal and place the church in a potentially liable position. As such, offenses of this type are grounds for immediate dismissal.

Injury at Work

NCC carries Worker's Compensation for non-pastoral staff for on-the-job accidents, in compliance with applicable worker's compensation laws and regulations. As such we will provide necessary claims information to a worker's compensation carrier, who will make payments to injured or ill employees as provided by those same laws.

If a work-related injury occurs and appears to be life-threatening, the 911 emergency number should be called immediately and any instructions received should be followed. Otherwise any non-pastoral employee who sustains an injury or illness that is job-related should contact the Financial Manager for information related to proper claims handling. Accidents that are not reported promptly may result in the claim being denied.

Guidelines

Accidents include all work-related injuries or illnesses that occur while working for NCC. Employees have an obligation to report any work-related injury or illness immediately and return to work as soon after an injury or illness as their medical condition permits. Employees who need medical treatment while on company travel should proceed to the nearest medical facility and report the incident by phone to the Financial Manager as soon as possible.

Outside Inquiries/Public Relations

We routinely receive requests for church or ministry-related information. The following guidelines should be observed regarding the sharing of information:

- If a request for information or reference comes from an existing or former employee, the call/request should be forwarded to the Executive Pastor.
- If a request for information regarding an upcoming event comes from a local newspaper, radio or TV station, the call/request should be forwarded to the Executive Pastor or Lead Pastor.
- If a request for an interview with a pastor comes from an outside source, the call should be forwarded to the Executive Pastor or Lead Pastor.
- If a request for information related to the finances of the church arises, forward the call/request to the Executive Pastor.
- If an employee is unsure of the details regarding a matter of inquiry, forward the call to the appropriate ministry area.

No employee is to originate or release any news which is concerned with the policies, doctrines, procedures, or finances of NCC for use in newspapers, radio, television or any other medium of communication without having it reviewed by the Executive Pastor.

Ownership of Work Product

All materials relating to NCC, or capable of beneficial use by NCC, including techniques, slogans, designs, artwork, writings, compositions, training materials, and programs which an employee conceives, makes, develops, or acquires, either solely or jointly with others, during his or her employment, in whole or in part during NCC working time, shall immediately become and remain the sole property of NCC.

All employees agree to grant and assign to NCC any and all rights, title, or interest now existing or that may come into existence throughout the world that employees may have in any developments as described in the paragraph above.

Also, all employees agree to be diligent to not work on projects or outside business endeavors for personal gain during regular work hours.

Employees shall promptly and fully disclose in writing all such developments to NCC and shall at any time either during or after the employee's employment, upon request of NCC, and without charge will execute, acknowledge and deliver to NCC all instruments that NCC may request to file for, acquire, maintain and enforce all trademarks, service marks, registrations, copyrights, license, and patents covering such developments.

The only exception to this ownership policy is material that has been prepared by an employee after a formal submission for exemption to, and approved by, the NCC administrator and Lead Pastor. If the request is not filed formally in writing with the church administrator and Lead Pastor prior to the development of the material the ownership of work product policy stands.

CONDUCT



Personal Conduct

NCC is a non-profit religious organization and is substantially controlled and supported by a religious body. More importantly, our organization is a community of believers who have joined together to meet the spiritual needs of the greater community. Our organization promotes behavior consistent with the teachings of Christ found in the Bible. Consequently, when joining this staff, you freely and willingly agree to the standards of behavior outlined in this policy. These standards are not exhaustive. Rather, they provide a guideline of conduct we believe to be in accordance with Biblical principles.

As staff members of NCC, it is imperative that our actions are above reproach in all things. The following standards shall apply to all employees. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

- The Bible teaches us that certain attributes are desired: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control [Gal 5:22-24]. These attributes are to be sought, encouraged, nurtured, and demonstrated in our working relationships with each other.
- The Bible also teaches that certain behaviors are to be avoided: theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity [including adultery, homosexual behavior, and pre-marital sex], drunkenness and immodesty of dress.
- NCC recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, employees are to refrain from the use of hallucinogenic drugs and substances and narcotics not authorized by a physician.
- Any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated.
- Employees are encouraged to be selective in their choices of entertainment and recreation.
- The use, possession, or distribution of pornographic materials is prohibited.
- Employees are asked to avoid one-to-one business meetings with members of the opposite sex outside of normal office hours, or in settings away from the church office. Married employees are asked to avoid one-to-one social engagements unless with a spouse. Single employees are encouraged to minimize one-to-one social engagements and these should be limited to social engagements with other single individuals.

- Employees shall avoid any other conduct that violates scriptural mandates.

Employee Harassment

NCC is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitation and harassment, including sexual harassment. NCC is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including immediate suspension or termination.

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability, or age made by someone from or in the work setting under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through NCC.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. The types of conduct which would violate this policy include the following:

- Unwanted sexual advances or propositions
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances

- Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability, or age
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on NCC premises, or circulated in the workplace.
- Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assaulting, impeding or blocking movements

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the NCC Administrator, or the Elder Board chair. Employees who observe conduct of a harassing nature are also encouraged to report the matter to the NCC Administrator, or the Elder Board chair. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, NCC reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

It is against NCC's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment.

When the Executive Pastor, or the Elder Board chair receives a complaint, he will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Social Media Guidelines

NCC recognizes the value of social networking tools such as Facebook, blogs, Twitter, message boards, etc. as useful ministry and outreach tools. It is important to remember though the broad visibility of information communicated using these tools and the potential impact an employee's communication could have on their role as part of the Ministry Team of NCC. Many people will associate any comments and views with a ministry role. Therefore we ask that employees observe the following guidelines.

Disclaimer

In some cases, it might be wise to include the following statement (or a similar one) on a blog home page or in a prominent location on a site: "The posts on this site are my own personal opinions. They are not read or approved by the leadership of NCC before posting and do not necessarily represent the views and opinions of NCC ministry."

Confidentiality

Always ask permission before reporting on conversations or meetings that are meant to be private or for internal use only. Do not disclose any information, pictures or videos that are confidential in nature. This includes information that will become public, but has not yet been announced or posted.

Good judgment

Remember that written content is public. Employees should always assume that their content can be read by co-workers, NCC volunteers and attendees, other NCC leaders, parents, children, spouse, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all of these people reading what you plan to post. What employees write is their responsibility and they are legally responsible for their comments. If an employee chooses to identify themselves as an employee of NCC or to discuss anything related to the ministry, they should be clear about their role.

Employees should be careful that what they write would not impair their ability to work with a staff team, lead volunteer teams, speak with credibility to other churches, or represent NCC in the community. Remember that

frustrations are best expressed in person. Sarcasm does not usually translate well, so NCC employees should use care.

We encourage NCC employees to respect their audience. Be thoughtful. Don't refer to volunteers, attendees, or vendors by name without permission. Don't post pictures of others without permission. Don't engage in any conversation that would not be acceptable in our workplace.

Choose topics wisely. There are some ideas that are best discussed in a personal conversation rather than a public forum. These might include political views and the church's stance or policy on certain topics. Don't allow posts to hinder someone's spiritual growth. Remember that most written content, even if retracted, is archived.

Discipline

Use of poor judgment in utilizing social media tools or abuse of confidentiality may lead to disciplinary action or possible termination.

AFFIRMATION



Acknowledgement

Every employee at NCC is asked to affirm the Employee Handbook upon their annual review with their supervisor. By signing, each employee understands that their affirmation is their commitment to the above mentioned criteria for employment at NCC for the upcoming year.
