

# **STEELE CREEK CHURCH**

## **EMPLOYEE HANDBOOK**

Version 8.0  
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The contents of this employee handbook are presented as guidelines of some of the policies, rules, practices and procedures of Steele Creek Church.

**The policies, rules, practices or procedures herein may be changed, amended, modified, or discontinued by the church at any time, with or without notice.**

**This handbook is not a contract.**

## **Welcome to Steele Creek Church**

As part of the team here at Steele Creek Church, you will have the opportunity to contribute to the ministry of this church. We believe that, as you serve others with your gifts, you will feel a great sense of gratification in the Lord. Together, as a team, we will achieve what God has called us to do; to carry out His mission, to make disciples.

Steele Creek Church is a church that believes in giving you all the tools necessary to assist you in your work; this employee handbook is one of those tools. Please review it carefully. We trust that the handbook will assist you in better understanding the employment practices at our church. We have also provided an online copy for your convenience at [steelecreek.org/handbook](http://steelecreek.org/handbook).

Let's Serve Together!

Jason Wilson  
Executive Pastor

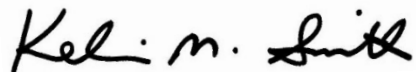
## The History of Steele Creek Church of Charlotte

Steele Creek Church of Charlotte was officially started on September 10, 1995. Approximately 200 people from our ministry at Jackson Park and the surrounding area attended that first service on our property at 4929 Sandy Porter Road. It seems that from the first Sunday God began to add people to His church here and it has been an incredible spiritual journey ever since.

As the church grew, Steele Creek Church of Charlotte went from one service to two services and eventually three Sunday morning services. We realized that the facility on Sandy Porter Road was too small and a need to relocate was evident. The Elders decided to sell the Sandy Porter location and before we listed the property, the Lord brought us a buyer. The very amount the Elders felt to ask for the property was the amount of the sale. God also put the church on a new property that gave us benefits of visibility, easy access to all highways and the growing community at Arrowood Road. Our Lord provided all the resources necessary to accomplish His purposes.

Meanwhile, as the property at Arrowood Road was being developed, the church met at Lake Wylie Elementary School for a number of weeks. Today, people continue to visit and become a part of the body of Christ at Steele Creek Church of Charlotte. It has been exciting to see what our Lord has done here locally. Many have come to know Him here and many have been set free from religious and other bondages. His love, grace and mercy have done a work to draw many people from different races, cultures and backgrounds to glorify His name and edify His people here at Steele Creek Church of Charlotte.

The story continues.... Thanks for being a part of it!

A handwritten signature in black ink that reads "Kelvin M. Smith". The signature is written in a cursive, flowing style.

Kelvin Smith  
Lead Pastor

## **Our Vision**

*Steele Creek Church exists to glorify God by being and making disciples both locally and globally through loving and serving Christ, our homes, the Church, and the world.*

## **Our Values**

*As a church body, we deeply value Christ's life in us, practically displayed as we:*

- ❖ *Enjoy a relationship with Jesus Christ, not religion.*
- ❖ *Embrace the grace of God that meets us where we are.*
- ❖ *Give Him our best in heartfelt praise and worship.*
- ❖ *Teach and receive God's Word for application and life-change.*
- ❖ *Pursue the unity of all believers by helping break down the walls of class, race and denomination.*
- ❖ *Connect people in Biblical relationships and community.*
- ❖ *Minister as a team, with every believer serving by God's design.*
- ❖ *Participate in the growth of God's Kingdom.*
- ❖ *Involve ourselves in discipling relationships.*

## **Our Mission**

*Theme Verse:*

“Therefore we make it our aim, whether present or absent, to be well pleasing to Him. For we must all appear before the judgement seat of Christ, that each one may receive the things done in the body, according to what he has done, whether good or bad. Knowing, therefore, the terror of the Lord, we persuade men; but we are well known to God, and I also trust are well known in your consciences.”  
II Corinthians 5:9-11

*We are a diverse body of believers who have been called and committed to living out 2 Corinthians 5:9-11. Inspired by this verse, the church and its leaders have made it their objective to prepare every person to be well pleasing as they stand before a holy God. (Hebrews 13:17)*

# Living On Target

*At Steele Creek Church we take this responsibility very seriously and have developed a discipling model to help prepare us for the day we meet Jesus face-to-face. "Living on Target" is based on 2 Corinthians 5:9-11 in order to mature us in the faith and help us lead fruitful Christian lives. We consider it to be the very foundation of how we experience an ongoing, victorious life in Christ. It influences all of our teaching, discipleship and ministry as it focuses on bringing Biblical order in four areas:*

## **1. Living in love and service to Christ**

### ***Prayer, Time in His Word and Individual Worship***

In order to have an intimate relationship with Christ, we must learn to hear from Him and respond to Him. That relationship involves spending time in prayer, reading the Word, and worshipping Him individually. As we develop this intimate relationship, we will see that this affects every other relationship and event in our lives.

## **2. Living in love and service in the Home**

### ***Marriage/Singleness, Parenting and Finances***

The very first relationship that should be positively affected by our intimacy with Christ is the relationship with our family! God has given us specific instructions on how our homes should function whether we are single or married including family relationships, parenting, and our finances.

## **3. Living in Love and Service to the Church**

### ***Corporate Worship, Community and Communion***

Throughout scripture we are instructed to live in biblical community, and love Jesus' bride, the church. One of the ways we do this is through joining together in corporate worship during our weekend services. Another integral part of loving the church is joining together with other believers in Home Fellowships where we share communion and life together.

## **4. Living in Love and Service to the World**

### ***Loving the World, Pursuing the Lost and Sharing Christ***

Jesus came to seek and save that which is lost. Jesus' heart was always for any person in spiritual need. He especially intended for us to care for the poor, the widows, the orphans, and the immigrants. We need to follow His pattern of ministry by loving the world as Jesus did and meeting people at their point of need. We do that both locally and globally.

## Statement of Faith of Steele Creek Church

**We Believe** that there is one living and true God, eternally existing in three persons- the Father, the Son and the Holy Spirit- equal in power and glory- and that this triune God created all, upholds all and governs all.

**We Believe** that the scriptures of the Old and New Testaments are the word of God, fully inspired without error in the original manuscripts, and contain the entire doctrinal belief of this church.

**We Believe** in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

**We Believe** in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings-His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth.

**We Believe** in the Holy Spirit, who came forth from the Father to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Jesus Christ in that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and exercise all the Biblical gifts of the Spirit, in accordance with the Holy Scriptures. Spiritual gifts are given to glorify God and to edify His church.

**We Believe** that:

- a) Salvation is by grace, a free gift of God apart from works.
- b) Salvation requires repentance, turning from one's own way.
- c) Salvation is through faith in the Lord Jesus Christ and that we become regenerated by the Holy Spirit, confirming us as the children of God.
- d) True salvation will be manifested by a changed life with total submission to our Lord Jesus Christ.

**We Believe** in the universal church of Jesus Christ, the living spiritual body, of which Christ is the head and all regenerated persons are members. We believe that all members of His body should be unified by the communality of our faith in Christ Jesus our Lord.

**We Believe** that the Lord Jesus Christ committed two ordinances to His church;

- a) Baptism by immersion
- b) The Lord's Supper- open to all believers

**We Believe** in the personal, visible return of Christ to earth and the establishment of His kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous and the endless suffering of the wicked.

## **Employment**

### **1) Equal Employment Opportunity**

SCC makes recruitment, employment, promotion and all other Human Resource decisions without regard to race, color, national origin, citizenship, sex, age, disability or veteran status.

This policy applies to all aspects of employment and application of all policies, procedures and benefits.

### **2) Immigration Reform and Control Act of 1986**

In accordance with the Immigration Reform and Control Act of 1986, it is our policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit proof of their identity and employment authorization. Employees will also be required to complete and sign, under oath, the Immigration and Naturalization Service Form I-9. Form I-9 requires you to attest that you are authorized to work in the job for which you are hired and that the documents you submitted are genuine.

If you are authorized to work in this country for a limited period of time, before the expiration of that period you will be required to submit proof of your employment authorization and sign another Form I-9 in order to remain employed by the church. SCC does not discriminate based upon national origin or citizenship.

### **3) Employment Classes**

- A. Full-Time Employee: A pastor or staff person who is regularly scheduled to work at least 30 hours a week and is hired for an unspecified period of time until employment is concluded. Benefits apply with this class.
- B. Regular Part-Time Employee: A pastor or staff person who is regularly scheduled on a continuing part-time basis; i.e., less than 30 but more than 19 hours per week, and is hired for an unspecified period of time until employment is concluded. Limited benefits apply with this class.
- C. Part-Time Employee: A person who is scheduled less than 20 hours per week and is hired for an unspecified period of time until employment is concluded. Not eligible for benefits.
- D. Intermittent/Intern Employee: A pastor or staff person who is hired for a specific assignment or who is scheduled to work for a specific period of time, usually not to exceed six months. Not eligible for benefits.

### **4) Exempt/Non-Exempt**

Jobs at Steele Creek Church are either exempt or non-exempt. In general, the term “exempt” is used to designate jobs that are exempt from overtime requirements of the Federal Fair Labor Standards Act, and State Wage and Hour Laws, while the term “non-exempt” is used to designate jobs that are eligible for overtime under these laws.

## **5) Reporting Relationships**

There will be no direct reporting relationships allowed for any employee involving immediate family, whether direct or by marriage, except for non-regular part time employees with elder approval.

## **6) Work Hours**

Each employee must complete a normative weekly schedule with their supervisor and submit to the Human Resources Manager. An example is available for you at [steelecreek.org/staff](http://steelecreek.org/staff). While deviations to the normative weekly schedule are likely on occasion due to special events or other church related functions, employee's normative weekly schedule should stay up to date and will be used for accountability and evaluation. When an adjustment is needed to an employee's normative weekly schedule, a new schedule should be created with their supervisor and submitted to the Human Resources Manager.

Excessive, unauthorized absenteeism or tardiness, to be determined at management discretion, may result in disciplinary action, up to and including termination.

While working from home is permissible, each employee should work with their supervisor to determine a schedule. While working from home, the employee should be accessible and actively fulfilling business on behalf of Steele Creek Church. Supervisors have ultimate discretion with regard to hours worked from home and may revoke this privilege at any time.

## **7) Over Time | Compensatory Time**

All of Steele Creek's full-time employees are considered exempt from overtime provisions according to the North Carolina Department of Labor and the Fair Labor Standards Act. Full-time employees should work 40 hours per week in accordance with their normative weekly schedule. Full-time employees may work with their supervisor to earn compensatory time for hours worked beyond normal weekly hours. If approved by a supervisor, full-time employees may complete a compensatory time (comp time) log. Comp time will be granted at a rate of 1 ½ hours of earned time off for every hour worked beyond the employee's normative weekly schedule. This time must be used within six months of the date of service, or it is forfeited.

Most of Steele Creek's part-time employees are considered non-exempt according to the North Carolina Department of Labor and the Fair Labor Standards Act. Regular part-time employees should work no more than 29 hours per week for any reason. Part-time employees are not allowed to volunteer for the same specific ministry duties for which they are paid. Any time worked at those duties must be clocked and paid.

For the purpose of calculating comp time or over time, the work week at Steele Creek Church starts at 12:01 a.m. on Sundays and ends at 12:00 a.m. on Saturdays.

Holidays and other PTO days are not counted as hours worked for comp time purposes.

## **8) Time Records**

SCC uses electronic timesheets for non-exempt employees to assist us in keeping an accurate record of work time. Please record your time when you start to work, leave for lunch, return from lunch and when you leave at the end of the day. Turn in your time sheet to your supervisor for approval. Supervisors should e-mail a copy of timesheets to the Finance Manager no later than 10:00am **two business** days before the payday of each pay period.

All employees who are taking paid time off must obtain prior approval from their supervisor and submit leave form. Protocol for leave forms are included in the Benefits section of this handbook.

## **9) Your Paycheck**

Federal and /or state laws require that we make deductions for social security, medicare, federal income tax, and state income tax. There may be additional benefit deductions for authorized items. If you believe that an improper deduction has been made from your salary you must notify the Finance Manager. If the deduction was in error, you will be reimbursed. It is your responsibility to access your check stubs for verification of proper compensation, deductions and leave time balances. If you need assistance accessing your pay stub, obtain assistance from the Human Resources Manager.

Your compensation and benefits are confidential and should only be discussed with the human resources manager or the executive pastor.

The church does not provide personal loans to employees. SCC's pay cycle is semi-monthly. Paydays are the 15<sup>th</sup> day and the last day of the month. All payroll checks are direct deposit.

## **10) Performance Appraisal Reviews**

All Full-Time and Regular Part-Time employees will receive their first written performance evaluation after approximately 90 days from the date of employment and on an annual basis, in September. The evaluations will be performed by the employee's immediate supervisor. If an employee reports to more than one supervisor, then both supervisors should be involved in the review process. Reviews of Temporary or Part-Time employees are at the discretion of their manager.

Performance evaluations help the church to make important decisions about job placement, training and development, and pay adjustments. A satisfactory performance does not guarantee a salary increase nor does it alter, modify, or amend the "at will" employment relationship between the employee and the church. These evaluations display wise stewardship over time and financial resources. Ultimate responsibility for pay rates and salary adjustments lie with the Elders.

## **11) Discipline**

### **General Principles**

The church will not attempt to list here all of the types of conduct for which discipline or termination could result. Generally, employees must avoid conduct which is not in the best interests

of the Church or which adversely affects other employees. In the event it becomes necessary to discipline an employee, the discipline may consist of one of the following:

1. Verbal Warning
2. Written Warning
3. Final Warning and/or Probation
4. Termination.

While the Church's primary principle is to apply discipline to allow the employee an opportunity to correct the behavior, circumstances of a particular case may result in termination for the first offense and other cases may result in one of the other three forms of discipline listed above. Any of these forms of discipline may be applied or omitted at management's discretion. This in no way infers any contractual obligation to follow any certain procedure.

Normally, the employee may be asked to sign any record of discipline, including a verbal warning, which may be entered in the employee's personnel file. We request that the employee sign a disciplinary form, and allow the employee to enter any statement they would like to make.

### **Conduct off Church Property and/or on Personal Time**

All employees are expected to conduct their personal lives outside of work in accordance with the high standards of Biblical teaching. The personal life of a church employee not only affects the employee's ability to command respect and do his/her job; it also reflects upon and affects the entire ministry of the church. For this reason, personal conduct by an employee that is immoral, unethical, or otherwise not in accordance with Scripture may be grounds for disciplinary action, including dismissal.

Personal conduct which is likely to be grounds for immediate dismissal includes, but is not necessarily limited to, offenses such as the following which are considered serious in the teaching of Holy Scripture: homosexuality (1 Corinthians 6:9), adultery (Exodus 20:14, Luke 18:20) drunkenness (Romans 13:13), and immorality (1 Timothy 4:3).

### **Disciplinary Rules**

The church expects its employees to observe "common sense" rules of honesty, good conduct, general job interest, safe practices, and to adhere to generally accepted customs of good taste. In our Church, as in any group with a common purpose, rules are necessary. These rules set forth certain practices which are not tolerated. This list is not all-inclusive. A violation of any rule may result in immediate termination.

1. Any conduct, activity or behavior which in management's sole discretion is deemed inappropriate, improper, or otherwise not in the Church's best interest.
2. Any verbal or physical abuse of a visitor, co-worker or guest.
3. Arrest or conviction of criminal charges that result in confinement in a correctional facility.
4. Falsifying time cards, personnel, production of other Church records.
5. Refusing to carry out assignments relating to the work of the Church.
6. Theft, misappropriation or concealment of property from fellow employees, the Church or visitors, parishioners or guests of the Church.
7. Deliberate waste of, damage to or attempted damage to materials, supplies, products, property or equipment of the Church, a resident or a fellow employee.
8. Fighting on Church premises.

9. Violating safety practices which could cause serious injury or death to self or other workers.
10. Being absent from work three consecutive days without proper notification to the Church.
11. Reporting for work or working under the influence of alcohol or drugs, possessing, selling or consuming any alcoholic beverages, or possessing, selling or using drugs of any kind (except prescription drugs, where the prescription has been specifically reviewed and approved by management).
12. Misconduct – defined as behavior which hinders job performance, lowers the morale of fellow employees, infringes on the personal rights of others, violates church policy, undermines leadership/management, or negatively affects external or congregational relationships.
13. Immoral, indecent or illegal conduct on Church property.
14. Violation of confidentiality policy (General Policies, 1)
15. Leaving Church premises during working hours for personal reasons without permission from a supervisor or authorized Church representative.
16. Willful acts or gross negligence resulting in actual or risk of serious injury to another employee or resulting in actual or risk of serious damage to Church property.
17. Defacing Church bulletin boards or material posted on them, or posting or removing notices of any kind on the bulletin boards or Church property without approval of the Church.
18. Failing to properly report an accident or to cooperate in an accident investigation.
19. Deliberate misrepresentation of facts to a supervisor or any other Church representative concerning any work-related matters.
20. Coercing, bribing, inciting or otherwise inducing employees to engage in any practice in violation of Church rules.
21. Insubordination (willful, deliberate refusal to follow direction, order or assignment by Church official) or using abusive language to Church supervisors.
22. Using abusive language or threats to fellow employees
23. Inefficiency, lack of initiative on the job or unsatisfactory work performance.
24. Unreported absence.
25. Tardiness
26. Speeding or reckless driving on Church property.
27. Creating or contributing to unsanitary conditions.
28. Attempting to perform other repairs unless authorized by the Church to do so.
29. Engaging in, ignoring, or encouraging any physical activity [i.e.: “horseplay”] that would cause inattention to duties and/or unsafe situations.
30. Smoking in prohibited areas.
31. Misusing Church property.
32. Gambling in any form on Church property.
33. Committing any act that has been brought to the employee’s attention by a supervisor as being contrary to the Church’s standards of conduct.
34. Violation of computer or other electronic equipment policy (General Policies, 11)
35. Violating safety and health rules or other policies
36. Violating harassment policy.
37. Failing to fill out necessary paperwork, such as incident reports, insurance forms, PTO/vacation forms, warnings, etc.

## **12) Harassment**

The Church is committed to maintaining a work environment which is free from harassment. The Church does not approve of harassment of any type within the workplace and will not tolerate the harassment of its employees by anyone, including pastors, managers, supervisors, co-employees, visitors or vendors. Harassment consists of unwelcoming conduct which is based upon an individual's protected status such as sex, pregnancy, color, race, national origin, citizenship, age, disability, religious beliefs, or other protected categories. While all forms of unlawful harassment are prohibited, sexual harassment deserves special mention.

### **Definition of Sexual Harassment**

The Equal Employment Opportunity Commission (EEOC) has issued guidelines regarding sexual harassment in the workplace. Under these guidelines, sexual harassment will be treated as unlawful sex discrimination in violation of Title VII of the Civil Rights Act of 1964, as amended.

#### **“Sexual Harassment” as Defined by the EEOC Guidelines:**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes threats or insinuations, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other conditions of employment.

Sexually harassing conduct in the workplace, whether committed by managers, supervisors, co-employees, visitors or vendors, is also prohibited. Such conduct may include, but is not limited to, unwanted sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; unwanted graphic verbal comments about an individual's body; the display in the workplace of inappropriate and sexually suggestive objects, pictures, writing, language, or drawings; or unwelcome touching or physical contact. Such conduct, whether committed by persons of the same or opposite sex, is prohibited whether or not it rises to a level that might legally constitute unlawful harassment.

### **Definition of Non-Sexual Harassment**

Harassment for purposes of this policy is verbal or physical conduct that is derogatory or that shows hostility toward an individual because of his or her race, color, sex, pregnancy, national origin, citizenship, age, disability, or other protected category, and which creates an intimidating, hostile, or offensive working environment. Harassment may include, but is not limited to, verbal or written epithets, abusive language, slurs or jokes, or other verbal or physical conduct relating to any of the protected categories above.

## **Responsibility and Complaint Procedure**

Each pastor, manager and supervisor should maintain his or her workplace free from harassment, sexual harassment, and intimidation. In addition, pastors, managers and supervisors should discuss this policy with their employees and assure them that they are not required to endure insulting, degrading or exploitive sexual treatment, or unlawful harassment of any type. Pastors, managers and supervisors must immediately report to the Executive Pastor or to Human Resources any complaints received from their employees concerning harassment, including but not limited to, sexual harassment. Managers and supervisors must also report to the Executive Pastor or Human Resources any other potentially harassing conduct or incident of which they might see, hear or otherwise become aware.

Any employee affected by any type of visual, verbal or physical harassing conduct whether from managers, supervisors, co-employees, visitors or vendors must immediately report the matter to the Executive Pastor or Human Resources. It is your responsibility as an employee without fear of reprisal, to bring any form of harassment, including but not limited to sexual harassment, to the attention of management. An investigation of the complaint will be handled with confidentiality to the fullest extent possible. Any employee who subjects another to harassment or to other inappropriate conduct will be subject to disciplinary action up to and including termination. It is the responsibility of the Church to make the intensely fact-specific determination of whether harassment has occurred, and to help determine what, if any, disciplinary or corrective action will be taken.

## **Prohibition Against Retaliation**

The Church also prohibits retaliation against person(s) who, in good faith, bring a complaint of harassment to management's attention. If you believe you have been retaliated against for reporting discrimination or harassment, or for making such a complaint, or for participating in an investigation related to discrimination or harassment, you must immediately report the alleged retaliatory action to the Executive Pastor or Human Resources.

## **13) Classifications of Terminations**

A resignation is a written notice from the employee to the church. The notice should be at least 10 working days for ministry staff employees and 30 calendar days for pastoral staff employees prior to the last day of employment. This notice should include the last day the employee will work.

A quit occurs when the employee leaves the church with no prior notice or less than the specified 10 day or 30-day notice. Since a quit is documented as such in the employee's file, that individual will not normally be eligible for future employment at SCCC.

A layoff occurs when the church terminates an employee because of reorganization or lack of work. Whenever the church determines, in its sole discretion, a layoff should occur, various factors may be considered including, but not limited to: versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude and dependability.

A discharge in good standing occurs when the church terminates an employee for reasons other than reorganization or lack of work and where unfavorable circumstances are not involved on the part of the employee.

A discharge occurs when an employee is discharged for disciplinary or other reasons such as an unsatisfactory attitude, performance or judgment by the employee. An employee discharged under this category will not be eligible for rehire.

- SCC does **not** participate in either Federal or State Unemployment Insurance.

Employees who resign with proper notice, are laid off, or are discharged in good standing will normally be eligible for rehire, and for reinstatement of service credit for the purpose of vacation benefits. Employees who quit will normally *not* be eligible for rehire. In all cases, terminated employees will receive their final paycheck based on the regular pay cycle.

#### **14) Termination Procedure**

Termination of employees by the church requires the approvals of their respective managers and Executive Pastor. Dismissal of Pastoral staff by the church requires approval of the Elders. No severance.

If an employee resigns and gives notice, the Executive Pastor should notify the Elders of the employee's termination date.

Prior to departure, employees are required to meet with Human Resources or Executive Pastor to complete an exit interview, discuss benefits status, and return any church property such as keys, credit cards, electronics, etc. Final pay will not be issued until this process has been completed.

If terminated through no fault of the employee (i.e. position phased out, staff downsizing, etc.) the employee will receive one weeks' severance for each year of employment, up to a maximum of three months pay.

#### **15) Benefits at Termination**

Unused Vacation- Employees who resign with proper notice, are laid off, or are discharged in good standing will receive payment for any unused vacation time in accordance with the vacation policy. No unused sick time or PTO will be paid.

#### **16) At Will Employment**

All employees are employed at will. This means employees may quit at any time with or without notice, and employees may be terminated at any time, for any reason with or without notice. No pastor, staff member or elder of SCC has the authority to enter into any agreement of employment for any specific period of time. After reading this handbook, employees must sign "Receipt of Staff Handbook" located at the conclusion of the handbook.

## **General Policies**

### **1) Confidentiality of Church Information**

All Steele Creek employees, Elders and volunteers have an obligation to preserve the confidentiality of matters learned during, or by reason of, their employment or volunteering for the church. It is expected that all employees and volunteers who have access to confidential information use discretion to protect the confidentiality of such information. No person is to disclose any confidential information to any third party or other person who lacks the authority to know such information. Safeguarding sensitive information has a positive effect on the church and its people.

### **2) Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information; you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Steele Creek Church methods of communication: this handbook, staff What's App, your Steele Creek email, discussions with the Executive Pastor, website staff page, staff meetings, etc.

### **3) Open Door Policy**

We encourage you to bring your questions and concerns to the attention of the Executive Pastor and Human Resources. They will give careful consideration to each item in our continuing effort to improve the operations and communications at Steele Creek Church. Your concerns will be handled in an open and fair manner.

### **4) Creative Suggestions**

As individuals, we all feel a sense of fulfillment when we have taken a step toward progress. In order to achieve progress, we must work together, communicating ideas and suggestions to improve our everyday operations. You are important to the church ministry and to achieve forward progress, we encourage you to use all the creativity and intellect which the Lord has given you. These qualities and gifts are not limited to a handful of people but are found in every one of us and should be expressed to their fullest. Thus, we encourage every member of the church to raise ideas and suggestions that may benefit their brothers and sisters and the entire church body.

### **5) Personal Appearance**

The basic grooming standard for all employees consists of cleanliness, neatness and good taste. Employees are expected to dress and groom themselves in a manner that maintains and encourages a modest, business-like environment.

### **6) Smoking**

For reasons of health, safety, and as a courtesy to others, smoking is not permitted by staff inside church buildings or on church property.

## **7) Good Housekeeping**

You are responsible to keep your work area clean and neat at all times. This good housekeeping not only improves the appearance of our properties but also is a major factor in preventing fires, personal injuries and accidents. Storage of materials in common areas should be approved by the Facilities Manager.

## **8) Church Supplies and Personal Phone Calls**

Church supplies are intended for church use and business use only. Personal use of church supplies is not permitted. All postage used for personal mail should be paid at time of use. You should not take church supplies home with you, unless you are authorized by the Church to work from home, nor should you use church supplies for personal projects.

## **9) Safety and Security**

SCC is deeply concerned about the welfare of our people. We need your help in our efforts to ensure the safety of our employees. Please observe the special safety rules of your work area as well as the following general rules of safety at all times.

- A. You must report any accident, injury, safety hazard, or damage to property immediately to the Executive Pastor, Facilities Director and your manager.
- B. Work related injuries must be reported to the Executive Pastor and your manager within 24 hours no matter how small or insignificant the injury seems.
- C. Keep your individual work area clean and orderly. Untidiness and clutter invite accidents.
- D. Know and follow the safety rules established for your job. When in doubt, ask before proceeding.
- E. Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- F. Store all materials and equipment in their proper areas.
- G. Never run or engage in dangerous horseplay on ministry property.
- H. Drive safely and courteously when operating vehicles in ministry or on campus.
- I. If you must lift heavy objects, lift properly and with the appropriate number of persons.

Ministry personnel on duty should make every effort to be aware of strangers on the ministry premises. Anyone who notices an unfamiliar or unauthorized person on ministry premises should contact the Executive Pastor, Facility Director or campus security staff.

## **10) Inclement Weather Closing Decisions/Pay Policy**

The church recognizes that unusual weather-related conditions, such as a heavy snowfall or freezing rain, might delay your arrival or prevent you from reporting to work. In all cases, however, you are expected to call your immediate supervisor if you will be late reporting or unable to report for work.

When a decision is made to open late or close the church's office, a message will be issued authorizing staff to arrive late, to leave earlier than the close of the normal workday, or not to arrive at all.

## **Weather Related Closings/ Delays/ Closing Early information**

### Protocol for Monday-Friday

- On the first day of a snow event SCC will follow the Charlotte Mecklenburg Schools' decision about closings or delays.
- That evening the Executive Pastor and Facilities Manager will make a decision about the following day. That decision will be communicated through the staff What's App.
- When the office is closed, or closes early ALL evening classes and events will be cancelled.

### Protocol for Saturday and Sunday

- A decision to delay or cancel Saturday classes and events or Sunday service will be made by the Executive Pastor and facilities director by 6:00 am that day.
- After the decision has been made it will then be communicated to the Lead Pastor, Campus Pastors and communications team for distribution.
- That decision will be posted on the Steele Creek website, social media, staff email, mass text and email.

The church's policy regarding payment in these circumstances is as follows:

### **Office Closed**

On occasion, serious weather-related conditions may force an *office closure*. In this case you will be paid as follows:

- Full-time (exempt) staff members are paid their regular salary.
- Regular Part-Time hourly (non-exempt) staff will be paid for all hours scheduled that day. These hours are to be recorded as regular hours.
- Other Part-Time, Intermittent staff, and interns are paid for actual hours worked at their regular rate of pay.

### **Delayed Opening**

On occasion, serious weather-related conditions may force a *delayed office opening*. In this case you will be paid as follows:

- Full-time (exempt) staff members are paid their regular salary.
- Regular Part-Time hourly (non-exempt) staff will be paid for all hours scheduled that day. These hours are to be recorded as regular hours.
- Other Part Time, Intermittent staff, and interns are paid for actual hours worked at their regular rate of pay.

### **Office Closes Early**

If you are unable to complete your workday after the office has opened because an event occurs during the day that results in *closure of the office*, you will be paid as follows:

- Full-time (exempt) staff members are paid their regular salary.
- Regular Part-Time hourly (non-exempt) staff will be paid for all hours scheduled that day. These hours are to be recorded as regular hours.

- Other Part Time, Intermittent staff, and interns are paid for actual hours worked at their regular rate of pay.

If you *voluntarily* leave work prior to the official closing, you should make arrangements with your supervisor to either:

- make up the difference in hours
- utilize Personal Time Off (PTO) in half-or full-day increments; or
- any combination of the preceding.

### **Office Open but Unreachable**

On occasion, serious weather-related conditions may prevent individuals from reporting to work while the *office is open*. If you are unable to report to work because of weather conditions on a scheduled day of work, you will be paid as follows, unless otherwise required by state law:

- Full-Time and Regular Part-Time staff members (salaried and hourly) may make up the time preferably during the pay period (if not, with prior approval from manager); work at home (with prior approval from manager), utilize PTO in half-or full-day increments, or any combination of the preceding.
- Other Part Time, Intermittent staff, and interns are not eligible for compensation as they are paid only for time worked.

## **11) Communication, Electronic Media and Steele Creek Church Computers**

All desktop and laptop computers provided by Steele Creek Church, the data stored in the systems, all electronic data or documents created, sent, received, or stored in the systems are considered to be the property of Steele Creek Church. Steele Creek Church reserves the right to inspect all said computers and data stored on the systems at its discretion and without notice.

Steele Creek Church provides a variety of electronic systems and services to improve the effectiveness of communication and information flow. Electronic media means any electronic program, access, or services, including but not limited to, any computer hardware or software, electronic mail, and the internet. Steele Creek Church electronic media and services have been developed and maintained for the specific use of ministry correspondence and communication. While personal use is permissible, good judgment should be used in its use.

Employee communications transmitted by Steele Creek Church systems are not considered private. Steele Creek Church has the right to access, monitor, inventory, review, audit, delete, and disclose, with or without notice, for any reason, including time and content, all information sent, communicated or stored on company systems, whether or not they are communications. Additionally, routine system maintenance or trouble-shooting by the IT Director may result in electronic messages being accessed.

Steele Creek Church is not responsible for any privately owned equipment used for ministry purposes.

No equipment or software may be attached, installed, or added to Steele Creek Church systems without prior approval from the IT Director. Steele Creek Church reserves the right to remove software, licensed or unlicensed, from any ministry-owned equipment at any time.

All other Steele Creek Church policies, including but not limited to harassment and confidentiality policies, apply to the use of electronic media. All passwords should be kept confidential and not shared giving account access to other employees or individuals. Steele Creek Church does not condone the unauthorized reproduction of copyrighted computer software or documentation.

Every employee with access to electronic media is responsible for taking the appropriate security measures to prevent loss, misuse and damage, including damage caused by computer viruses. Any unexplained loss or alteration of data should be reported immediately to the IT Director.

Unacceptable uses of electronic media include, but are not limited to, any purpose that violates state or federal laws, transmit or access information that is disruptive to the operation of the ministry, transmit or access any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful, create, or host any blog that is not approved by Steele Creek Church, falsify the sender's or author's identity or to misrepresent another person, transmit or access confidential information to individuals who are not authorized to receive such information.

Steele Creek Church uses a system-wide program now that allows us to block sites that are illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful. The main purpose for this program is to track the usage of how much bandwidth is used over our network and internet connection so that we can use our system efficiently. The result of this is that we are also able to create reports of internet usage per individual.

Abuse of any electronic media or services or violation of this policy, through excessive personal use, or use in violation of law or other Steele Creek Church policy, will be subject to immediate review and may result in disciplinary action up to and including immediate termination of employment and/or legal action. Employees should keep in mind that electronic messages, depending on their format, can be readily printed, viewed, listened to, or forwarded to other users. Electronic messages also may be mistakenly addressed and sent to the wrong person.

Although there are security measures in place to protect the privacy of electronic media and communications, it is impossible to ensure the confidentiality of any electronic message. In using electronic media, employees need to keep in mind the nature of electronic communications.

## **12) Conflicts of Interest**

### **A. Basic Policy.**

Those in positions of leadership shall recognize the trust that is placed in them as stewards of the resources and ministries of Steele Creek Church (SCC). They shall act in the exercise of their duties and leadership with the best interests of SCC as the first priority, and exercise their best judgment in providing that leadership on behalf of SCC. No employee, Elder, or volunteer shall use his or her position, or knowledge gained through their roles, in any manner that creates a conflict between the interest of SCC and his or her personal interests. In order to comply with legal principles, and to

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](http://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 7<sup>th</sup> year = 4 weeks.
- B. Completion of the 14<sup>th</sup> year = 6 weeks.
- C. Completion of the 21<sup>st</sup> year = 8 weeks.
- D. Completion of the 28<sup>th</sup> 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>1<sup>st</sup> Calendar Year of Employment</u>	<u>2<sup>nd</sup> Calendar Year of Employment</u>	<u>3<sup>rd</sup> to 5<sup>th</sup> Calendar Year of Employment</u>	<u>6<sup>th</sup> Calendar Year of Employment</u>	<u>7<sup>th</sup> to 10<sup>th</sup> Calendar Year of Employment</u>	<u>11<sup>th</sup> Calendar Year of Employment</u>	<u>11<sup>th</sup> + 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>1<sup>st</sup> Calendar Year of Employment</u>	<u>2<sup>nd</sup> – 5<sup>th</sup> 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 6<sup>th</sup> 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.

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Employee Name (print)

Date

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Employee Signature