

avoid any appearance of impropriety, SCC leadership must be sensitive to potential conflicts of interest, and comply with the following provisions of the conflicts of interest policy.

B. Procedures in the Event of Potential Conflicts of Interest

SCC recognizes that not all potential conflicts of interest are inappropriate, and some actually are in the best interests of SCC, as when SCC purchases supplies or property from an employee or volunteer who has a financial interest in the business or property. To assure, however, that such transactions comply with conflicts of interest principles and avoid any appearance of impropriety, the following procedures shall be observed:

1. Disclosure of Interests:
 - a. Whenever a member of the Overseeing Elders or staff may have a financial or other personal interest in a proposed transaction, he or she shall disclose such interest in writing prior to the Elder's consideration of the transaction.
2. Non-Participation in Decisions
 - a. Elders who may have a financial or other personal interest shall not vote on whether such a transaction is approved, make motions on the matter, or execute documents formalizing the transaction. Such nonparticipation shall be documented in minutes of the body acting on the proposed transaction.
 - b. Staff members who may have a financial or other personal interest shall not approve any expenditure or enter into any obligations on behalf of SCC. Such approval must be made by the Overseeing Elders.

Benefits

1) Companion Life Insurance for Full-Time Employees

All full-time employees working 30 or more hours per week will be eligible for the following benefits which are provided by Steele Creek Church:

- Life insurance for yourself up to \$75,000 which will go to your beneficiary upon your death as long as you are with SCC.
- Long-term disability insurance for yourself. On receipt of the required physician's statement of disability, long-term disability is payable on day 91 for all full-time pastors and staff and on day 181 for all regular part time pastors for long-term illness or injury up to age 65 according to our plan. Benefits are payable at a rate of 60% of your salary with maximum caps dependent on your salary.
- Accidental Death & Dismemberment Insurance for yourself up to \$75,000.
- Dental insurance for yourselves and your families.

2) **Vision Insurance**

All employees of Steele Creek Church (SCC) who have worked at least three months are eligible for Vision Insurance for themselves and their family members which will be paid for by the employee through payroll deduction.

3) **Mental Health Benefit**

All employees will be eligible for 3 mental health visits covered at 100%. This will be provided through a mental health partnership that is yet to be determined.

4) **Worker's Compensation**

SCC provides worker's compensation insurance for all employees who are accidentally hurt or injured on the job. It is extremely important that all accidents are reported within 24 hours no matter how small or insignificant the injury seems. A written statement must be completed which describes what happened, the nature of the injury, the time of day the injury occurred and if there were any witnesses to the incident. A worker's compensation form will be filed with the insurance carrier so that benefits can be paid for medical expenses or lost work time. Failure to report an on-the-job injury could result in your loss of Worker's Compensation Insurance coverage for related medical expenses. Should your injury require medical treatment, your supervisor will direct you to seek immediate medical attention. If a physician determines that you are not able to return to work that same day you will be required to obtain a written release from the doctor in order to return to work the next day, or thereafter, as the case may be. Your pay for any missed time will be compensated under the appropriate Worker's Compensation Insurance rules.

Some of the most common types of injuries are those resulting from a slip, trip or fall. Make sure your work areas are neat and organized so that these types of accidents will be less likely to happen. Other types of injuries that occur often are lifting injuries. Proper lifting techniques (ergonomics) should be used. Always lift with your legs, keeping your back as straight as possible. Keep the load you're lifting as close as possible to you and also keep the object centered as to not twist when lifting. If the load is too heavy, get assistance. **Remember to report all accidents or injuries immediately!**

5) **Short Term Disability**

Sick, vacation and personal days will be used for periods of illness/injury before short term disability begins. Full-time employees with a qualifying incident of illness or injury who have exhausted their sick pay, vacation and personal days, will be compensated by SCC at 100% of the employee's base salary through day 90 of the illness or injury incident.

A qualifying incident requires you be under the care of a physician and to present a physician's statement that you are unable to work, including any "light duty" or "with reasonable accommodations" qualifications. If you temporarily recover from your disability and then become disabled again from the same or related cause(s), this will be considered the same period of disability separated by not more than fifteen (15) days.

Short term disability cannot be accessed more than two times for the same cause or more than two times in a calendar year for differing illness/injury incident. Benefits end at the earlier of:

- Date the disability ceases and you return to work;
- 90 days from the date of the illness/injury incident; or
- Date you begin to receive Long Term Disability payments.

Short Term Disability is not payable for the following:

- Cosmetic procedures, or surgery performed solely for the improvement of your appearance;
- Any work-related disability for which benefits are payable under workers' compensation; or
- Any disability caused or contributed to by your committing or attempting to commit any crime, whether misdemeanor or felony; any horseplay, assault, battery, negligence, or any intentional action or actively participating in a violent disorder or riot.

6) Medical Reimbursement

All full-time employees working 30 or more hours per week will be eligible to receive a reimbursement from the Church for medical expenses that fall under your deductible. The medical expenses must be from the current year and you must turn in your receipts showing that you have already paid the expenses. There is a \$2,500.00 medical reimbursement cap; therefore, that is the most you are eligible to receive within the calendar year. To claim this benefit, fill out a check request and attach proof of your deductible and expenses.

7) Retirement Benefit

Full-Time Non-Pastor Employees

SCC currently contributes a fixed amount each month into a 403 (b) TSA plan through Pacific Life, for all full-time, non-pastor employees working 30 or more hours per week. Funds put into the TSA are tax-sheltered. The details for this plan may be obtained from the Executive Pastor or Human Resources. This contribution may not be substituted for regular income.

Full-Time Pastors

SCC currently contributes a fixed amount each month into a 403 (b) (9) TSA plan through Guide Stone Financial Services for all ordained, full-time pastors. The contribution amount and details for this plan may be obtained from the Executive Pastor. This contribution may not be substituted for regular income.

8) SECA Allowance for Full-Time Pastors

Clergy are considered self-employed for Social Security tax purposes, which means that they have to pay all 15.3% of income tax themselves. SCC will help to offset this with an extra 7.65% of their compensation to cover the Social Security tax that is normally covered by employers. This is also considered taxable income by the IRS. This benefit is paid in payroll checks. It is recommended each recipient reserve these funds for tax payments or for retirement contributions if you have chosen to opt out of social security. See Human Resources for more information.

9) Paid Time Off

All paid time off should be documented properly using an official leave form. The form can be found in the business office or online at steelecreek.org/staff. Your form should be signed by your supervisor and turned into the Human Resources manager promptly. Undocumented time off will be considered unauthorized, unpaid and subject to employee discipline.

Sick Leave

Paid sick time will be earned at the rate of six days per year starting on the first day of employment, for all full-time employees. All unused sick time will be carried over to the next year. You are only allowed a maximum of 90 days of sick time. If you leave employment with SCC, whether voluntarily or involuntarily, unused sick time will not be paid out.

Sick time can be taken in hourly or half day increments. Sick leave must be accompanied by a doctor's note when more than three consecutive days are used at once. When sick time is used it will not be counted in calculating compensatory time.

In general, for sick time away:

- A. A leave form will be submitted to the employee's manager prior to any anticipated absence.
- B. A leave form will be completed and submitted to the employee's manager within 24 hours of return for any unanticipated sick time away.

Paid Vacation Benefits

The schedule of vacation days for full-time and regular part-time employees is outlined in Appendix A and B.

In general, paid vacation approval from employee's manager (via the leave form) must be secured **at least two weeks in advance** of your time away with consideration given to the timing of the absence and its effect on ongoing ministry. Approval is based on the needs of SCC.

Vacation days are earned from the first day of employment but cannot be taken until 6 months of employment have been completed. All vacation for a given year must be taken by the end of that calendar year or be forfeited, except for the first year. In the first calendar year, vacation must be taken by your first anniversary date or be forfeited. Vacation time may be taken in hourly, half day, or full day increments.

Unpaid Vacation Benefits

Full-Time and Regular Part-Time employees are eligible for up to one week of unpaid vacation per year. Written approval of your supervisor is needed before this benefit can be used. Approval is based on the needs of SCC.

Paid Holidays

All full-time employees will be paid for hours that they are regularly scheduled to work on the following recognized holidays. If the recognized holiday falls on a Saturday, the proceeding Friday will be taken. If the recognized holiday falls on a Sunday, the following Monday will be taken. Full-Time employees will be paid at their straight time hourly rate. All recognized holidays will be accompanied with instructions from Human Resources.

While the preceding principles will generally apply, each employee may work with their supervisor to take an alternate day in place of a holiday if the ministry the employee is managing requires work on the holiday. The alternate day should be taken within two weeks of the holiday.

General holiday policy:

The following holidays will normally be observed each year:

❖ New Year’s Day	❖ Memorial Day	❖ Thanksgiving Day	❖ Christmas Day
❖ Martin Luther King Day	❖ Independence Day	❖ Day after Thanksgiving	❖ Day after Christmas
❖ Good Friday	❖ Labor Day	❖ Day before Christmas	❖ One Personal Day

Holiday hours do not count as “hours worked” when computing compensatory time. Holidays that fall on a scheduled workday of the part-time employee will be paid on the next pay period. If the Holiday falls on a day that the part-time employee does not typically work, they will not get paid for that holiday.

Personal Day

One annual personal day may be taken at any time after six months of employment upon written notice to the employee’s supervisor, and may be taken in quarter day, half day or full day increments.

Part-Time employees are not entitled to a paid personal day.

Bereavement Leave

Bereavement leave will be granted to full-time employees for up to three days of paid leave for the death of a spouse, child, brother, sister, parent, grandparent, grandchild and for the death of a child, brother, sister, parent, grandparent, or grandchild of the spouse. Regular part-time employees will be granted up to three “equivalent days”, unless work time can accommodate a change to day(s)/hours not regularly scheduled that pay period.

Maternity/Paternity Leave

Any female staff member, in good standing, who gives birth will be granted paid maternity leave for six weeks. This leave will not be deducted from regularly accrued leave time and, generally, should not be coupled with other forms of leave time to extend the six-week period. Exceptions to this policy should be approved by the employee's supervisor or executive pastor.

Any male staff member, in good standing, who becomes a new father will be granted paid paternity leave for two weeks. This leave will not be deducted from regularly accrued leave time and, generally, should not be coupled with other forms of leave time to extend the two-week period. Exceptions to this general policy should be approved by the employee's supervisor and executive pastor.

Any male or female staff member, in good standing, who adopts a child will be granted paid maternity/paternity leave for four weeks. This leave will not be deducted from regularly accrued leave time and, generally, should not be coupled with other forms of leave time to extend the four-week period. Exceptions to this general policy should be approved by the employee's supervisor and executive pastor.

Jury Duty

Jury duty leave will be granted to full-time and regular part-time employees. Full-Time employees will be paid for any loss of scheduled hours required for Jury Duty up to 40 hours. Regular part-time employees will be paid for any loss of scheduled hours required for Jury Duty, unless their work time can accommodate a change to a day or days not regularly scheduled that pay period.

Voting

Two hours of leave time will be granted to full-time employees during a general election.

Leaves of Absence

All employees are eligible and will be considered for a leave of absence. Requests for leave will be given the utmost consideration and should be made to the employee's supervisor in conjunction with the Executive Pastor and the HR office for final approval.

A. Circumstances: Personal Leave – Medical Leave

Leave of Absence time off for any reason during a working day will count first against your allotted paid time off, as appropriate. Once you have used all of your earned paid time off, time off will be without pay unless an exception is made by approval of the Elders. Time off associated with short and long term disability will count as a Leave of Absence under this policy.

B. Other Aspects Related to Leaves of Absence:

During an employee's leave of absence for leaves other than military and sick leave, benefits such as vacations, sick time and holidays do not continue to accumulate, however, the employee retains the benefits accrued prior to the leave and his or her credit for length of service.

An employee seeking reinstatement from a leave of absence may be offered his or her former position, if it is available. If the employee's prior position is unavailable, he or she may be offered any available position for which the church concludes he or she is qualified, at the rate of pay for the new position. If no such positions become available, the employee will be terminated. In the event an employee declines an offer or reinstatement to any Full-Time or Part-Time position, whether his or her prior position or another position, the employee will be terminated.

An employee desiring to be reinstated from a medical leave must provide a written statement from his or her doctor that he/she is released to return to work, with any work limitations noted. Such proof or verification may include but shall not be limited to periodic reports from, or consultation with, the employee's physician, and/or examination of the employee at the church's expense by a physician selected by SCC.

Missions Trips

SCC wants to encourage its employees to take part in mission opportunities. In keeping with this value, all full-time and regular part-time employees may be allowed one trip per year to participate in missions. Exceptions may be made on a case-by-case basis in order to meet the needs of the church. Written approval of your supervisor is needed before this benefit can be used. Approval is based on the needs of SCC.

Following are the two different categories of leave for missions:

- A. Sponsored by SCC but not a requirement of your job. (Paid leave may be granted, and some expenses may be paid by SCC depending on the type of participation during the trip. Any paid leave and all expense reimbursement must be approved in advance by the Executive Pastor.)
- B. Not sponsored by SCC. (Must be approved in advance by the employee's supervisor & Executive Pastor, and typically constitutes unpaid time off)

Exceptions to A and B (on an approval or disapproval basis) may be made on a case-by-case basis to meet the needs of the church.

Sabbatical Leave

Steele Creek Church is providing a time of rest, recovery, and renewal for our pastors. We believe our pastors need to model God's design for Sabbath rest and be focused on Christ, Home, Church and World (Living on Target). We believe the Sabbatical is important both in the sharpening and renewal of the pastor and for the health and strength of the Church. We suggest keeping a journal during this time.

Purpose – The intent of a Sabbatical is to further the ministry objectives of the Church, to enhance the personal ministry of the pastor, and to provide for physical, spiritual and relational renewal and refreshment.

Eligibility – A Sabbatical may be granted to full-time employees of the pastoral staff after completion of a specific number of years (see below) of full-time ministry at Steele Creek Church. Due consideration will be given for approval of a pastor's request based on the status of other pending Sabbatical requests. Approval of a Sabbatical plan is at the discretion of the Overseeing Elders.

- A. Completion of the 7th year = 4 weeks.
- B. Completion of the 14th year = 6 weeks.
- C. Completion of the 21st year = 8 weeks.
- D. Completion of the 28th year = 10 weeks.

Application – The Lead Pastor and Overseeing Elders will work together to determine a time frame best suitable for the Sabbatical. Details, including how the pastor’s ministry will be handled, are worked out between the pastor and his supervising pastor and presented at least six months prior to the proposed Sabbatical time period. Regular salary, full vacation time and benefits will be paid for the year in which the Sabbatical is taken. It is important that the weeks be taken consecutively in order to maximize the possibility for refreshment.

Employee (Pastor) and Church Agreement About Employment – The pastor who chooses to take a Sabbatical leave under this policy agrees to the following terms:

- A. Because the Sabbatical leave is unlike an ordinary paid vacation in that its purpose is expressly for the future benefit of the employing Church as well as for the present and future benefit of the pastor, who agrees that as far as it depends on him, he will continue in his full-time service to the Church for at least one year from the date of his return from Sabbatical leave.

The Church agrees to the following terms:

- A. The Church agrees that it will not in any way seek a replacement for the pastor during his Sabbatical leave.
- B. The Church agrees that it will honor the leave of the pastor and agrees not to contact him with Church business except in case of emergency.

10) Mileage Reimbursement

All employees may be eligible for mileage reimbursement for Steele Creek Church business-related mileage. This mileage starts from the time you leave your work site and drive to conduct SCC business and return from that business. It does not start when you leave or return to your home, unless you are scheduled to work from home according to your normative weekly schedule. Every 30, 60, but not more than 90 days you will fill out a mileage reimbursement form showing the mileage you drove using your odometer, and also writing as detailed a description as possible for your business mileage. These expense forms must be turned in to your supervisor for signature approval and then turned into the Finance Office for reimbursement. Use the standard mileage rate per IRS guidelines.

11) Housing Allowance

If you are employed as a pastor/minister of a specific ministry, you may be eligible for a housing allowance. To be eligible you must be ordained, commissioned or licensed as a pastor or minister by the governing body and qualify by performing certain ordinances of the church. Each qualifying pastor should work with Human Resources to determine an appropriate housing allowance. All housing allowances and changes to housing allowances must be submitted to the Executive Pastor for approval by the elders. The amount of housing allowance cannot be retroactive to the calendar year but only for the date it is approved going forward.

12) Business Travel

When traveling on church business, all travel time and work time will be paid as regular work hours. "Travel time" means any time getting from or to the business location, whether by bus, vehicle, plane or train, **except** between your home and the location of commercial transportation (airport, etc.).

"Work time" means time actually spent working, attending a meeting or conference, as the case may be. Hours over 40 in a given work week by full-time employees may be considered for comp time and hours over 40 in a given work week by a part-time employee is over time, but must be **pre-approved** by the supervisor.

13) Seminars, Conferences and Workshops

Any employee who wishes to attend a seminar, conference or workshop for professional development must gain prior approval from his or her supervisor.

The approval process will involve a determination of the following:

- A. That the seminar, conference or workshop is clearly designed to be of material benefit to the employee's work at SCC and is consistent with his or her professional development plan.
- B. Whether the cost and related travel expenses will be paid by the church, the employee, or shared.
- C. Whether the employee's time away will be considered work time, vacation, leave of absence, or some combination of the aforementioned.

When an employee is asked by the church to attend a seminar, conference or workshop all related expenses will be paid by the church, including wage compensation, travel, lodging and meals. In such cases, non-exempt employees participating in conferences and training events will be paid according to the Business Travel Policy.

Appendix A

Schedule of Vacation Days Based on Service (Full-Time Employees)

<u>Starting Date*</u>	<u>1st Calendar Year of Employment</u>	<u>2nd Calendar Year of Employment</u>	<u>3rd to 5th Calendar Year of Employment</u>	<u>6th Calendar Year of Employment</u>	<u>7th to 10th Calendar Year of Employment</u>	<u>11th Calendar Year of Employment</u>	<u>11th + Calendar Year of Employment</u>
1/1 – 2/29	10	10	10	15	15	20	20
3/1 – 4/30	8	10	10	14	15	19	20
5/1 – 6/30	6	10	10	13	15	18	20
7/1 – 8/31	4	10	10	12	15	17	20
9/1 – 10/30	2	10	10	11	15	16	20
11/1 – 12/31	0	10	10	10	15	15	20

*You will be able to take vacation at any time during the calendar year with supervisor approval. However, any newly hired employee will have to wait 6 months before becoming eligible to take any vacation. Vacation resets on January 1 of each year.

All vacation is to be taken within the calendar year. No vacation may be carried over to the next year. However, newly hired employees will have until their anniversary date to complete the first year of vacation. If you leave employment with SCC, you will be **paid** for all unused vacation.

Appendix B
Schedule of “Equivalent Vacation Days” Based on Service
(Regular Part-Time Employees)

<u>Starting Date*</u>	<u>1st Calendar Year of Employment</u>	<u>2nd – 5th Calendar Year of Employment</u>	<u>6+ Calendar Year of Employment</u>
1/1 – 2/29	5	5	10
3/1 – 4/30	4	5	10
5/1 – 6/30	3	5	10
7/1 – 8/31	2	5	10
9/1 – 10/30	1	5	10
11/1 – 12/31	0	5	10

*No vacation can be taken until 6 months of service have been completed. All vacation for a given year must be taken by the end of that calendar year or be forfeited, except for the first year. In the first calendar year, vacation must be taken within 6 months after the 6th month anniversary date or be forfeited.

Schedule of Vacation Days Based on Service
(Regular Part-Time Employees)

All regular part-time employees receive vacation based on equivalence to the number of hours employed to work (not the number of hours you may work). For example, if you are employed to work 24 hours per week, you will earn 24 hours’ vacation pay to be taken during the year. Any newly hired employee will have to wait 6 months before becoming eligible to take any vacation. Vacation resets on January 1 of each year.

All vacation is to be taken within the calendar year. No vacation may be carried over to the next year. If you leave employment with SCC, you will be **paid** for all unused vacation. However, newly hired employees will have until the anniversary date to complete the first year of vacation.

**Receipt Of
Staff Handbook – Version 8.0**

Today I have received a copy of the Steele Creek Church (SCC) Employee Handbook. I agree to fully and completely read the Staff Handbook. I understand that, except for the “Employment At Will Statement,” the rules, policies, and benefits contained in the employee Handbook may be changed, modified, or deleted at any time. I understand that neither this handbook nor any other communication by the Executive Pastor or Elders is intended in any way to create or imply a contract of employment.

The following “Employment At Will Statement” ensures that neither the employee, nor the church, is bound by contract for employment of any duration in length. As an employee, you have the right to terminate your employment with SCC at any time and for any reason. Similarly, SCC (like other employers) has the right to terminate employment relationships for any reason, except those prohibited by law. The “Employment At Will Statement” is not unique to SCC, and does not represent a change from past policies and practices.

EMPLOYMENT AT WILL STATEMENT

I understand my employment may be terminated for any reason, and with or without notice at the option of SCC. I also understand that I may voluntarily leave the employment at SCC at any time with or without notice. I further understand that no Pastor, Staff Member or Elder has the authority to enter into any agreement of employment for any specific period of time.

Employee Name (print)

Date

Employee Signature