



STAFF HANDBOOK

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INTRODUCTION

WELCOME TO GOLDEN HILLS COMMUNITY CHURCH!

We consider you to be a gift from God and look forward to working with you as a member of our team. As we share this journey, we believe every individual plays a vital role in the life of Golden Hills Community Church (GHCC). We appreciate you and the gifts and talents you bring, and we are committed to helping you achieve your highest level of service for the Lord in this ministry. We believe employees will enjoy their work, their fellow employees, and will find GHCC a good place to work.

As employees of GHCC, we represent this ministry in both our work lives and private lives. As a result, we are expected to always be sensitive to how others may see us biblically, spiritually, and ethically. We encourage our staff to strive toward living a life that is an example to others of our relationship with God, our belief in and commitment to GHCC's Mission and Vision, Statement of Faith, Code of Ethics, Code of Expectations, and Staff Lifestyle Agreement.

HISTORY

Golden Hills Community Church was born in the heart and mind of God and in the hearts and minds of several people who began to seek His will for a new church in the Antioch area. In January 1983, a historic meeting took place in the office of Harold Carlson, Pastor of Fair Oaks Baptist Church in Concord. Sheryl Philpott, representing more than 20 local residents, talked to Pastor Carlson about the possibility of receiving his help to start a new and vibrant church in the city of Antioch. Pastor Carlson had been praying about the same opportunity. Together, they committed to pray for God's leading.

A Bible study began in the Philpott home in February of the same year. There was growing excitement as the reality of a new church in Antioch began to take shape. They planned, worked, and prayed to prepare for the first worship service in an old Lutheran church at 1911 C Street that September. The first service of Golden Hills Community Church was held on September 13, 1983.

Under the leadership of Pastor Jarol Duerksen from Fair Oaks, the people had prayed and worked and given so much. The Executive Secretary from the Northern California Baptist Conference (now Converge PacWest), Pastor Cully Olson, was scheduled to speak. Still, the question on everyone's mind was, "Would anyone come?" Beyond what even they could have asked or imagined, 130 people showed up, some from Fair Oaks, some from the community. The church was born, and the ministry had begun.

After several months, the church soon realized that it was in a position to extend a call for a full-time Senior Pastor. In January 1984, Pastor Larry Adams and his wife Karla came to Antioch from Oregon to be the church's first pastor.

The church soon moved from space to space until finding a more stable home in an old warehouse that required extensive renovations. God blessed the church and the ministry. After seven years of fruitful ministry, it was apparent that the warehouse could no longer accommodate a growing church's growing needs. So the church's leadership moved to buy a piece of farmland in the neighboring town of Brentwood. The congregation approved the purchase of 5.5 acres of land in a somewhat remote location that required a much longer drive, given the lack of infrastructure.

In 1990, building plans began as the vision for the future ministry continued to unfold. There were many challenges that the church faced, and at times, it felt that a significant building project was a mistake. However, God graciously provided along the way, and the people became more resilient. The church continued to pray for God's provision. As many people gave sacrificially, by God's grace, the first services were held in Brentwood on September 6, 1992, and the building was finally completed in 1993. With the expanded space, the church was able to expand its ministry to the community. This, in turn, was a great catalyst for the church to pursue its purpose to glorify God by making disciples who will impact every area of the world for Christ.

The Antioch and Brentwood population boom in the late 1990s and early 2000s led to a deepening desire to reach the community and the world for Christ. As a result, the church embarked on the largest ministry expansion in its history entitled "Kingdom Impact: Building to Advance His Kingdom." More than 1,000 people met in small groups in the fall of 2001, challenged by the church leadership's vision to build a new ministry facility for worship, youth, and children's ministry. Just two years later, that facility opened, and the ministry expansion came to fruition.

Along with the growth of buildings and ministry, there came an increased focus on fulfilling the Great Commission to "Make disciples of all nations." Golden Hills has spent over 25 years focused on the unreached peoples of North Africa. The church supports 35+ ministry partners laboring in gospel ministry in one of the world's most unreached areas. In addition to North Africa, the church continues to send ministry partners worldwide, seeking to truly impact every area of the world for Christ.

Although the main campus of Golden Hills is located in Brentwood, the desire to reach the city of Antioch is still alive. In 2009, Golden Hills added a satellite campus in Antioch with the hope of being a light in a depressed neighborhood. The Antioch Campus served many of the children in the community through midweek ministry programs and summer VBS. And in 2014, the church found a permanent home for the Community Outreach Center (COC) when it purchased an old Salvation Army building just down the street from the Antioch Campus. The COC seeks to transform the community through the power of the gospel by providing free meals every weeknight, weekly groceries to qualified seniors, ongoing discipleship gatherings, job-search training and assistance, and a monthly kids club.

A major transition began in the Fall of 2016 when Pastor Larry Adams announced his intention to transition from being the Senior Pastor of Golden Hills. Pastor Phil Ward, who served on staff as the Pastor of Young Adult Ministry since 2008, was put forward by the Elders as the next Senior Pastor. Over the next two years, the Elders implemented a strategic transition plan, culminating with a congregational vote on April 29, 2019. The congregation overwhelmingly voted to call Pastor Phil to be the next Senior Pastor with an astonishing 98% affirmation. On June 1, 2019, the transition officially occurred after a heartfelt event to honor the 35 years of faithful and fruitful service of Pastor Larry, which was held on May 29, 2019.

Golden Hills Community Church has a rich history of exegetical preaching, deep discipleship, community outreach, and worldwide cross-cultural ministry. All those things continue to be true today. Recently, the church has decided to be intentionally gospel-driven. That means the gospel is the lens through which the world, people, and everything else are viewed. The gospel is the central motivating factor in everything and propels the mission of the church. Golden Hills intentionally and explicitly connects its teaching, singing, praying, programs, events, ministry philosophy, and vision to the heart of the gospel's content—Jesus Christ.

CORE VALUES

Gospel-Driven

We strive to faithfully restate the gospel with all its rich implications for life and ministry.

Christ-Centered

We exult in the beauty of Christ's Lordship over everything.

Word-Saturated

We seek to make Christ known by saturating every aspect of our lives with the word of God.

Mission-Focused

We go into all the world, making disciples through the local church by proclaiming the gospel in word and deed.

Community-Oriented

We know, love, and serve each other since we belong to one another through our union with Christ.

Hospitality-Minded

We leverage our resources in the loving service of others for the glory of God.

AFFIRMATION OF FAITH OF GOLDEN HILLS COMMUNITY CHURCH

The Word of God

We believe that the Bible, composed of sixty-six books, is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it is the supreme authority in all matters of faith and conduct. (2 Timothy 3:16; 2 Peter 1:19-21; Romans 10:17)

The Trinity

We believe that there is only one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption. (Father: John 10:30; Son: Hebrews 1:8; Spirit: Acts 5:3-4; Trinity: Matthew 3:16-17; Oneness: Deuteronomy 6:4)

God the Father

We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He infallibly foreknows all that shall come to pass, hears and answers prayer, concerns Himself mercifully in the affairs of humanity, and that He saves from sin and death all who come to Him through Jesus Christ. (John 16:23-28 & 17:5; Ephesians 1:3-14)

Jesus Christ

We believe in God the Son, Jesus Christ, the only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, exaltation to the right hand of the Father where He reigns as King of kings and Lord of lords, perpetual intercession for His own people, and personal, visible return to the earth. (John 1:1, 14; Philippians 2:5-11; Colossians 1:13-23; Romans 8:34)

The Holy Spirit

We believe in God the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment; and to regenerate, sanctify, baptize, and empower all who believe in Jesus Christ. We believe the Bible's teaching that the Holy Spirit is received by every believer at the moment they hear the gospel and trust in Christ; that He indwells every believer in Christ and intercedes for them in prayer; that He is an abiding helper, teacher and guide; and that He gives gifts to individual believers for building up the body of Christ in love. (John 14:26 & 16:7-13; Ephesians 1:13; Romans 8:16; Romans 8:26-27; 1 Corinthians 12; Ephesians 4:11-16)

Humanity

We believe that God created human beings, male and female, in His own image and, therefore, from conception all human life has inherent value and is sacred before God; that men and women belong to a created order that God declared to be very good and, as believers, enjoy equal access to God as coheirs of God's grace in Christ. We believe that

the image of God in human beings is now distorted and the original blessedness has been forfeited due to the fall of Adam; that the sin of Adam resulted in physical, spiritual, volitional, and emotional corruption, which is separation from God—eternal death. The supreme need of every human being is reconciliation with God, and the restoration lovingly and freely offered by God through the gospel. (Genesis 1:26; 1 Timothy 2:13; 1 Peter 3:7; Romans 5:12; Ephesians 2:1-4, 12; Romans 5:10; 8:29; Acts 3:21)

Regeneration (Salvation)

We believe that human beings are created in the image of God; but through the Fall of Adam, that all people are sinners by nature and by personal choice and, therefore, have need to be saved from condemnation. We believe that those who repent of their sins and trust in Jesus Christ by faith as their personal Lord and Savior are saved from condemnation, regenerated by the Holy Spirit, are declared righteous before God and become new creations preserved by the grace and power of God. We also believe that those thus saved need no mediation other than Jesus Christ and can come directly to God through Jesus Christ. (1 Corinthians 15:21-22; Romans 3:23-24; Ephesians 2:8-10; Titus 3:5; 2 Corinthians 5:17; 1 Peter 3:18)

Satan

We believe that Satan is a spirit being, a fallen angel, the first created being to sin; that he is the enemy of God and man and consciously strives to separate the two; and that he will suffer eternal, conscious punishment in the Lake of Fire. (Matthew 4:1-11; 1 Peter 5:8; 1 John 3:8; Revelation 20:1-10; 2 Corinthians 4:6)

The Church

We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members by the baptizing work of the Holy Spirit of God. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work and fellowship. We believe that the Holy Spirit gives leaders to the church to equip believers for the work of the ministry, and that God has laid upon the local church the primary task of giving the Gospel of Jesus Christ to a lost world. (Matthew 28:16-20; 1 Corinthians 12:27; Colossians 1:18; Hebrews 10:24-25; Ephesians 4:11-16; Ephesians 3:10)

Christian Conduct

We believe that a Christian should live for the glory of God, the enjoyment of God, and the well-being of others; that their conduct should be blameless before God, the church, and the world; that they should be faithful stewards of their possessions, and that they should seek to realize for themselves and others that full stature of maturity in Christ. (1 Corinthians 10:31; Psalm 16:9-11; Matthew 5:16; 1 Corinthians 15:58; Colossians 1:28 & 3:1-17)

The Ordinances

We believe that the Lord Jesus Christ has committed two ordinances to the local church: Baptism and the Lord's Supper. We believe that Biblical baptism is the immersion of a believer in water in the name of the triune God to publicly signify their union with Christ. We believe that the Lord's Supper was instituted by Christ for the commemoration and proclamation of His death for us. We believe that these two ordinances should be observed and administered until the return of Jesus Christ for His church. (Romans 6:1-11; Matthew 3:13-17 & 26:26-29 & 28:19-20; 1 Corinthians 11:20-34)

Religious Liberty

We believe that each human being is ultimately responsible to God alone in all matters in the practice of faith. Also, this church is independent and autonomous and will be subject to no other authority than God in its beliefs and practices of faith. We further believe that although church and state should be separate, the church shall always remain free to exercise its influence for biblical morals and ethics. (Romans 14:12; Proverbs 14:34; Mark 12:17; Acts 4:19; Romans 13:1-2)

Church Cooperation

We believe that local churches can promote the cause of Jesus Christ by cooperating with others of like faith. Such organizations exist and function by the will of the church. Cooperation in any organization is voluntary and may be terminated at any time. (1 Corinthians 12)

The Last Things

We believe in the blessed hope of the personal, glorious, and bodily return of our Lord and Savior Jesus Christ for His church. We believe in the bodily resurrection of the just and the unjust for final judgment—the everlasting joy of the just, and the everlasting conscious punishment of the lost. We believe in the final and full consummation of the Kingdom of God in the New Creation—the New Heavens and New Earth, the home of righteousness where all sin and its effects are forever removed. We believe that God will make all things new again. (John 14:1-3; Acts 1:10-11; Acts 24:15)

HANDBOOK PURPOSE

This staff handbook is a tool used to share essential information and provide clarity, as well as the benefits provided to our valued staff. It outlines GHCC's philosophy, employment practices, and policies, as well as conduct expectations. Though this handbook is not intended to be a book of rules and regulations or a contract, it does include important guidelines our staff should know. We hope this guide will help our staff feel comfortable with us. GHCC depends on its employees to pursue our mission; their success is our mission's success.

We encourage you to explore its contents, refer to it frequently, and reach out if you have any questions. The handbook is not meant to limit normal question and answer exchanges

among us. It is through conversation that we can better know and understand each other, express our values, and work together in a harmonious relationship.

No one other than the Elder Board may add, alter, or modify any of the policies in this staff handbook, therefore, no statement or promise by a supervisor, or other employee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee. Except for the at-will employment provisions, the handbook can be amended at any time.

Should any portion of this staff handbook be found to be unenforceable and invalid, the handbook itself is not invalidated, but only that portion. Nothing in this handbook is intended to infringe upon employee rights under [Section 7](#) of the National Labor Relations Act (NLRA) or be incompatible with the NLRA.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the policy of GHCC to provide equal employment opportunities to all qualified individuals. Equal employment opportunities include, but are not limited to, employment, training, promotion, demotion, transfer, leaves of absence and termination.

GHCC is a religious 501c3, and as such, reserves the right under Title VII of the Civil Rights Act of 1964 to make employment decisions of all types based on our religion and our Statement of Faith. GHCC will exercise a preference for employees who subscribe to GHCC's Statement of Faith, Code of Ethics, Code of Expectations, Staff Lifestyle Agreement, and are members of GHCC.

Discriminatory, harassing, or retaliatory behavior is prohibited from coworkers, supervisors, managers, executive leadership, board members, and third parties, including congregation members. GHCC takes allegations of discrimination, harassment, and retaliation very seriously and will promptly investigate when warranted.

GHCC is committed to administering all aspects and conditions of employment without regard to the following, according to federal and state law:

- Race and associated traits, including hairstyle
- Color
- Age
- Sex
- National origin, including language use restrictions
- Pregnancy, childbirth, or breastfeeding
- Marital status
- Genetic information, including family medical history
- Reproductive health decisions
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Child or spousal support withholding
- Domestic violence, assault, or stalking victim status
- Medical conditions, including cancer and AIDS/HIV
- Denial of family or medical care leave
- Political activities or affiliations
- Lawful conduct occurring during nonworking hours not on GHCC premises
- Credit report or credit information
- Prior non-conviction arrest record
- Any other protected class, in accordance with applicable federal, state, and local laws

BACKGROUND CHECKS

GHCC will conduct a background check on every employee, administrator, or regular volunteer as required since the adoption of AB506 as law. The background check will include undergoing the Live Scan process, and may also consist of prior employment verification, reference checks, education confirmation, criminal background, credit

history, or other information, as permitted by law. Third-party services may be hired to perform these checks. All offers of employment and continued employment are contingent upon a satisfactory background check. Refusal to consent to a background check may result in termination.

AT-WILL NOTICE

The employment relationship between GHCC and employees is at-will. This means employees are not hired for any specified period of time and their employment may be terminated at any time, with or without cause, and with or without notice, by either GHCC or the employee. GHCC policy requires that all employees are at-will; any implied, oral, or written agreements or promises to the contrary are void and unenforceable, unless approved by a GHCC officer with the power to create an employment contract. There is no implied employment contract created by this handbook or any other GHCC document or written or verbal statement or policy.

ANNIVERSARY DATE AND SENIORITY

An employee's date of hire is their official employment anniversary date. Seniority is the length of continuous service starting on that date. Should an employee leave GHCC and then be rehired, any previously accrued seniority will be lost and will begin to accrue again on the date of rehire. Seniority does not accrue during leaves of absence that exceed 30 calendar days, except for any legally protected leaves or paid time off.

IMMIGRATION LAW COMPLIANCE

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

INTRODUCTORY PERIOD

The employee's first 90 days of employment with GHCC are considered an introductory period. This introductory period will be a time to get to know fellow employees, supervisors and the tasks involved in the position, as well as becoming familiar with GHCC's culture and practices. The supervisor will work closely with each employee to help them understand the needs and processes of their job.

This introductory period is a try-out time for both the employee and GHCC. During this introductory period, GHCC will evaluate employees' suitability for employment and employees can evaluate GHCC as well. At any time during this introductory period, an employee may resign. If, during this period, employee work habits, attitude, attendance, performance, or other relevant factors do not meet GHCC standards, GHCC may terminate employment.

At the end of the introductory period, the supervisor will discuss job performance with the employee. During the discussion, employees are encouraged to give their comments and ideas as well.

Completion of the introductory period:

- Does not guarantee continued employment for any specified period of time
- Does not mean an employee may only be discharged for cause
- Does not imply a contract of employment
- Does not alter the at-will employment relationship

A former employee who has been rehired after a separation of more than one year is considered an introductory employee following rehire.

EMPLOYEE DESIGNATIONS

GHCC has established employee Statuses, Classifications, and Categories for compensation and benefit purposes. An employee's supervisor will inform the employee of their Status, Classification, Category, and responsibilities at the time of hire, re-hire, promotion or at any time a change in status occurs. These designations do not alter the employment at-will status.

EMPLOYEE STATUS

Regular Full-Time Employee

An employee who is scheduled to work no less than 100% of the scheduled work hours in a workweek on a fixed work schedule (not less than 30 hours). The employee may be Exempt or Non-exempt and is generally eligible for all employment benefits offered by GHCC.

Regular Part-Time Employee

An employee with standard work hours less than 30 hours in a workweek and may be eligible for some benefits.

Temporary Employee

An employee who is scheduled to work on a specific need of GHCC. The employee is not eligible receive any employer-sponsored benefits.

EMPLOYMENT CLASSIFICATIONS

GHCC has established the following employee classifications for compensation and to comply with the Fair Labor Standards Act (FLSA).

Exempt

Employees whose positions meet specific pay and duties tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are Exempt from earning overtime pay. The basic premise of Exempt status is that the Exempt employee is to work

the hours required to meet their work responsibilities. Any exempt employee can ask for their position to be reevaluated if they believe they should be classified as non-exempt/hourly and entitled to earn overtime.

Non-Exempt

Employees whose positions do not meet specific FLSA, and state pay and duties tests and are paid a regular hourly rate. Non-exempt employees earn a multiple of their regular hourly rate for overtime hours worked. Unless notified otherwise in writing by the Executive Pastor for Administration, all employees of GHCC are Non-exempt.

EMPLOYEE CATEGORIES

All positions at GHCC play an integral part in fulfilling our mission statement. Each employee will belong to one of the following employment categories:

Pastors

Employees hired with the primary responsibility of finding, equipping, and supporting leaders for the work of ministry and have been ordained (or licensed through GHCC). In addition to the ministry duties set forth above, their roles consist mostly of teaching, directing, coaching, and shepherding.

Directors

Employees hired with the primary responsibility of overseeing a certain ministry or department including finding, equipping, and supporting leaders for the work of ministry. In addition to the ministry duties set forth above, their roles consist mostly of directing, coaching, and leading.

Coordinators, Support Staff & Administrators

Employees hired with the primary responsibility of supporting the ministry through the fulfillment of administrative, technical, clerical, secretarial, or facility care duties. In addition to the ministry duties set forth above, their roles are mostly task oriented, but they may also be involved in recruiting volunteers or leading teams. Coordinators, Support Staff, and Administrators may be hourly or salaried employees depending on the nature of their position.

Interns

Temporary employees engaged in a ministry learning experience with GHCC. This may or may not be for educational credit, or to fulfill educational non-credit requirement. Interns are not eligible for benefits other than those required by the state of CA, such as paid sick leave.

EMPLOYEE FILES

GHCC will maintain employment files, including employee personnel records, attendance files, I-9 files, and files for medical purposes. If there are any changes to personal information, such as a change in home address, telephone number, or a change of name,

employees must notify their supervisor so appropriate updates can be made. GHCC will take reasonable precautions to protect employee files and personally identifiable information in its records.

Employee files have restricted access. Employees or their supervisor may have access to those personnel files. If an employee (or former employee) wishes to review their personnel file, they must do so in the presence of a supervisor.

Employees may review or obtain a copy of their personnel file or payroll records by making a written request to their supervisor. The written request will become a permanent part of the personnel file and GHCC will make the contents of those records available within a reasonable time frame.

EMPLOYEE REFERENCES

All reference check requests should be directed to the Executive Assistant for Administration; the Executive Assistant for Administration will provide this information or send the request to the employee's direct supervisor. When GHCC is contacted for a reference check or employment verification, typically, only the positions held and employment dates will be confirmed.

JOB TRANSFERS

GHCC aspires to promote qualified internal candidates to fill open positions whenever possible and practical. When job openings occur, current employees are encouraged to apply.

GHCC reserves the right to place an employee in whatever job it deems useful or necessary. All job transfers, reassignments, promotions, or lateral transfers are at the discretion of GHCC.

EMPLOYMENT OF RELATIVES

GHCC does not have an established policy against hiring relatives. However, an employee will generally not be hired for, transferred to, or promoted into a position where they will be managed, directly or indirectly, by a family member or someone with whom they have a romantic relationship. Other factors may also be considered when hiring a relative or romantic partner of a current employee, placing them in a particular position, or creating a supervisory/reporting relationship. GHCC may transfer an employee or change their employment status at any time for any reason, including to avoid the appearance of favoritism or other conflict of interest.

CONDUCT AND BEHAVIOR

GENERAL CONDUCT GUIDELINES

Employees are expected to exercise common sense and courtesy, for the benefit of other employees, volunteers, congregation members, and GHCC as a whole. Professionalism is expected, as is respect for the safety and security of people and property. Failure to follow these guidelines may be grounds for corrective action, up to and including termination.

Though this is not an exhaustive list, the following are examples of unacceptable conduct:

- Failure to follow the policies and guidelines outlined in this handbook.
- Conduct that is illegal under federal, state, or local law.
- Creating a disturbance on GHCC premises.
- Use of abusive language.
- Any rude, discourteous, or unbusinesslike behavior, on or off GHCC premises, which is not protected by Section 7 of the National Labor Relations Act and adversely affects GHCC services, operations, property, reputation, or goodwill in the community, or interferes with work.
- Use or possession of illegal drugs on GHCC premises at any time.
- Use of alcohol or other intoxicants during working hours.
- Working under the influence of intoxicants.
- Unauthorized possession of a weapon on GHCC premises.
- Illegal gambling on GHCC premises.
- Taking or giving bribes of any nature.
- Falsifying time records or “clocking in or out” for another employee or having time recorded by another employee.
- Theft, misappropriation, or unauthorized possession or use of any property that does not belong to the employee.
- Unauthorized removal of GHCC property from the premises.
- Willfully, negligently, or carelessly damaging, defacing, or mishandling property of GHCC, an employees, volunteer, or congregation member.
- Negligent, careless, or inconsiderate treatment of employees, volunteers, or congregation members, or their information.
- Sharing confidential information with anyone who does not have an official need to know.
- Accessing confidential information pertaining to employees, volunteers, or congregation members outside of authorized job duties.
- Changing any type of GHCC, employee, volunteer, or congregation member document or record without authorization outside of authorized job duties.
- Falsifying any type of GHCC, employee, volunteer, or congregation member document or record.
- Entering or using GHCC premises outside of authorized job duties or for personal use.

- Violating security, safety, or fire prevention regulations, or tampering with safety equipment.
- Insubordination or refusal to follow instructions from a supervisor.
- Refusal or unwillingness to accept a job assignment or perform job requirements.
- Leaving during scheduled work hours without notice.
- Unauthorized absence from work during scheduled work hours.
- Sleeping during working hours.

DISPUTE/GRIEVANCE RESOLUTION (SEE ALSO POLICY #0020)

GHCC believes in working in a culture of honor and spiritual health. This is evident in the way we treat each other, care for one another, and handle conflict with each other. Honor values people ahead of projects. Conversations and actions should be handled with grace. To cultivate trust between co-workers and others requires dealing directly with the person, avoiding gossiping, and not making assumptions about the other person's intentions. Following the Matthew 18 principle is key.

Matthew 18:15-17 (NIV)

If your brother and sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

GHCC also believes in healthy, positive conflict. GHCC sees conflict as an opportunity to glorify God by trusting, obeying, and imitating Him. It provides an opportunity to serve other people by helping to bear their burdens or by confronting them in love, and it gives us an opportunity to grow to be like Christ by confessing sin and turning from attitudes that promote conflict.

God commands us in Matthew 18:15 to first go and talk privately, in grace and love, to those with whom we are in conflict.

- Pray for humility and wisdom
- Plan your words
- Choose the right time and place to talk
- Talk directly to the person rather than discussing with other staff

If an employee has done all they can to share their concern and the matter is still unresolved, they should ask one or two other people, who can maintain confidentiality, to meet with them and the person they have approached to help everyone resolve their differences. (Matt. 18:16-17)

A Dispute Resolution or Grievance Policy is not a substitute for a Harassment Policy, nor is the use of a Dispute Resolution or Grievance Policy an appropriate response to a report of harassment.

PERSONAL BOUNDARIES

As important as it is for GHCC to set healthy boundaries at work between members of the opposite sex, employees are reminded that being above reproach is expected in all settings and situations, both work and personal. We realize this may be inconvenient at times; however, we feel our testimony and our witness for the Lord are worth any inconvenience. Our goal is to protect ourselves from personal temptation, from inadvertently finding ourselves in compromising situations, and from giving anyone a reason to be suspicious of our behavior.

GHCC employees are expected to always conduct themselves in a Christ-like manner to present good personal and spiritual testimony. Employees are to uphold the doctrines and standards found in the Bible and the GHCC Statement of Faith and Lifestyle Agreement. All the following guidelines are to be used when interacting with the opposite sex, whether they are married or unmarried, and whether they are staff, congregation members, volunteers, or community members.

Meetings

If a one-on-one meeting is required, plan to meet on site at GHCC, in an area visible to others.

- A male or female may not be alone together in an office or other room with the door closed.
- If a door needs to be closed for confidentiality, the meeting must take place in an office or room with uncovered windows that are visible to others in the building.

If a meeting must be arranged off-site:

- Let your direct supervisor know the meeting is taking place, including time and place.
- Tell your spouse, if married.
- Meet in a public space where other people are present.

Communication

The same concerns about being alone together apply to conversations, not just face-to-face meetings. Employees are expected to exercise caution with conversations of a personal nature between an employee and anyone of the opposite sex who is not their spouse.

- Whenever possible, conversations should be mainly ministry-related and conducted via work email or other approved work communication channels.

- One-on-one conversations (in person, on the phone, by text or other direct messaging) should be brief and focused.
- Should the conversation need to be lengthy or include personal topics, include a 3rd party, such as your spouse or supervisor.

Travel

A male and a female are not to ride alone together in a car. When short, distance work-related travel is required, travel in groups. When males and females are traveling overnight for GHCC purposes:

- A minimum of three employees will travel together.
- At all times, actively avoid any situation that would cause two employees of the opposite sex to be alone.
- Employees of the opposite sex must book separate rooms for lodging, without adjoining rooms.
- A member of the Executive Team must approve the travel.
- Inform your spouse, if married.

SEXUAL AND OTHER UNLAWFUL HARASSMENT (POLICY #0012)

GHCC is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class. Applicable federal and state law defines harassment as unwelcome behavior based on someone's inclusion in a protected class. Sometimes language or actions were not expected to be offensive or unwelcome, but they are. Employees should err on the side of being more sensitive to the feelings of their co-workers rather than less.

The following are examples of harassment; behaviors not in this list may also be considered harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Retaliation or threats of retaliation for refusing advances or requests for favors
- Leering, making sexual gestures or jokes, or commenting on an employee's body
- Displaying sexually suggestive content
- Displaying or sharing derogatory posters, photographs, or drawings
- Making derogatory epithets, or slurs
- Ongoing teasing about an employee's sex
- Physical conduct such as touching, assault, or impeding or blocking movements

Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a supervisor, or harassment by persons doing business with or for GHCC, such as congregation members, community members, volunteers, or vendors.

Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation, is strictly prohibited. A complaint made in good faith will under no circumstances be grounds for corrective action. Individuals who make complaints that they know to be false may be subject to corrective action, up to and including termination.

Enforcement

All supervisors are responsible for:

- Implementing GHCC's harassment policy (Policy #0012).
- Ensuring that all employees they supervise have knowledge of and understand GHCC policy (Policy #0012).
- Reporting any complaints of misconduct to the Executive Pastor, so they may be investigated and resolved internally.
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy (#0012).
- Conducting themselves in a manner consistent with the policy (#0012).

Addressing Issues Informally

Employees who witness offensive behavior in the workplace - whether directed at them or another employee - are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive. An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

Harassment and Grievance/Complaint Procedure

Employees are encouraged to use the Harassment Complaint Form or the Grievance Form to report behavior they feel is harassing, regardless of whether that behavior is directed at them. The Complaint Procedure provides for immediate, thorough, and objective investigation of claims of harassment. Appropriate corrective action will be taken against those who are determined to have engaged in harassing behavior.

ABUSIVE CONDUCT

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

Abusive conduct in the workplace is unacceptable and will not be tolerated. Employees should report abusive conduct to a supervisor or the Elder Board. Supervisors and the Elder Board are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to corrective action, including termination. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

COMPLAINT/GRIEVANCE PROCEDURE (SEE ALSO POLICY #'S 0012 AND 0020)

GHCC has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to the person or department supervisor. If the complaint involves their supervisor, or if the employee feels the supervisor would not provide an impartial resolution to the problem, then they may take the issue to the Executive Pastor.

CORRECTIVE ACTION

A high level of job performance and professionalism is expected from each employee. Should an employee's job performance not meet the standards established for the position, they violate GHCC policies or procedures, or their behavior is otherwise unacceptable, corrective action may be taken. Corrective action may include, but is not limited to coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and termination. The type and order of actions taken will be at management's sole discretion. Employment is at-will, and GHCC is not required to take any corrective action before making an adverse employment decision, including termination.

WHISTLEBLOWER PROTECTIONS

GHCC is committed to upholding protections for employees who report any activity they consider to be illegal or dishonest and will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Executive Pastor immediately.

As a reminder, employers in California may not discharge, discriminate, or retaliate against an employee for any of the following reasons:

- Because the employee reported what they reasonably believe is a violation of state or federal law to a manager, supervisor, or another employee who can investigate the violation.
- Because the employee reported a fraudulent claim or other record to a governmental agency.
- Because the employee filed a complaint under the Fair Employment and Housing Act (FEHA) or participated in a FEHA proceeding.

- Because the employee filed a complaint or participated in a proceeding regarding workplace safety.

Any employee who has knowledge of, or a concern regarding illegal or dishonest fraudulent activity may take their concern directly to their supervisor. If the complaint is related to their supervisor, they may take the issue to the Executive Pastor. Whenever possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, including termination.

COMPENSATION

PAY PERIODS

The standard seven-day payroll workweek for GHCC will begin at 12:00 a.m. Sunday. The designated pay period for all employees is semi-monthly. Paydays are on the 15th and the last day of the month. Except as otherwise communicated, if any paycheck date falls on a holiday, employees will be paid on the preceding scheduled business day.

TIMEKEEPING

Recording and submitting hours worked is required for all non-exempt employees. Accurate timekeeping and hourly pay are a federal and state wage and hour requirement for non-exempt employees and are therefore mandatory. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance. Non-exempt employees are required to record actual hours worked. All forms of timekeeping will be referred to as clocking in or out.

Requirements

Non-exempt employees are required to:

- Submit an accurate record of time worked on a daily, work week, and pay period basis
- Clock in and out to record the start/stop time at the beginning and end of every shift
- Clock in and out to record time spent on lunch breaks
- Notify their supervisor as soon as possible if an entry into the timekeeping system has been missed and needs correction
- Clock in and out personally. No employee may clock in and out for another employee, except a supervisor that is correcting their employee's timekeeping entry.
- Honor the schedule and budgeted hours of their position by clocking in/clocking out close to their scheduled shift (no earlier than 5 minutes before and no later than 5 minutes after)
- Get prior approval from their supervisor before clocking in/out with a greater than 5-minute margin
- Get prior approval from their supervisor to work any unscheduled time
- Get prior approval before working through a scheduled break or lunch period

Lunch Periods

Lunch periods are unpaid time when employees are relieved of all duties. Lunch periods:

- Are designated by the employee's supervisor (both the duration and the timing)
- May not be waived without prior approval
- May not be waived if the waiver would result in overtime
- May not be altered without prior approval

EMPLOYEES AND VOLUNTEER ACTIVITIES

Time spent in service to GHCC as a job expectation is time worked as an employee and is paid time. Time volunteered at GHCC is time given freely as a gift from an individual, and not paid time.

An employee may volunteer at GHCC only if all the following conditions are met:

- Volunteer work or service must be solely at the employee's initiative, not at the request or suggestion of the employer.
- The employee must be performing a task or service outside of their regular job functions performed for GHCC.
- Volunteer work or service must be performed outside the employee's normal or regular work hours.
- The employee must be performing a religious, charitable, or other community service without contemplation of payment.

REPORTING TIME PAY

Non-exempt employees who report to work and are then sent home by GHCC without completing their assigned shift are generally entitled to reporting time pay. Non-exempt employees who are required to call in to see if they must report for a scheduled on-call shift that day and then told that they are not needed will also be entitled to reporting time pay.

Employees will be paid for half of their regularly scheduled shift, but no fewer than two hours and no more than four hours. All time worked prior to dismissal counts toward these totals. Reporting time pay will be paid at the employee's regular rate of pay. Reporting time hours, with the exception of any actual hours worked, will not count toward overtime calculations.

If an employee is required to report to work a second time in any one workday and is furnished fewer than two hours of work on the second reporting, they will be paid for two hours at their regular rate of pay.

Reporting time pay will not apply if operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; when public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system, when the interruption of work is caused by an Act of God or other cause not within GHCC's control. Employees who are regularly scheduled to work a shift of less than two hours do not qualify for reporting time pay.

OVERTIME

GHCC complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees will be paid overtime (one and one-half times the regular rate of pay) for all hours worked over eight in one workday, over 40 in one work

week and for the first eight hours of work performed on the seventh consecutive workday in one work week, without regard to the total number of hours worked in the previous six days.

Overtime is paid at the rate of double the regular rate of pay for every hour worked after the completion of eight hours worked on the 7th consecutive workday in any workweek. In addition, overtime is paid at the rate of two times the regular rate of pay for every hour worked after the completion of 12 hours worked in one workday.

Daily

Hours Worked	Rate of Pay
Up to 8 hours	Straight time
Over 8 hours	Time & one-half
Over 12 hours	Double time

Weekly

Hours Worked	Rate of Pay
Up to 40 hours	Straight time
Over 40 hours	Time & one-half

Seventh Consecutive Day in a Defined Workweek

Hours Worked	Rate of Pay
First 8 hours	Time & one-half
Over 8 hours	Double time

If GHCC approves an employee's request to make up work time, the hours of that makeup work performed in the same week that the work was lost do not count towards computing the total number of hours worked in a day, so long as the total number of hours worked does not exceed 11 hours.

Employees are required to work overtime when assigned. Any overtime worked must be authorized by a supervisor or manager, in advance. Working unauthorized overtime or

the refusal or unavailability to work overtime is unacceptable work performance, subject to discipline including but not limited to termination.

PAYROLL DEDUCTIONS

GHCC complies with the salary basis requirements of the Fair Labor Standards Act (FLSA) and does not make improper deductions from the salaries of exempt employees. However, there are certain circumstances where deductions from the salaries of exempt employees are permissible. Such circumstances include:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability
- When an exempt employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide sick leave plan that provides compensation for salary lost due to illness
- To offset amounts received as witness or jury fees, or for military pay
- When an employee is on unpaid leave under the Family Medical Leave Act, when applicable
- To pro-rate pay during an employee's first and last week of employment, if they work less than a full week

If an employee believes an improper deduction has been made, they should immediately report this to their supervisor or the person responsible for payroll processing. Reports will be promptly investigated and if it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

PAY ADJUSTMENTS, PROMOTIONS AND DEMOTIONS

Periodic pay increases may be given based upon merit, economic factors, and the sustainability of GHCC. There may not be an automatic annual cost of living adjustment. Pay also may be adjusted downward when there is job restructuring, job duty changes, job transfers, or adverse economic conditions. Demotion is a reduction in responsibility, usually accompanied by a reduction in salary. If demotion occurs, employees will maintain their seniority with GHCC.

GROWTH ASSESSMENTS

In addition to other coaching conversations, employees will generally receive a review of their job performance (Growth Assessment) semi-annually. This evaluation may be either written or oral. Such evaluation may not occur at the exact same time each year, at the discretion of the employee's supervisor.

If the employee receives an evaluation sheet or other written document, they will be required to sign it. An employee's signature confirms they have been given the opportunity to examine the evaluation and discuss it with their supervisor and does not necessarily indicate the employee agrees with the content. The completed and signed

evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the Growth Assessment.

WORK ASSIGNMENTS

On occasion, employees may be required to perform duties that are not part of their job description or usual tasks. This may happen for many reasons, including a co-worker being absent, a position being temporarily vacant, or department or GHCC is particularly busy. Employees are expected to perform these additional duties in a timely fashion and to the best of their ability. Employees should speak with their supervisor if they have questions about processes or procedures that are not part of their regular duties. Employees will be paid their regular rate of pay unless notified otherwise by their supervisor.

EXPENSE REIMBURSEMENT

GHCC covers the cost of necessary ministry expenses, either through direct purchase or by reimbursement, according to any applicable state or federal laws. Employees must follow Expense Reimbursement Policies #18 and #19 when spending money in a ministry-related capacity.

Some examples of covered expenses include purchasing items, tools, and services needed to perform work, and traveling for ministry.

Employees who are issued ministry credit cards are required to use them for ministry purchases whenever possible and follow the Expense and Reimbursement Policy (Policy #0019 and #0018)), which will be provided upon issuance of the credit card.

Expenses needing reimbursement require pre-approval from the employee's direct supervisor, submission of receipts, and a completed reimbursement request form. Contact the Executive Assistant for Administration to receive the current Expense Reimbursement Policy (#0018 and #0019) and reimbursement forms.

ADVANCES AND LOANS

As a non-profit, GHCC does not give advances or loans to employees.

BENEFITS

HEALTH AND WELFARE BENEFITS

GHCC complies with all applicable federal and state laws regarding benefits administration. All regular employees scheduled and generally working at least 30 hours a week are entitled to health insurance and other GHCC-sponsored health benefits, when in effect. GHCC reserves the right to change or terminate health plans or other benefits at any time.

New qualifying employees will be eligible for coverage on the 1st day of the month following hire/eligibility. New employees may elect not to be covered, with the permission of GHCC, provided the percentage of employees not covered is within the benefit plan specifications.

Dental

All regular employees scheduled to work at least 20 hours per week, and their spouses and dependents, are eligible to participate in the Dental Plan. This is a voluntary plan that is funded with premiums paid by the employee through a voluntary wage reduction plan.

CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), or a state mini-COBRA law, employees may be allowed to continue their health insurance benefits, at their own expense, for a set number of months after experiencing a qualifying event. Length of coverage may be dependent upon the qualifying event.

To qualify for continuation of health benefits, the covered individual must experience a qualifying event that would otherwise cause them to lose group health coverage. The following are qualifying events:

For Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

For Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

For Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

See the Executive Assistant for Administration for additional information.

LIFE AND DISABILITY INSURANCE

Detailed information about the plans will be made available at time of enrollment.

Life Insurance

All regular full-time employees are eligible for life insurance through the church's current term life plan. The church pays 100% of the monthly premiums that will provide two (2) times the eligible employee's annual earnings at the time of death. The plan remains in effect during the employee's term of employment.

Disability Insurance

All regular employees scheduled to work at least 24 hours per week are eligible for the church's Disability Insurance Plan. The church pays 100% of the monthly premiums that will provide a monthly benefit of 66 2/3% of the first \$7,500 of an employee's pre-disability earning after a 60-day benefit waiting period.

RETIREMENT

For more details, please refer to Policy #0027 - Staff Retirement Plans.

Full-Time Pastors & Directors

All full-time Pastors and Directors working 40 hours per week are eligible for direct and "matching" contributions to 403(b) tax sheltered annuities (TSA).

Support Staff

After 12 months of employment, support staff are eligible to receive a "matching" employer contribution of "up to" 2.5% of an employee's monthly earnings.

STATE DISABILITY INSURANCE

Because GHCC does not participate in state unemployment, employees are not eligible for unemployment benefits or State Disability Insurance.

GENERAL LEAVES AND TIME OFF (SEE ALSO POLICY #0008)

HOLIDAYS

All regular employees are entitled to the following paid holidays, during which the office will be closed:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve (Half Day)
- Christmas Day
- Day After Christmas

Other days or parts of days may be designated as holidays with or without pay. No holiday pay will be paid to an employee who is on an unpaid status, on any leave, or absent due to workers' compensation. If a holiday falls on a Sunday, the holiday may be observed on the following Monday. If the holiday falls on a Saturday, the holiday may be observed on the preceding Friday.

VACATION

GHCC values a work-life balance and offers paid vacation time, which we encourage our staff to use.

Leave Amounts and Eligibility

All regular employees are eligible for paid vacation time according to the schedule below.

Full-Time Employees (40 hours per week)

Employment Years	Weeks Earned	Hours Earned
Time of Hire	3 weeks	120 hours
Years 1 – 9	Earn an additional 8 hours each year	
Years 10 +	5 weeks	200 hours

Full-Time Employees (32 hours per week)

Employment Years	Weeks Earned	Hours Earned
Time of Hire	3 weeks	96 hours
Years 1 – 9	Earn an additional 6-7 hours each year	
Years 10 +	5 weeks	160 hours

Part-Time Employees (28 hours per week)

Employment Years	Weeks Earned	Hours Earned
Time of Hire	3 weeks	84 hours
Years 1 – 9	Earn an additional 5-6 hours each year	
Years 10 +	5 weeks	140 hours

Part-Time Employees (25 hours per week)

Employment Years	Weeks Earned	Hours Earned
Time of Hire	3 weeks	75 hours
Years 1 – 9	Earn an additional 5 hours each year	
Years 10 +	5 weeks	125 hours

Part-Time Employees (20 hours per week)

Employment Years	Weeks Earned	Hours Earned
Time of Hire	3 weeks	60 hours
Years 1 – 9	Earn an additional 4 hours each year	
Years 10 +	5 weeks	100 hours

Part-Time Employees (15 hours per week)

Employment Years	Weeks Earned	Hours Earned
Time of Hire	3 weeks	45 hours
Years 1 – 9	Earn an additional 3 hours each year	
Years 10 +	5 weeks	75 hours

Vacation Earning Method

A lump sum of vacation will be awarded at the beginning of each calendar year. Vacation may be used as soon as it is awarded, pending supervisor approval.

Rollover and Caps

Unused vacation will be carried over each year up to the maximum accrual bank of 1.5 times an employee's annual amount.

Approval

Vacation requests should be submitted to the appropriate supervisor for approval, with as much notice as possible, to minimize disruption in the workplace.

Employment Separation

Unused vacation will be paid out upon employment separation.

PERSONAL DAYS

Regular full-time employees and part-time employees regularly scheduled to work at least 20 hours per week are provided with 2 personal days per year to be used for any purpose at any time as needed. After 5 years of service, an additional day (total of 3 days per year) is provided. After 10 years, 4 total days are provided per year.

Pay for each personal day taken shall equal the number of hours the employee is regularly scheduled to work. Personal days can be taken in ½ day minimums.

Personal days are not considered vacation days, do not accumulate, and are not paid out upon employment separation.

SICK LEAVE

GHCC provides all employees with paid sick leave in accordance with CA state law. Please note, at no point will an employee earn less than one hour of paid sick leave for every 30 hours worked.

Sick leave is provided as a lump sum to employees upon hire, and subsequently at the beginning of each benefit year. Employees are eligible to use sick leave on the 30th day of employment.

Employees will be provided with the following annual sick leave amounts about based on their employee status and regular work hours.

Full-Time Employees

Regular Work Schedule	Annual Sick Leave	Max Leave Bank
40 hours per week	96 hours	192 hours

Part-Time Employees

Regular Work Schedule	Annual Sick Leave	Max Leave Bank
0 – 16 hours per week	40 hours	80 hours
17 – 20 hours per week	48 hours	96 hours
21 – 39 hours per week	77 hours	154 hours

When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in increments of two hours or more. If the need for sick leave is foreseeable, employees must provide advance notice. If the need for sick leave is unforeseeable, the employee must provide notice as soon as practicable.

Sick leave may be used for diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member or *designated*

person, or by an employee who is a victim of domestic violence, sexual assault, or stalking. Employees are limited to choosing one designated person per 12-month period.

Employees may carry over up to 40 hours of unused sick leave into the next benefit year, up to a maximum bank of 2x the employee's annual amount.

Unused sick leave will not be paid out at the end of employment. Employees rehired within one year of separation will have their previously accrued sick leave restored.

CALIFORNIA BEREAVEMENT LEAVE

Employees who have worked for at least 30 days may take up to five days of unpaid bereavement leave upon the death of a family member. Please note, the first two days of bereavement leave for regular full-time and part-time employees working at least 20 hours per week will be paid according to their regularly scheduled hours, the following 3 days will be unpaid.

Family members include the employee's spouse, child, parent, sibling, grandparent, grandchild, and parent-in-law. The days of leave don't have to be consecutive but must be taken within three months of the date of death. Employees may choose to use their available paid leave, if any, during bereavement leave. Proof of the need for leave may be required unless the employee is using their state-mandated sick leave.

Requests for bereavement leave in excess of five days must be approved by the Board of Elders.

REPRODUCTIVE LOSS LEAVE

Employees who have been employed for at least 30 days may take up to five days off when they experience a reproductive loss. A reproductive loss includes failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

Leave is limited to 20 days per 12-month period for employees who experience multiple losses. Generally, leave must be completed within three months of the loss. The days off don't need to be consecutive. Employees may choose to use any available paid leave, including accrued sick leave, during a reproductive loss leave. This leave is in addition to all other leave rights and does not run concurrently with CFRA or PDL.

Employees should notify GHCC as soon as practicable of their need for leave.

CALIFORNIA FAMILY RIGHTS ACT

The California Family Rights Act (CFRA) allows a California employee to take 12 weeks of unpaid leave for family care and medical leave. To be eligible, an employee must have worked more than 12 months for GHCC and have worked at least 1,250 hours in the 12 months immediately before taking leave.

Eligible employees may take CFRA leave for the following reasons:

- To bond with a new child after the child's birth, adoption, or placement in foster care with the employee ("baby bonding leave")
- To care for a family member who has a serious health condition. For this leave reason, family members include parents, parents-in-law, children, spouses, grandparents, grandchildren, siblings, and the person the employee identifies as their designated person (employees are limited to choosing one designated person per 12-month period)
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent

Leave may be taken on an intermittent or reduced schedule basis if needed for an employee's own serious health condition or for the care of a family member with a serious health condition.

Baby bonding leave should generally be requested in increments of two weeks or more. GHCC will grant two of an employee's requests for baby bonding leave of less than two weeks.

Employees should provide GHCC with 30 days' notice of the intent to take family or medical leave. When this is not possible, notice should be given as soon as practical. GHCC may request certification from a healthcare provider to confirm an employee's need for medical leave to care for themselves or a family member.

Employees who take leave will be reinstated to the same or an equivalent position upon return. Health coverage, if provided, will continue as if the employee was not on leave. Other benefits or seniority will accrue if they would during other types of leave. FMLA and CFRA will run concurrently if an employee is entitled to both and the reason for leave is covered by both entitlements.

Pregnancy disability leave is separate from this policy. An employee in California may take both pregnancy disability leave and baby bonding leave. Please contact the Executive Assistant for Administration for additional details on which leave laws may apply to your circumstances.

CA PREGNANCY DISABILITY LEAVE

The Pregnancy Disability Leave (PDL) Act allows an employee who is disabled due to pregnancy, childbirth, or related medical conditions to take a pregnancy-related disability leave for the period of actual disability, up to a maximum of four months. The duration of the leave is determined by the employee's physician. Part-time employees are entitled to

leave on a prorated basis. Employees will be required to provide medical certification supporting the need to time away under pregnancy disability leave.

Employees who take leave for pregnancy, childbirth, or a related medical condition will be treated like an employee with any other disability.

Regular and temporary full- and part-time employees of GHCC are eligible for pregnancy leave without regard to length of employment. Any accrued but unused sick leave will be substituted for unpaid pregnancy disability leave. Employees may elect to substitute any other accrued but unused paid time off for unpaid pregnancy disability leave.

Upon request of the employee and recommendation of the employee's physician, the employee's work assignment may be changed to protect the health and safety of the employee and her child. Temporary transfers due to health considerations will be granted when possible. The transferred employee must be qualified for the position, and they will have an equivalent rate of pay and benefits received in the position they occupied immediately before the leave.

GHCC will maintain health coverage during the period of actual disability, up to a maximum of four months, in addition to the requirement to maintain health coverage during an approved leave under the California Family Rights Act (CFRA) of up to 12 weeks, if applicable.

At the end of the employee's pregnancy disability leave, an employee who has a physical or mental disability (related to pregnancy or otherwise) may be entitled to reasonable accommodation, including additional leave, for that disability.

PAID PREGNANCY DISABILITY LEAVE

All regular employees who have been employed with GHCC for at least 12 months (the 12 months do not need to be consecutive) and have worked for GHCC at least 750 hours during the 12 consecutive months immediately preceding the date the leave would begin, are entitled to a maximum of 8 consecutive weeks paid pregnancy disability leave, to run concurrently with FMLA/CFRA when applicable. The purpose of this leave is to provide paid time off at the regular rate of pay for a pregnancy-related disability. Employees should give notice no later than the 20th week before the baby is expected. When making a request for leave, the employee may be required to provide documentation to support the birth of the child. If for any reason the employee wishes to change the start date of the leave, they should give 30 days' notice of the change, unless this cannot reasonably be done.

Employees who are eligible for other paid pregnancy or parental leave benefits outside of this employer sponsored policy will have their GHCC leave pay reduced so that the total amount of leave pay received does not exceed regular pay.

Prior to the start of the pregnancy leave, the employee and GHCC will create a Return-to-Work plan that also includes the leave time. The employee is expected to communicate with GHCC if the leave plan or Return-to-Work plan needs to change while on leave.

PAID PARENTAL LEAVE (POLICY # 0064)

GHCC provides parental leave for adoptive and natural parents. All regular employees who have been employed with GHCC for at least 12 months (the 12 months do not need to be consecutive) and have worked for GHCC at least 750 hours during the 12 consecutive months immediately preceding the date the leave would begin, are entitled to a maximum of 2 consecutive weeks paid parental leave, to run concurrently with FMLA/CFRA when applicable, for the purpose of bonding with the child. This leave must be taken within the first twelve months following the birth or placement of the child.

Employees who are eligible for other paid parental leave benefits outside of this employer sponsored policy will have their GHCC leave pay reduced so that the total amount of leave pay received does not exceed regular pay.

Employees should give notice no later than the 20th week before the baby is expected, or within 7 days of the adoption agency notifying the employee that they have been matched with a child. If for any reason the employee wishes to change the start date of the leave, they should give 30 days' notice of the change, unless this cannot reasonably be done.

FAMILY AND MEDICAL LEAVE ACT

Leave Entitlements

Under the Family and Medical Leave Act (FMLA), an eligible employee can take up to 12 weeks of unpaid, job-protected leave in a 12-month period.

To be eligible, an employee must meet the following three criteria:

- Have worked for GHCC for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where GHCC has at least 50 employees within 75 miles of the employee's worksite.

Eligible employees can take leave for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform their job;

- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Using Leave

An employee does not need to use leave in one block. When it is medically necessary or GHCC otherwise approves, employees may take leave intermittently or on a reduced schedule. Employees on FMLA leave may be required to report periodically to GHCC regarding their status and intent to return to work. An employee who fails to return to work at the expiration of the leave without an approved extension will be considered to have resigned.

Employees must inform GHCC if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employees may choose, or GHCC may require, use of available GHCC paid leave while taking FMLA leave. If an employee uses available GHCC leave for FMLA leave, they must comply with GHCC's normal paid leave policies.

Employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify their supervisor as soon as possible.

Combined FMLA Limits for Spouses

Eligible spouses who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a son or daughter and bonding with the newborn child,
- The placement of a son or daughter with the employee for adoption or foster care and bonding with the newly placed child, and
- The care of a parent with a serious health condition.

Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (commonly referred to as "military caregiver leave") if each spouse is a parent, spouse, son or daughter, or next of kin of the servicemember. When

spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.

Documentation

GHCC may require a certification from a health care provider, and periodic recertification, supporting the need for leave. If certification is requested, employees will have 15 days to provide it. If we determine that the certification is incomplete, we will provide a written notice indicating what additional information is required.

Employees do not have to share a medical diagnosis but must provide enough information so that GHCC can determine if the leave qualifies for FMLA protection. Sufficient information could include a doctor's note informing GHCC that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary.

If we become aware that an employee's need for leave is for a reason that may qualify under the FMLA, we will notify the employee if they are eligible for FMLA leave and, if eligible, provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, we will provide a reason for ineligibility. GHCC will notify employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Benefits

While employees are on FMLA leave, health insurance coverage will continue as if the employees were not on leave. Employees are responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance (or on the schedule established by the payroll department) may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

GHCC reserves the right to seek reimbursement from the employee for the medical insurance premiums paid by GHCC while the employee was on FMLA leave if the employee fails to return from FMLA. GHCC will not seek reimbursement if the failure to return is due to continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member that would otherwise qualify for FMLA leave, or other circumstances beyond the employee's control.

GHCC will not interfere with an employee's FMLA rights or retaliate against them for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Employees who believe they have not received the benefits to which they are entitled under FMLA are strongly encouraged to speak to another member of management or the Executive Assistant for Administration for clarification or resolution. Failing that, an

employee is able to file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private action. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

MILITARY LEAVE

Employees on a military leave of absence are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided they meet the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

USERRA generally applies to employees who are in the:

- Army, Navy, Air Force, Marines, and Coast Guard (both active and reserve components)
- Army and Air National Guard
- Commissioned Corps of the Public Health Service
- Federal Emergency Management Agency reserves
- Any other category designated by the President in time of war or emergency

In certain circumstances, a letter from the employee's commanding officer may be requested to establish the dates of duty.

MILITARY FAMILY LEAVE

An employee who works an average of 20 or more hours per week whose spouse is a member of the Armed Forces, National Guard or Reserves that has been deployed during a period of military conflict is eligible to receive up to 10 unpaid days off when their spouse is on leave from military deployment.

An employee must provide their supervisor with a notice of intention to take leave within two business days of receiving official notice that their spouse will be on leave from deployment. Employees taking family military leave must also provide GHCC with written documentation certifying their spouse will be on leave from deployment.

CIVIL AIR PATROL LEAVE

GHCC will provide not less than 10 days of leave per year for voluntary members of the California Wing of the Civil Air Patrol in order for volunteers to respond to an emergency operational mission.

The employee volunteer must be employed for at least 90 days immediately before the leave begins. Employees are required to give GHCC as much notice as possible of the intended leave dates. Upon return, the employee is entitled to their position or position with equivalent seniority, benefits, pay and other terms of employment unless conditions unrelated to leave render such restoration impractical.

VOLUNTEER EMERGENCY RESPONDER LEAVE

Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel will be allowed to take temporary unpaid leaves of absence for the purpose of performing emergency duties. Employees will also be allowed up to 14 days of unpaid leave per calendar year for training.

Employees who are volunteer emergency responders should inform their supervisor so that they are aware that the employee may need to take time off for emergency duty. When an employee is called to an emergency and needs to miss work, they should alert their supervisor before doing so whenever possible.

JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave of absence when they notify and submit a copy of the original summons for jury duty to their supervisor or manager. GHCC reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to GHCC.

Any fees received for jury duty, including travel fees, are to be retained by the employee. Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service must be certified by the Court and filed with GHCC no later than Wednesday of the following week.

The leave is paid for up to 5 workdays. After 5 workdays, the leave is unpaid, but employees are allowed to use any available paid time off towards the absence. Exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA) requirements.

WITNESS LEAVE

If an employee is absent from work to serve as a witness in a judicial proceeding in which they are the victim, or in response to a subpoena or other order of the court, the employee will be granted leave without pay for such time as it is necessary to comply with the request. GHCC may request proof of the need for leave.

VOTING LEAVE

If an employee cannot vote because of their scheduled work hours, then the employee will be given additional time off to vote in any state or federal election.

Employees must apply for leave at least two days before Election Day. GHCC may specify the time during the day that leave can be taken. Generally, time off will be at the beginning or end of their shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed upon.

Up to two hours will be compensated at the employee's regular rate of pay. Additional time off, when necessary, will be unpaid. Exempt employees will be paid in accordance with the Fair Labor Standards Act.

CRIME VICTIM LEAVE AND ACCOMMODATIONS

An employee who is the victim of crime or abuse, or whose family member has died as a result of a crime, will be allowed to take time off work to attend court proceedings or to seek a restraining order or other relief for their or their child's health, safety, or welfare.

A victim, or employee whose family member has died as a result of a crime, will also be granted time off from work to seek medical attention for related injuries; to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency to get psychological counseling or mental health services; or to take action to increase their safety, including temporary or permanent relocation.

Employees should provide reasonable notice of their absence if the need for leave is foreseeable. If an employee is unable to give advance notice, GHCC may require documentation of the need for leave after it has been taken.

This leave is unpaid, but employees may use any accrued paid time off towards the leave. Exempt employees will be paid in accordance with state and federal wage and hour laws.

GHCC will make reasonable accommodations for victims of domestic violence, sexual assault, or stalking, including but not limited to the implementation of safety measures. Employees should contact the Executive Assistant for Administration for additional information.

BONE MARROW DONATION LEAVE

Employees will be granted up to five working days of paid time off for the purpose of donating bone marrow. Employees are required to utilize any earned vacation or sick leave, but if this leave has been exhausted, GHCC will continue to pay regular wages for up to five working days. Leave can be taken intermittently.

Any applicable benefits including the employees' health coverage, accrued paid time off (e.g. vacation, sick leave, etc.), and other benefits will be maintained during the leave. Bone marrow donation leaves of absence do not run concurrently with leaves under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). Upon returning to work from a donor leave, the employee will be restored to the same or an equivalent position. GHCC may request proof of the need for leave.

ORGAN DONATION LEAVE

Employees will be granted up to 30 working days of paid leave, followed by up to 30 days of unpaid leave for organ donation. Employees are required to use any earned but unused sick leave or vacation time (up to a maximum of two weeks), but if this leave has been

exhausted or the leave exceeds two weeks, GHCC will continue to pay regular wages for up to 30 days.

Any applicable benefits, including the employee's health coverage and accrued paid time off, will be maintained during the leave. Organ donation leaves of absence must be granted in addition to time under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). Upon returning to work from a donor leave, the employee will be restored to the same or an equivalent position. GHCC may request proof of the need for leave.

REHABILITATION LEAVE

GHCC is committed to providing assistance to our employees. Any employee who wishes to voluntarily enter and participate in an alcohol and/or drug rehabilitation program may be granted a reasonable accommodation. This accommodation may include time off without pay and/or an adjusted work schedule, provided the accommodation does not impose an undue hardship on GHCC. In general, it is the employee's responsibility to notify their supervisor or manager of the need for accommodation.

This accommodation does not prevent GHCC from refusing to hire or disciplining, up to and including discharge, an employee who is unable to perform his or her duties or cannot perform the duties in a manner that would not endanger his or her health or safety or the health or safety of others because of the current use of alcohol or drugs.

LITERACY EDUCATION ASSISTANCE

GHCC will reasonably accommodate and assist any employee who reveals a problem with literacy and requests assistance in enrolling in an adult literacy education program, provided that it does not impose an undue hardship on GHCC.

GHCC will make reasonable efforts to safeguard the privacy of the employee as to the reason for their request under this policy. Approved time off of work to enroll and participate in an adult literacy education program will be unpaid; exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA).

SCHOOL LEAVE FOR ACTIVITY ATTENDANCE

GHCC will grant employees who are the parent, guardian, or grandparent of a child in grades K-12, or of a child attending a licensed daycare facility, up to 40 hours of leave without pay per calendar year to participate in activities of their child's school or daycare facility. This leave should not exceed 8 hours in any calendar month, except in case of emergency. Requests for such leave must be made in advance of the planned absence and employees may be asked for proof of the need for leave.

The employee must use available vacation or personal leave for school visitation, and must take leave without pay if no paid leave is available. Exempt employees may be

provided time off with pay when necessary to comply with state and federal wage and hour laws.

SCHOOL LEAVE FOR DISCIPLINARY MATTERS

GHCC will grant unpaid time off for employees who are parents or guardians of school-age children who need time off to attend disciplinary events at school such as hearings and/or meetings for other events including suspension and expulsion. Employees are required to give reasonable notice to GHCC that they need to take time off.

The employee must use available vacation or personal leave for school visitation, and must take leave without pay if no paid leave is available. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

PERSONAL LEAVE OF ABSENCE

To accommodate challenging personal circumstances and seasons, regular full-time employees who have been with GHCC for more than six months may request an unpaid personal leave of absence. The employee must submit their written request to the Executive Assistant for Administration, stating the date they would like the leave to begin, the date they expect to return, and the reason for the leave. GHCC will consider all factors, including the nature and urgency of the leave and the impact on operations, and provide written approval or denial at its sole discretion.

If approved, the employee must use their leave of absence for the approved purpose. Sick leave, vacation time, seniority and other benefits will not accrue during an unpaid leave of absence. Holidays that occur during the leave of absence will not be paid. If an employee fails to return to work on the scheduled date of return, GHCC will assume the employee has resigned.

TEMPORARY DISABILITY LEAVE

Knowing that a temporary disability may prevent employees from coming to work for a period of time, GHCC may grant a temporary, unpaid disability leave. This leave does not have a minimum or maximum time frame. Rather, GHCC will attempt to reasonably accommodate the needs of the employee as well as the needs of GHCC. If a leave is granted, any extensions will be subject to the same considerations.

Employees requesting a temporary disability leave submit a written request to the Executive Assistant for Administration. That request should be accompanied by a doctor's statement identifying how the temporary disability limits the employee's ability to work, the date and the estimated date of return. Should the expected return date change, the employee should notify the GHCC as soon as possible. Prior to returning to work, the employee will be required to submit written medical certification of their ability to return to work, including any restrictions. Depending on position availability at the time of

return, and if the employee's medical certification verifies the employee's ability, they will be reinstated to their former position or one that is substantially the same.

The leave will be unpaid, except that employees must use any available paid sick leave concurrently and may choose to use other accrued paid time off concurrently once their sick leave has been exhausted.

HEALTH, SAFETY, AND SECURITY

NON-SMOKING

Smoking, vaping, and use of tobacco products are not permitted in any GHCC buildings, facilities, work sites, or vehicles. California law prohibits smoking in any public building or within 20 feet of a main entrance, exit, or window of a public building.

SUBSTANCE USE (POLICY #0041)

GHCC is dedicated to providing employees with a workplace free of drugs and alcohol. While on GHCC premises, whether during work time or non-work time, employees are prohibited from being under the influence of drugs or alcohol. There are limited exceptions for the use of prescription drugs (not including marijuana), if they do not create safety issues or impair an employee's ability to do their job.

Employees are strictly prohibited from possessing illegal drugs, cannabis, or excessive quantities of prescription or over-the-counter drugs while on GHCC premises, performing GHCC-related duties, or operating any GHCC equipment. Any drugs confiscated that are suspected of being illegal will be turned over to the appropriate law enforcement agency.

Employees taking medication should consult a medical professional to determine whether the drug may affect their personal safety or ability to perform their job and should advise their supervisor of any resulting job limitations. Once notified, GHCC will make reasonable efforts to accommodate the limitation.

GHCC reserves the right to test any employee for the use of illegal drugs, marijuana, or alcohol, in accordance with applicable law. Employees in safety-sensitive positions may be subject to regular or random drug testing. Drug or alcohol tests may also be conducted after an accident in which drugs or alcohol could reasonably be involved, or when behavior or impairment on the job creates reasonable suspicion of use. Under those circumstances, the employee may be driven to a certified lab for testing at GHCC's expense. Refusal to be tested for drugs or alcohol will be treated the same as a positive test result.

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

To the extent that any federal, state, or local law or regulation limits or prohibits the application of any provision of this policy, then that particular provision will be ineffective in that jurisdiction only, while the remainder of the policy remains in effect.

REASONABLE ACCOMMODATIONS & PREGNANCY RIGHTS

Disability

If GHCC is made aware of an employee's disability and resulting need for accommodation, the Executive Assistant for Administration or the employee's manager will engage with them in the interactive process. This process will determine what, if any, accommodations

are necessary and reasonable in order to assist the employee in doing the essential functions of their job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of their job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. The Executive Assistant for Administration will provide employees with the necessary form.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

Pregnancy (also see Policy #0064)

This policy reflects an employee's right to accommodations under the federal [Pregnant Workers Fairness Act](#) and does not override any additional rights or accommodations provided by existing or future state or local law.

GHCC will provide reasonable accommodation to pregnant employees for known limitations related to, affected by, or arising out of pregnancy, childbirth, or other related medical conditions, whether or not such condition meets the definition of disability, provided that such limitations have been communicated by the employee or their representative and provided accommodations would not create an undue hardship.

Examples of potential accommodations include, depending on the nature of the position:

- Seating or modification of seating
- Additional break time to use the bathroom, drink or eat, and rest
- Time off for healthcare appointments
- Leave or time off to recover from childbirth or miscarriage
- Limitations on strenuous activities
- Temporary reassignment
- Flexible hours or remote work

If you need an accommodation, notify your manager or the Executive Assistant for Administration. You may be asked to provide additional information, such as how it will address limitations caused by pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, GHCC will engage with you in the interactive process to accurately understand your limitations and find reasonable accommodations.

If leave is provided as a reasonable accommodation, it may run concurrently with other leave(s) provided by federal, state, or local law.

INJURY AND ACCIDENT RESPONSE AND REPORTING

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available supervisor. Employees should provide any assistance requested by that supervisor. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee must complete an injury reporting form and return it to the Executive Assistant for Administration as soon as possible. Reporting should not be allowed to delay necessary medical attention. Once the accident is reported, follow-up will be handled by the Executive Assistant for Administration, including a determination as to whether the injured employee may return to work.

When questions are asked by law enforcement or fire officials making an investigative report, employees should provide factual information, not speculation, including speculation regarding individual or organization liability.

In addition to compliance with safety measures imposed by federal Occupational Safety and Health Act (OSHA) and state law, GHCC has an independent interest in making its facilities a safe and healthy place to work. GHCC recognizes that employees may be in a position to notice dangerous conditions and practices and encourages employees to report such conditions, as well as non-functioning or hazardous equipment, to a supervisor immediately. Appropriate measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing of safety-related complaints, or requesting to see injury and illness logs.

WORKERS' COMPENSATION

GHCC carries insurance that covers work-related injuries and illnesses. The workers' compensation insurance carrier governs the benefits provided. These benefits will not be limited, expanded, or modified by any statements of GHCC personnel or GHCC documents. In the case of any discrepancy, the insurance carrier's documents will control.

WORKPLACE VIOLENCE AND SECURITY

GHCC expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional, or veiled threat of harm to any employee, volunteer, congregation member, or GHCC property will be acceptable. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit, a violent act against any person while on GHCC premises, will be subject to discipline, up to immediate termination.

Employees share the responsibility of identifying and alleviating threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to a supervisor. Threats will be investigated, and appropriate disciplinary action will be taken.

DRIVING SAFETY

Employees who drive on GHCC business are expected to drive safely and responsibly and to use common sense and courtesy. Besides being required to follow all current state laws, employees are also subject to the following rules and conditions:

- A valid driver's license must be maintained as a condition of continued employment for positions that require driving. GHCC may request to see an employee's license at any time.
- Employees who drive their own vehicles for work must maintain the minimum amount of insurance required by state law as a condition of continued employment. GHCC may request proof of insurance at any time.
- Employees must wear seat belts.
- Use of electronic devices while driving is prohibited unless using a hands-free or voice-operated feature in compliance with current law. Employees are permitted and encouraged to communicate to coworkers and community members the reason why calls may not be returned immediately.
- Employees using a device for navigation purposes should complete all set up before starting the vehicle.
- Use of electronic devices for purposes other than navigation is strictly prohibited. This includes, but is not limited to, phone calls, text messages, e-mails, browsing the internet, and reading. If an employee needs to engage in any of these activities, they must pull over to a safe location.
- Employees should not engage in other distracting activities such as eating, shaving, or applying makeup, even in stopped or slow-moving traffic.
- The use of alcohol, drugs, or other substances that in any way impair driving ability is prohibited. This includes, but is not limited to, over-the-counter cold or allergy medications and sleep aids that have a residual effect.
- Employees must follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- Employees must not allow anyone to ride in any part of the vehicle not specifically intended for passenger use or any seat that does not have a working seat belt.
- Employees must promptly report any accidents to local law enforcement as well as GHCC.
- Employees must promptly report any moving or parking violations received while driving on GHCC business or in GHCC vehicles.

INCLEMENT WEATHER AND OUTAGES

This statute establishes guidelines for operations during periods of extreme weather and similar emergencies. GHCC will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to report to work. However, employees are not advised to take unwarranted risks when traveling to work in the event of inclement weather or other emergencies. Each employee should exercise their best judgment regarding road conditions and other safety concerns.

Designation of Emergency Closing

Only by the authorization of the Senior Pastor or Executive Pastor(s) will GHCC cease operations due to emergency circumstances. If severe weather conditions develop during working hours, it is at the discretion of the Senior Pastor or Executive Pastor(s) to release employees. Employees will generally be expected to remain at work until the appointed closing time.

Procedures during Closings

If weather or traveling conditions delay or prevent an employee's reporting to work, their immediate supervisor should be notified as soon as possible. If possible, such notification should be made by a telephone conversation directly with the supervisor. If direct contact is not possible, leaving a detailed voicemail message or message with another employee is acceptable.

An employee who is unable to report to work may use any accrued time off or take the day off without pay.

Pay and Leave Practices

When a partial or full-day closing is authorized by Management, the following pay and paid leave practices apply:

- Non-exempt hourly employees will be excused from work without pay for partial days, with the option of using paid time off for the remainder of the day.
- Exempt employees will be expected to continue work from home if their job duties allow. GHCC will pay the exempt employee's regular salary.
- Exempt and non-exempt employees already scheduled to be off during emergency closings are charged such leave as was scheduled.

Other Work Options

During closures, supervisors may approve requests for employees to temporarily work from home, if doing so allows completion of work assignments.

WORKPLACE GUIDELINES

HOURS OF WORK

Employees will be given their work hours upon hire, and at the time of any change in position, and are expected to be at their work area, ready to work at their scheduled time. If the normal work hours are changed or if GHCC changes its operating hours, employees will be given notice.

OFF-THE-CLOCK WORK

Non-exempt employees must accurately record all time worked, regardless of when and where the work is performed. Doing work that is not reported in the timekeeping system (off-the-clock work) is prohibited. No employee or supervisor may request, require, or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to the Executive Assistant for Administration.

MEAL PERIODS

Employees are entitled to take a non-compensated meal period each workday of 30 minutes. No employee will be scheduled to work more than five consecutive hours in a workday without taking a meal period. In no case may any meal period be waived to shorten an employee's work hours or to be used in lieu of time without pay. Any employee who is scheduled to work not more than six hours in any workday may, by mutual agreement between GHCC and the employee, work without a meal period.

When the work period is 10 hours per day, a second meal period of at least 30 minutes will be provided. If the total hours worked is 12 or fewer, the second meal period may be waived by mutual consent of GHCC and the employee only if the first meal period was not waived. If the nature of the work prevents relief from all duties, then the on-duty meal period will be compensated.

REST PERIODS

Employees will take a 10-minute rest period during each half of a full workday or major fraction thereof. However, a rest period need not be authorized for employees whose total daily work time is less than three and one-half hours. Any variances in rest periods are subject to advance management approval.

LACTATION ACCOMMODATION

GHCC provides a supportive environment to enable breastfeeding employees to express their milk during work hours. Accommodations under this guideline include a private place (other than a bathroom) as well as unpaid time to express milk. If a dedicated lactation space is not possible, a multi-use area will be made available and a lactating employee will be given priority.

Employees should request lactation accommodations through their supervisor or the Executive Assistant for Administration in person or by phone or email. Supervisors who

receive requests for lactation accommodations should contact the Executive Assistant for Administration or a member of the leadership team if they have any doubt about their ability to accommodate the request. GHCC will respond to the request either by providing the requested accommodations in full or by providing what is possible and giving the employee a written explanation as to why any other part of the request could not be granted.

When possible, employees should take their lactation breaks concurrently with their meal and rest breaks, if applicable. Employees will be paid for the duration of their standard rest breaks, and additional time will be unpaid. Exempt employee pay will not be affected by lactation break time.

Any form of discrimination or harassment related to breastfeeding is unacceptable and will not be tolerated. Employees who believe they are not being provided with accommodations as required by law may file a complaint with the Labor Commissioner.

ATTENDANCE AND TARDINESS (SEE POLICY #0021)

Employees are expected to be at work and ready to go when their scheduled shift begins or resumes. If an employee is unable to be at work on time, or at all, they must notify their supervisor no later than 30 minutes before the start of their scheduled workday. If an employee's supervisor is not available, the employee should contact another member of management. If an employee is physically unable to contact GHCC, they should ask another person to make contact on their behalf. Leaving a message with a co-worker or answering service is not considered proper notification. Excessive tardiness or absences are unacceptable job performance.

When an employee calls in absent, they should provide their expected time or date of return. GHCC reserves the right to require proof of the need for absence, if allowed by law. If an employee is absent for three consecutive days and has not provided proper notification, GHCC will assume that the employee has voluntarily quit their position and will proceed with the termination process.

If an employee becomes ill during their scheduled workday and feels they may need to leave before the end of their shift, they should notify their supervisor immediately. If an employee is unable to perform their job at an acceptable level, they may be sent home until they are well enough to work.

Absences should be arranged as far in advance as possible. When an employee needs to be absent during the workday, they should attempt to schedule their outside appointment or obligation so that their absence has the smallest impact possible on business operations.

PERSONAL APPEARANCE

Employees are to present an approachable and respectable image, both through behavior and appearance, and should wear work-appropriate attire during work hours, or any time they are representing GHCC. Clothing should be clean and neat in appearance. When determining what attire is appropriate, employees should consider their level of congregation and public contact and the types of meetings they are scheduled to attend.

The following are generally not considered work-appropriate:

- Any attire that presents a safety hazard or interferes with performing work
- Bare feet or flip flops
- Clothing with offensive slogans or pictures
- Visible tattoos with inappropriate content
- Fitness wear or workout clothing, such as spandex or sweats
- Sagging pants
- Sexually provocative clothing or exposed undergarments

Employees are to maintain appropriate general hygiene, including oral hygiene and keeping hair neat and clean (including facial hair). Keep in mind that liberal use of perfume or cologne can trigger allergies and be disruptive or offensive to others.

Supervisors are responsible for ensuring their department follows personal appearance guidelines. Any employee who does not follow these guidelines may be counseled. If their appearance is unduly distracting or the clothing is unsafe, the employee may be sent home to change.

CONFIDENTIALITY

GHCC desires to be good stewards of not only their financial resources but also the information with which they have been entrusted. Employees may not disclose confidential information to anyone outside GHCC without appropriate authorization. Confidential information may include financial information, tithing details, internal communication or reports, congregation member lists, employee and congregation member personal information, and counseling details (except when necessary due to mandated reporting responsibilities), as well as information regarding the development of systems, processes, products, design, and technology.

Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of the public, congregation members, or volunteers. Employees are expected to remember the need for discretion at all times. This guideline is not intended to inhibit normal business communications. In addition, nothing in this guideline is intended to infringe upon employee rights under [Section 7 of the National Labor Relations Act](#).

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

GHCC is not a covered entity as defined by HIPAA. GHCC may, however, maintain certain health information that is subject to HIPAA requirements. Thus, GHCC will follow HIPAA privacy and security provisions with respect to that protected health information (PHI). HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security, and health information electronic transmission. GHCC will consider any breaches of privacy and confidentiality with respect to PHI to be serious, and disciplinary action will be taken in accordance with the corrective action guidelines.

SOLICITATION AND DISTRIBUTION

Solicitation during work time and in work areas is prohibited. Solicitation is defined as the act of asking for something, selling something, urging someone to do something, petitioning, or distributing persuasive materials. This could include, but is not limited to, asking for donations for a child's school (including through sales of a product), distributing political materials, or collecting signatures. Work time includes time scheduled to be performing work duties, for either the person soliciting, or the person being solicited. Work areas include all areas where employees generally do work, such as cubicles, offices, or conference rooms, and does not include areas such as the lunch or break room.

This guideline does not prevent employees from using their approved breaks and rest periods to solicit outside of working areas and is not intended to infringe an employee's [Section 7 rights](#). Those not employed by GHCC are prohibited from solicitation on GHCC property.

OUTSIDE ACTIVITIES

Employees may engage in outside employment during non-working hours. However, if that position constitutes a conflict of interest or interferes with the employee's job at any time, the employee may be required to limit or end their outside employment in order to retain their position at GHCC. Prior to accepting outside employment, employees should give written notice to their supervisor, including the name of the employer, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours.

REPORTING IRREGULARITIES

Employees should immediately report any actual or suspected theft, fraud, embezzlement, or misuse of GHCC funds or property, as well as suspicious behavior. An employee who is aware of such activity but does not report it will be considered part of the problem and corrective action will be taken accordingly.

INSPECTIONS AND SEARCHES

Any items brought to or taken off GHCC premises, whether property of the employee, GHCC, or a third party, are subject to inspection or search unless prohibited by law. Desks,

workstations, work areas, computers, hard drives, files, e-mails, voice mails, etc. are subject to inspection or search, as are all other property owned or controlled by GHCC. Any inspection or search conducted by GHCC may occur at any time, with or without notice. Failure to submit to a search will be grounds for discipline.

HARDWARE, SOFTWARE, AND SYSTEMS USE

GHCC policies are always in effect when GHCC Systems are in use. For this policy (see also Policy #0041, 0046), GHCC Systems include, but are not limited to, GHCC-issued hardware, software, platforms, applications, internet, email, productivity tools, messaging tools, cloud-based storage, networks, and any other tool or program provided by or through GHCC or its hardware or internet connection.

The following guidelines have been established for using GHCC Systems:

- Employees are required to sign Technology Usage Agreements at hire.
- GHCC Systems may not be used for transmitting, retrieving, or storing any communications of a defamatory, abusive, profane, discriminatory, harassing, or obscene nature.
- Employees may not independently download new programs, applications, or browser extensions without prior approval or upon request of the Creative Arts Director or the Executive Pastor.
- Emails/messages on GHCC accounts are not guaranteed to be private or confidential, are considered business records, and may be subject to discovery in the event of litigation. GHCC reserves the right to examine, monitor, and regulate communication, emails, directories, and files, and internet usage.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy for reference only. Because most content is or could be copyrighted (a notice of copyright is not required), employees should proceed with caution when using or reproducing materials.
- Except as necessary for work, employees should avoid viewing videos, mass-forwarding emails, or engaging in other Systems activities that create distractions.
- Each employee is responsible for the content of all text, audio, or images they send through GHCC's internet and email system.
- Employees may not send emails or messages in which they are not identified as the sender.
- Access to non-essential technology and programs may be limited or revoked at any time.

SOCIAL MEDIA (POLICY # 0037)

The Guiding Rule

Employees of GHCC are always seen as representatives of Christ and the church and held to a higher standard of accountability than members or attendees. This applies on or off the job, including personal social media accounts. We expect all employees to be respectful, honest, accurate, and Christ-honoring in all forms of communication. Conduct

that negatively affects an employee's job performance, the job performance or reputation of fellow employees or GHCC's reputation may result in disciplinary action up to and including termination.

Below are some guidelines for the use of social media. These guidelines are not intended to infringe on an employee's [Section 7](#) rights and any adverse action taken in accordance with this policy will evaluate whether employees were engaged in protected concerted activity.

Avoiding Harassment

Employees must not use statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating toward congregation members, employees, or other people or organizations affiliated with GHCC. This includes, but is not limited to, posts that could contribute to a hostile work environment based on race, sex, disability, national origin, or any other status protected by state or federal law.

Avoiding Defamation

Employees must not post anything they know or suspect to be false about GHCC or anyone associated with it, including fellow employees and congregation or community members. Writing something that is untrue and ultimately harmful to any person or organization is defamation and can lead to significant financial liability for the person who makes the statement.

Confidentiality

Employees must maintain the confidentiality of GHCC confidential information, including but not limited to, information regarding the development of systems, products, and technology. Private and confidential information includes, but is not limited to, congregation member lists, financial data, and private personal information about other employees, congregation members, or volunteers that they have not given the employee permission to share.

Representation

Employees must not represent themselves as a spokesperson for GHCC unless requested to do so by management. If GHCC is a subject of the content being created—whether by an employee or third party—employees should be clear and open about the fact that they are employed with GHCC but that their views do not necessarily represent those of GHCC.

Accounts

Employees must not use GHCC email addresses to register for social media accounts unless doing so at the request of management. Employees who manage social media accounts on behalf of GHCC should ensure that at least one member of management has all the login information needed to access the account in their absence.

CREATIVE WORKS OWNERSHIP (SEE ALSO POLICY #0058)

When, in the course of performing their job, an employee wishes to retain personal ownership of a creative work, a written agreement must be executed before the creative work has been undertaken. We recommend the employee seek legal counsel. Any existing copyright and royalty policies, coupled with assistance from GHCC's legal counsel, will provide guidance for the determination of copyright and royalty ownership. All such agreements are subject to the approval of the Elder Board.

REMOTE WORK

Employees may be permitted to work from home (WFH), either occasionally or regularly, depending on several factors. Working from home is a privilege that may be revoked at any time. GHCC may request an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home based on operational needs, employee performance, or viability of doing the work from home.

To be eligible to WFH, an employee must have:

- Access to reliable internet
- A space that is free from excessive noise or distraction
- The needed degree of privacy to maintain confidentiality during virtual meetings

Submitting Requests

Employees must submit a remote work request to their supervisor and notify appropriate team members. Requests for recurring or extended WFH arrangements will be considered after 3 months of employment, or in the case of a public health emergency.

To request additional remote workdays in any given workweek, employees are required to obtain advance approval from their supervisor. If approved, the employee must submit their official request to their supervisor and notify appropriate team members.

Security

As with employees working in the office, those who WFH will be expected to ensure the protection of proprietary GHCC and congregation member or volunteer information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Computers should be locked when you walk away, and any other household members should not be allowed access to or use of GHCC property.

Expectations

When working from home, employees must:

- Work their full, typical schedule
- Attend all meetings in a virtual capacity
- Achieve the same level of production as in the office

- Maintain equivalent availability for co-worker and congregation communication, supervisor questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods
- Respond promptly to communication via messaging apps, email, and phone
- Take all required break and rest periods, as if they were in the office
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.)
- Follow all GHCC procedures and policies
- Refrain from using alcohol or illegal drugs

PERSONAL PROPERTY

GHCC is not liable for lost, misplaced, or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should check with their supervisor before having personal items delivered to the workplace and should not have their personal mail sent to GHCC, as it may be automatically opened.

PARKING

Parking is at the employee's own risk. Employees and visitors are asked to lock their vehicles and remove valuables from their vehicles if appropriate under the circumstances. Employees are not to park in areas reserved for visitors.

CHILDREN AT WORK

GHCC employees are discouraged from bringing any children to work with them. Children in the office/workplace can be a distraction to both employees and their co-workers. Unsupervised children in the building run the risk of injuring themselves and/or causing damage to GHCC property. Sick children should not be brought into the building under any circumstances. While it is understood that situations will arise, these policies should be followed in most situations unless agreed upon with the supervisor and the Executive Pastor. In no case is bringing a child to work to serve as an employee's primary childcare plan.

EMPLOYMENT SEPARATION

RESIGNATION

GHCC requests employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to an employee's supervisor. Dependent upon the circumstances, an employee may be asked not to work for any or all of their notice period, in which case they will be allowed to use up to two weeks of any available paid time off, from the time notice is given. An exit interview may be requested.

TERMINATION

All employment with GHCC is "at-will." This means either GHCC or the employee can terminate the employment relationship at any time, with or without notice, for any reason allowed by law, or for no reason at all. An employee's at-will status can only be changed by a written, signed contract presented by a person or persons authorized to execute contracts on behalf of GHCC.

STATE UNEMPLOYMENT

Because GHCC does not participate in state unemployment, employees are not eligible for unemployment benefits.

PERSONAL POSSESSIONS AND RETURN OF GHCC PROPERTY

All GHCC property, such as computer equipment, keys, tools, parking passes, or GHCC credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees should ensure that they take all of their personal belongings with them.

STAFF HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of the Golden Hills Community Church Staff Handbook and agree to follow the guidelines within it. I also acknowledge the following:

- Receipt of this handbook does not create a contract of employment or in any way alter my at-will employment status; GHCC or I can end the employment relationship at any time, with or without notice, and with or without cause.
- I am not entitled to any sequence of corrective actions prior to termination.
- Except for the at-will employment policy (#0051) this handbook may be modified at any time.
- Violation of any guideline or policy in this handbook, in the GHCC Policy Manual, or any policy included as an addendum, may be grounds for corrective action, up to and including termination.
- This handbook does not include every guideline, process, policy, and expectation applicable to employees, or my position specifically; I may be counseled, subject to corrective action, or terminated for poor behavior or performance even if the behavior or performance issue is not addressed in the handbook.
- Should any provision in this handbook conflict with federal, state, or local law, that provision only will be considered ineffective, while the rest of the handbook remains effective.
- If I have questions regarding any policy in this handbook or other expectations related to my behavior or performance, it is my responsibility to speak with my supervisor or the Executive Assistant for Administration.

Signature

Printed Name

Date