

# Timberlake Church

## EMPLOYEE HANDBOOK



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## 1.0 Welcome

We welcome you to what we feel is one of the finest teams a church can have. The key to successful ministry in any church is always outstanding people. It is our goal to find the best persons available for every aspect of Timberlake's life, ministry, and work.

As you enter into employment at Timberlake, you enter more than just a job, position or church staff; you join a **ministry** team. This ministry team is committed to doing everything possible to assist and support every staff person in his or her work. **Our church mission is "to reach, feed, and release people to be the hands and feet of Jesus"** and the ministry team strives to fulfill this mission to church members and others in the community. We wish you great fulfillment and joy in your work as you share your talents, abilities and professional training with staff and church members.

This handbook is designed to acquaint you with Timberlake Church, Inc., (hereafter referred to as "Timberlake") and provide you with information about working conditions, employee benefits, responsibilities, and the policies affecting your employment. Nothing herein shall be interpreted as creating any right or benefit which is contrary to any policy or rule of Timberlake. Terms of employment will conform to the laws of the Commonwealth of Virginia and applicable Federal statutes. You should read, understand, and comply with all provisions of the handbook. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. Timberlake reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the workplace. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact Business Manager or Executive Pastor. Likewise, if you have any suggestions related to Timberlake's policies or procedures, please let us know. We wish you success in your employment here at Timberlake!  
All the best,

Mark Coleman,  
Executive Pastor  
& The Staff Pastor Parish Relations Committee (SPPRC)

## 1.1 At-Will Employment

Your employment with Timberlake is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave your employment at Timberlake at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other Church document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment.

## 2.0 Introductory Language and Policies

### 2.1 About Timberlake

Timberlake is committed to recruit, utilize, compensate and promote its staff in a manner consistent with Scripture and all relevant law.

All employees of Timberlake are expected to be supportive of the Statement of Faith, Mission, Values, philosophy and organizational objectives of Timberlake while performing their specific duties.

### 2.2 Ethics Code

Timberlake will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our staff is expected to adhere to high standards of business and personal integrity as a representative of Timberlake.

We expect that pastors, officers, managers, and employees will not knowingly misrepresent Timberlake and will not speak on behalf of Timberlake unless specifically authorized. The confidentiality of proprietary information, and similar confidential commercially sensitive information (i.e. financial records/reports, marketing or business strategies/plans, product development, membership lists, trademarks, etc.) about our Church or operations, or that of our visitors or parishioners, is to be treated with discretion and only be disseminated on a need-to-know basis (see policies relating to privacy). Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

### 2.3 Mission Statement

Our Church's mission statement is "to reach, feed, and release people to be the hands and feet of Jesus."

### 2.4 Organization

Refer to Timberlake's Organization Chart

#### **Staff-Parish Relations Committee (SPPRC)**

The SPPRC shall, in addition to promulgating these policies and procedures, serve as the final "Human Resources" arm of the church.

Specific responsibilities and duties are as follows:

- Periodically propose or review policies affecting the staff and make necessary recommendations for changing;
- Periodically review the job descriptions for all staff members and make revisions as necessary;
- Propose budgetary salary and benefit levels for submission (through the Finance Committee) to Timberlake Council for approval;
- Administer the hiring process for all pastors and other key roles.
- Jointly, with the Executive Pastor, serve as a contact point for employee concerns and issues.

## 2.5 Revisions to Handbook

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including Church policies and procedures. The handbook is not a contract. Timberlake reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in electronic formats.

## 3.0 Hiring and Orientation Policies

### 3.1 EEO Statement and Non-Harassment Policy

#### *Equal Opportunity Statement*

Our Church is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age (40 and over), race, color, national origin, ancestry, sex, pregnancy, physical or mental disability, genetic information, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. Timberlake is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Timberlake will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of Timberlake's Equal Employment Opportunity Policy in a confidential manner. Timberlake will take appropriate corrective action if and where warranted. Timberlake prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of Timberlake's Equal Employment Opportunity Policy.

We are all responsible for upholding Timberlake's Equal Employment Opportunity Policy, and any claimed violations of that policy should be brought to the attention of your supervisor **and** the business manager.

#### **Policy against Workplace Harassment**

Timberlake has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

#### **A. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual

behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to Timberlake or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

## **B. Other Harassment**

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, religion, national origin, ancestry, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on Timberlake's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

## **Reporting Discrimination and Harassment**

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their supervisor, the Executive Pastor, or the Chair of the SPPRC. Timberlake prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If Timberlake determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, Timberlake may monitor any incident of harassment or discrimination to ensure that the inappropriate behavior has stopped. In all cases, Timberlake will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

## **3.2 Disability Accommodation**

Timberlake complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Timberlake will provide reasonable accommodation to disabled employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

If you require accommodation because of your disability, notify your supervisor or the Business Manager. When making your request for accommodation, make sure to include relevant information, such as:

- A description of the proposed accommodation.
- The reason you need accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, Timberlake will engage in an interactive dialogue with you to determine the

precise limitations of your disability and explore potential reasonable accommodation that could overcome those limitations. Timberlake encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Timberlake is not required to make the specific accommodation requested by you and may provide alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Timberlake. Timberlake will not discriminate against or retaliate against any employee for requesting accommodation.

### 3.3 Posting of Openings

Timberlake desires to promote qualified employees from within where it believes that it is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings will be posted on the Timberlake web site, internal Facebook page and on Indeed.com.

### 3.4 Conflicts of Interest

Timberlake is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, member relations, safety, security, and morale. Any actual or potential conflict of interest between an employee of Timberlake and another church, a vendor, or contractor to Timberlake, must be disclosed by the employee to the Executive Pastor. Activities such as vendor favoritism, favoring relatives, or accepting gifts from organizations doing business with Timberlake are also considered conflicts of interest and are not tolerated. If an actual or potential conflict of interest is determined to exist, Timberlake will take such steps as it deems necessary to reduce or eliminate this conflict.

### 3.5 Employment of Relatives and Friends

Church members and relatives of current staff members will receive the same consideration as any other applicant for a job opening. However, Timberlake will not employ friends or relatives in circumstances where actual or potential conflicts may arise which could compromise supervision, safety, confidentiality, security, and morale at Timberlake. It is the employee's obligation to inform Timberlake of any such potential conflict so Timberlake can determine best to respond to the particular situation. Additionally, the employment of more than one member of the same family shall be avoided if the appointment or assignment would enable a relative to exercise undue influence, specifically in a manager-subordinate relationship.

### 3.6 Job Descriptions

Timberlake attempts to maintain a job description for each position. If you do not have a copy of a current job description, you should request one from your manager. Job descriptions prepared by Timberlake serve as an outline only. Due to the needs of Timberlake, you may be required to perform job duties that are not within your written job description. Furthermore, Timberlake may have to revise, add to, or delete from your job duties according to Church needs. On occasion, Timberlake may need to revise job descriptions with or without advance notice to the employee.

If you have any questions regarding your job description, or the scope of your duties, please speak with your manager or the Business Manager.

### 3.7 New Employees and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Timberlake and your job responsibilities. During this time, we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with Timberlake can be shortened or lengthened as deemed appropriate by management. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

### 3.8 Training Program

In most cases, and for most departments, employee training is done on an individual basis by the employee's supervisor. Even if an employee has had previous experience in their specified functions, it is necessary for them to learn our specific procedures, as well as the responsibilities of the specific position. If an employee ever feels the need for additional training, he/she should notify his/her supervisor.

### 3.9 Employment Authorization Verification

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor.

### 3.10 Onboarding Employees

All employees will be given a job description, and electronic access to the Employee Handbook and will be required to sign a statement that they have read and agree with the provisions in the handbook. Offers of employment will be communicated in writing and will include notice of salary level. Offers must be accepted in writing by the employee.

## 4.0 Wage and Hour Policies

### 4.1 Introduction

An employee's pay depends on a wide range of factors, including pay scale surveys, work performance, qualifications, and Church funding. Employees with questions about their compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, are to speak with their supervisor, or the Business Manager.

### 4.2 Pay Period

The standard pay period is semi-monthly. Pay dates are the 15<sup>th</sup> and the last day of the month. Should any pay period fall on a holiday, employees will be paid on the preceding workday. If a pay date falls on a Saturday or a Sunday, paychecks will be issued on Friday. Special provisions may be required from time to time if holidays fall on paycheck dates. Please inquire with your supervisor or the Business Manager if this type of date arises.

### 4.3 Paycheck Deductions

Timberlake is required by federal, state, and certain local laws to withhold certain deductions from paychecks. This includes income and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. The amount of individual tax deductions will depend on personal earnings and the number of exemptions the employee listed on his or her federal Form W-4 and applicable state withholding form. Employees may also authorize voluntary deductions for the retirement plan. All deductions will be reflected in the individual's wage statement.

Employees should contact the Business Manager with any questions about their paycheck deductions.

### 4.4 Direct Deposit

Timberlake pays all employees via direct deposit. Employees will need to complete a direct deposit authorization form and submit it to the Business Manager when hired. A written explanation of personal deductions will be documented on each employee's paystub. Paystubs are emailed to employees on paydays as described in the preceding sections in lieu of a check.

#### 4.5 Recording Time

Federal and state laws require us to keep accurate records of hours worked by nonexempt (hourly) employees. For this reason, all nonexempt employees must record their time each day using Timberlake's timekeeping system.

Every nonexempt employee of Timberlake is required to accurately enter his or her hours worked, including all lunch periods. Employees are required to notify the Business Manager within 24 hours of the incident of any pay discrepancies, unrecorded or miss-recorded work hours, or any involuntary missed meal periods. A Time Off Form should be submitted to the Business Manager for any time taken off to be recorded in Timberlake's timekeeping system (see Section 7.2 for more information).

Employees shall not complete the timesheet of any other employee or request that they do so for them. Any changes to an employee's timesheet must be approved by the appropriate supervisor.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

#### 4.6 Overtime Authorization for Nonexempt Employees

Nonexempt employees may qualify for overtime pay. All overtime must be approved in advance, in writing, by one's supervisor.

At certain times Timberlake may require employees to work overtime. Timberlake will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime pay of one and one-half an employee's regular rate of pay or average pay rate (if an employee performs work at different pay rates during the relevant week) is paid for any hours worked more than 40 hours in a workweek. Holidays, and PTO do not count as time worked for computing overtime.

#### 4.7 Attendance Policy and Work Schedule

Employees will work hours outlined in their job description.

Non-Exempt employees are expected to document when they are on & off the clock, including arrival and departure times and a ½ - 1 hour time off for lunch (dependent on job position). Lunch break should be a true break, meaning lunch is eaten away from the employees' work area and no work issues should be addressed during this time.

##### **Absence and Lateness**

Timberlake works as a team and being late affects other team members and, therefore, all employees are reminded to be on time and respectful of everyone else's time.

We know that emergencies, illnesses, or pressing personal business sometimes cannot be scheduled outside of work hours. However, please make every attempt to schedule appropriately to avoid work time conflicts.

##### **Notification of Supervisor**

When an employee cannot avoid being late to work or is unable to work as scheduled, the employee is expected to notify the supervisor as soon as possible in advance of the anticipated tardiness or absence. Failure to report to work or reporting late to work without contacting the department supervisor may result in corrective action, and failure to report to work for three consecutive scheduled workdays without contacting the supervisor is considered a voluntary resignation.

##### **Definition of Occurrence**

The first three instances of tardiness combined equal one occurrence. Each subsequent instance of tardiness counts as a single occurrence. An employee is considered tardy when arriving at work later than the scheduled shift.

One full day or portion of a day of absence, including leaving early, counts as one occurrence.

**\*Multiple days taken consecutively count as one occurrence.**

In recognizing that employees need time off work, Timberlake provides paid time off for a variety of purposes that are not counted as occurrences. These include PTO, absences due to a work-related injury, funeral leave, jury duty, military leave, and FMLA.

#### **Excessive Absence**

Employment at Timberlake is based upon the need for each person's skillset and contribution. And as previously stated, we recognize the need to take PTO for a variety of reasons, and Timberlake offers a generous PTO allowance. Employees are expected to manage their PTO balance so that in unforeseen events, staff have sufficient PTO to utilize for the entire calendar year. For any scheduled or unscheduled absence regardless of exemption status, employees are required to utilize PTO, rather than expecting to take unpaid leave to save PTO for later use. Using all PTO and needing additional time off (unpaid) is only allowed on a case-by-case basis and must be approved in advance by your supervisor.

If an employee knows ahead of time that he or she will be absent or late, they should provide reasonable advance notice to the appropriate supervisor. Unexpected absences should be reported to the appropriate supervisor as soon as possible. Employees may be required to provide documentation of any medical or other excuse for being absent or late.

#### 4.8 Job Abandonment

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from church employment.

#### 4.9 Reimbursement

- **See GENERAL POLICIES: Travel Purchases and Reimbursement**
- **See GENERAL POLICIES: Employee Expense Reporting**

### 5.0 Performance, Discipline, Layoff, and Termination

#### 5.1 Performance Improvement

Timberlake will make efforts to periodically review each employee's work performance. The performance improvement process will take place on an annual basis or as needs dictate. Employees may specifically request that their supervisor assist them in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of an individual's work performance. The employee's initiative, effort, attitude, job knowledge, and other factors will be addressed. Employees should understand that a positive job performance review does not guarantee a pay raise or continued employment. Church pay raises and promotions are based on numerous factors, only one of which is job performance.

Internal job assignment changes:

To match the employee with the best job and to meet the business needs of Timberlake, employees may be transferred from their current job. It is Timberlake's policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the skills needed, education, experience, and other qualifications that are required for the job.

All employees promoted into new job positions will undergo a 90-day introductory period as described in the New Employees and Introductory Periods section. Unlike new hires, however, such employees will continue to receive employment benefits for which they are eligible.

#### 5.2 Pay Raises

Depending on Timberlake's financial health and other factors, efforts will be made to give pay raises consistent with job performance, qualifications, internal equity, tenure, local market factors, and the consumer price index. Timberlake may also make individual pay raises based on merit or due to a change of job position.

### 5.3 Standards of Conduct

Timberlake wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at Timberlake, an employee agrees to follow Timberlake's policies.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit Timberlake's right to discipline or discharge employees for any reason permitted by law. In fact, while Timberlake values our employees, Timberlake retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Timberlake property (including vehicles), or on church business.
- Inaccurate reporting of the hours worked by the individual or any other employee.
- Providing knowingly inaccurate, incomplete or misleading information when speaking on behalf of Timberlake or in the preparation of any employment related documents including, but not limited to, job applications, personnel files, employment review documents, intra-Church communication or expense records.
- Taking or destroying church property.
- Possession of potentially hazardous or dangerous property such as firearms, weapons, chemicals, etc.
- Illegal possession or use of any firearm, illegal knife or weapon of any kind while acting in the course of employment, on church owned, leased or controlled property.
- Fighting with, or harassment (as defined in our EEO policies) of, any fellow employee, parishioner, student or parent.
- Disclosure of Church proprietary and confidential/sensitive information (i.e., financial records/reports, business strategies/plans, membership lists, trademarks, etc.) of Timberlake or its members, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Any use of tobacco products (i.e., cigarettes, vaping, juuling) on church property.
- Working unauthorized overtime.
- Solicitation of fellow employees on Timberlake premises during working time (Refer to Non-solicitation/Non-distribution Policy).
- Failure to dress according to church policy.
- Use of obscene or harassing language (as defined by our EEO policies) in the workplace.
- Outside employment which interferes with the employee's ability to perform his or her job at this church.
- Gambling on church premises.
- Lending keys or keycards or church property to unauthorized people.

### 5.4 Criminal Activity/Arrests

Involvement in criminal activity, whether on or off church property, during employment may result in disciplinary action, including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or circumstances that adversely affect attendance, performance, or the reputation of Timberlake. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled because of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source if management has reason to view the source as credible.

## 5.5 Disciplinary Process

Violation of church policies or procedures may result in disciplinary action, including demotion, leave without pay, or termination of employment. Timberlake encourages a system of progressive discipline depending on the type of prohibited conduct. However, Timberlake is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that one's employment is anything other than on an "at will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, suspension, or termination of employment. Supervisors will make every effort possible to allow employees to respond to any disciplinary action taken. Understand that while Timberlake is concerned with consistent enforcement of our policies, Timberlake is not obligated to follow any disciplinary or grievance procedure and, depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

## 5.6 Problem-Solving Procedure

Timberlake strives to provide a comfortable, productive, legal, and ethical work environment. To this end, Timberlake wants employees to bring any problems, concerns, or grievances they have about the workplace to the attention of their supervisor and, if necessary, the Business Manager or Executive Pastor. To help manage conflict resolution, Timberlake has instituted the following problem-solving procedure:

If an employee believes there is inappropriate conduct or activity by anyone person on the property of Timberlake, bring those concerns to the attention of the appropriate supervisor at a time and place that will allow the supervisor to properly listen to the concern. Most problems can be resolved informally through dialogue between the employee and the immediate supervisor.

If the employee has discussed this matter with the appropriate supervisor before and does not believe he or she has received a sufficient response, or if the employee believes his or her supervisor is the source of the problem, then the employee should present the concerns to the Business Manager or Executive Pastor. The employee should indicate what the problem is, those people involved in the problem, efforts made to resolve the problem, and suggested solutions to the problem.

## 5.7 Outside Employment

Outside employment, which creates a conflict of interest, or which affects the quality or value of an employee's work performance or availability at Timberlake is prohibited. Timberlake recognizes that employees may seek additional employment during off-hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, scheduling, or otherwise adversely affect the employee's ability to effectively perform the required duties. Any conflicts should be reported to one's supervisor. Failure to adhere to this policy may result in discipline up to and including

termination.

## 5.8 Exit Interview

An employee may be asked to participate in an exit interview when leaving employment with Timberlake. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Cooperation in the exit interview process is appreciated.

## 5.9 Post-Employment Reference Policy

Timberlake will provide prospective employers with the dates of employment and job position(s) of a former employee. All references are to be given to the Business Manager.

# 6.0 General Policies

## 6.1 Driving Record

All employees required to operate a Timberlake motor vehicle or personal motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. If the employee is required to operate their personal motor vehicle, personal insurance coverage must also be maintained as required by law. Annually, these employees are required to submit a driving record from the Division of Motor Vehicles to the Office Manager to determine an employee's driving record, and a copy of his or her current driver's license. Any changes in the employee's driving record, including, but not limited to, driving infractions, must be reported to the Office Manager. Multiple violations that appear on the annual state department of motor vehicle check will result in the suspension of rights to drive a Timberlake vehicle or drive a personal vehicle on church business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of the successful execution of job responsibilities, termination of employment is possible.

## 6.2 Use of Church Vehicles

Timberlake vehicles are to be used for church business only. Personal use is strictly prohibited.

Drivers of Timberlake vehicles are to immediately report all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against their driver's license to their supervisor and the Office Manager immediately.

When a Timberlake vehicle cannot be operated, is unsafe for use, or has been damaged, notify the Office Manager immediately.

The driver of a Timberlake vehicle is responsible for the vehicle while in his or her charge and must not permit unauthorized persons to drive it or be given access to it.

The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered. No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

## 6.3 Authorization for Use of Personal Vehicle

All employees who may need to drive their personal vehicle for business purposes with a passenger who is a church attendee are required to submit their driving record information and verify insurance coverage with the Office Manager annually. See section 6.1 for details.

## 6.4 Travel Guidelines

The purpose of this policy is to define employee travel rules and the authority for incurring and approving travel expenses.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved church business trips. Church travel is limited to business activities for which other means of communication is inadequate and for which prior approval of the employee's supervisor has been received.

### **Travel Expenses**

Timberlake pays the actual amounts incurred for appropriate expenses when employees are on travel assignments. Examples of typical expenses include the following:

- Airline tickets
- Meals and lodging
- Car rental, bus, taxi, parking
- Supplies and services
- Associated gratuities

### **Travel Purchases & Reimbursement**

Employees are expected to use a Timberlake credit card when possible. In the rare event that personal credit or cash is used, the employee should submit his or her approved expenses for reimbursement on the standard Check Request Form to the Office Manager. Timberlake does not reimburse for hotel in-room charges, nor personal travel insurance.

### **Personal Vehicles**

All employees using their own vehicle for business purposes must have their driving record information on file with the Office Manager and maintain insurance coverage as required by law. Travel between the employee's home and primary office is not considered to be business travel. Employees are not authorized to use personal vehicles for business travel without authorization. Employees will be reimbursed for vehicle use at the standard IRS mileage rate.

### **Employee Expense Reporting**

Employees are to submit their approved expenses and requests for reimbursement on Timberlake's designated forms within five business days to the Business Manager, and must include a description of the expense, and its business purpose, date, place, and the participants.

## **6.5 Personnel and Medical Records**

Timberlake maintains a personnel file for every employee. If medical records are obtained for any reason, they will be kept in a separate folder. Every effort will be made to keep employees' personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes but is not limited to supervisors and others in management who may need to review the file.

If an employee wishes to review his or her personnel or medical file, he or she may do so after giving Timberlake reasonable notice. Inspection must occur in the presence of a church representative. All requests by an outside party for information contained in an individual's personnel file will be directed to the Business Manager, which is the only person authorized to give out such information.

## **6.6 Accommodations for Nursing Mothers**

Timberlake will provide nursing mothers reasonable paid break time to express milk for their infant children for up to one year following the child's birth.

To ensure privacy, nursing mothers may express their milk in the Family Room. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Nursing mothers will also be provided a refrigerator (Hughes Hall) to store their breast milk. Employees are responsible for labeling their milk with their name and the date on which the milk was expressed. No milk is to be left in the refrigerator at the end of each day. Timberlake accepts no responsibility for the removal, loss or damage to milk.

Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with their supervisor.

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Business Manager.

#### 6.7 Employee Privacy and Right to Inspect

Church property, including but not limited to, audiovisual, musical instruments and equipment, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of Timberlake and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas.

Timberlake assumes no responsibility for the loss of, or damage to, any employee property maintained on church premises including that kept in desks or cabinets.

#### 6.8 Confidentiality Policy

People who work for a church as volunteers or as paid employees are often exposed to confidential information. These employees and volunteers are responsible for maintaining the confidentiality of this sensitive information.

As a condition of employment, Timberlake employees are required to protect the confidentiality of church personnel and parishioners, proprietary information, and confidential church-related sensitive information (i.e., financial records/reports, parishioner lists, and personal information such as hospitalizations or private prayer requests, etc.). Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from the appropriate supervisor. If in doubt, ask. Violation of this policy may result in the discipline or termination of any employee, as well as subjecting the employee to civil liability.

#### 6.9 Voicemail, Email, and Internet Policy

This Voicemail/Email/Internet Policy is intended to provide each employee of Timberlake with the guidelines associated with the use of Timberlake's voicemail/email/Internet system (the system). This policy applies to all employees, contractors, vendors, and any others accessing and/or using Timberlake's system through onsite or remote terminals.

#### **General Provisions**

- The system, and all data transmitted or received through the system, are the exclusive property of Timberlake. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to Timberlake's system will be given a voicemail, email and/or Internet address and/or access code, and will have use of the system, consistent with this policy.
- Timberlake reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that Timberlake will exercise this right periodically, without prior notice and without the prior consent of the employee.
- Timberlake's interests in monitoring and intercepting data include, but are not limited to: protection of church proprietary information, and similar confidential sensitive information (i.e. financial records/reports, business strategies/plans, personnel or parishioner lists, student information, etc.); managing the use of Timberlake's computer system; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on Timberlake's Voicemail/Email/Internet system.

Any employee who violates this policy will be subject to corrective action, up to and including termination of employment. If necessary, Timberlake will also advise law enforcement officials of any

illegal conduct.

## 6.10 Social Media Policy

Timberlake recognizes the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, the use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to Timberlake, employees are expected to follow our guidelines for appropriate the use of social media. This policy applies to all employees who work for Timberlake.

Social media is an excellent communication tool for the gospel of Christ and the ministry of the church, and at the same time a platform for potential harm. As with all tools, it can be a source of good or evil. Social media can be used to encourage others, share joy, exchange ideas, and have fun. It can also be a source of causing offense, of misunderstanding, or of bullying, and its misuse may damage our witness to Jesus Christ.

All disciples are representatives of Jesus, and all Timberlake church and CDC staff members represent Timberlake, including on social media. Timberlake affirms our first amendment right to freedom of speech. We encourage all staff to use this right wisely, and to the glory of God. Any speech contrary to the Biblical standard or to the mission and ministry of Timberlake will not be accepted.

Timberlake staff should consider these things in their use of social media, including their personal accounts.

### Guiding principles

- Social media is public. Only share that which you are willing for everyone to see.
- Like it or not, you represent Timberlake in every place. Every photo, comment, and idea that you share has the potential to influence our ministry, and how others perceive us.
- Take the high road. Social media can be a place of sniping and trolling and argument. Do not engage. When someone does wrong to you, do good to them.
- Work time should be spent on work, not on social media.
- If in doubt, check in with your supervisor.

### Consider using social media to...

- Stay connected. Keep up with those you serve in ministry.
- Celebrate. Spread joy, laughter, and kindness.
- Bounce the blessing. You are encouraged to share Timberlake ministry on your account.
- Respond with kindness and gentleness and assume the best about others.

### Things to avoid

- Avoid all “corrupting talk” as Ephesians 4 puts it: criticism, argument, unkindness, self-promotion, virtue-signaling, and anything else which is contrary to the high standard of Christian discipleship. Avoid sharing someone else’s news.
- Avoid partisan political posts and comments, or that which may be perceived as such. The gospel is absolutely political in the sense that Jesus calls us to serve God in the public square, but partisanship is not constructive. As representatives of a church which includes people of many various political views, we should find ways to unite rather than divide, and to build up rather than tear down.
- Avoid allowing unwanted personal attention online. Set healthy boundaries and do not let others violate your personal space. Unfriend, unfollow, or block others as necessary. If needed, ask for help.
- Note: Posts and comments on social media, even those made outside of work and on personal accounts, can be grounds for disciplinary action up to and including termination if they undermine Timberlake’s ministry or are contrary to our church’s core teachings, beliefs, and values.

## 6.11 Employee Suggestions/Open Door Policy

Timberlake welcomes suggestions for continued improvement and welcomes employees' ideas for better ways to do their job, or meet church-wide needs. Employees should discuss ideas with their supervisor, or other management staff.

Timberlake also encourages employees to offer any suggestions derived from seminars, magazines, or other outside sources of information they believe would add value to Timberlake.

All suggestions, innovations, inventions, written or digital or other matter created by employees on work time or with Timberlake tools or property are considered to be the property of Timberlake.

#### 6.12 Employee Bulletin Board

Timberlake maintains an official bulletin board located in church office for the purpose of providing employees with its official notices, including wage and hour laws, changes in policies, and other employment-related notices. Other important church information is sent to employees through email, or it is posted on our website.

#### 6.13 Non-solicitation/Non-distribution Policy

To avoid disruption or disturbance of employees or visitors, Timberlake has implemented a Non-solicitation Policy. For purposes of the Non-solicitation Policy, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation Policy.

Employees are prohibited from soliciting anyone during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees

may conduct solicitations during their lunch period, coffee breaks, or other authorized nonworking time, so long as they do so when the other employees are also on nonworking time. Solicitation of parishioners or visitors is strictly prohibited.

To avoid inappropriate litter, clutter, and safety risks, employees may not distribute literature or other non-work related items in working areas at any time.

#### 6.14 Personal Appearance

Personal appearance reflects on the reputation, integrity, and public image of Timberlake. All employees are required to report to work neatly groomed and dressed. It is expected that all employees maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming, and personal hygiene, and appropriate attire for the workplace and the work being performed. Timberlake is a Christian/Protestant organization therefore all staff are expected to be sensitive to religious convictions of parishioners regarding grooming and dress. Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies. Timberlake will make every effort to reasonably accommodate employees with disabilities that make it difficult for them to comply fully with the personal appearance policy. Contact one's supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

#### 6.15 Telephone Use

Employees should always use an appropriate greeting and speak in a courteous and professional manner while on a Timberlake phone. Information received should be confirmed with the caller before hanging up. The caller should be the first to hang up.

Our phones are for work-related communications. Unless there is an emergency, employees are required to limit all calls to business purposes only. Telephone use is subject to the Voicemail/Email/Internet Usage Policy.

#### 6.16 Personal Cell Phone/Mobile Device Use

While Timberlake permits employees to bring personal cell phones and other mobile devices (i.e. smartphones, PDAs, tablets, laptops) into the workplace, employees must not permit the use of such devices to interfere with their job duties or impact workplace safety and health.

Childcare workers are responsible for focusing on the children's well-being while under our care. For this reason, employees who are responsible for child supervision are not allowed to use a cell phone during their work schedule except for church purposes.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of employee productivity. As a result, employees should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, employees should use their device in a manner that is courteous to those around them. Unless on break, lunch or off hours, the use of such devices should be kept at a minimum and limited to communication with staff members, or emergency use only. Employees with devices that have a camera and/or audio/video recording capability are restricted from using those functions on church property unless authorized in advance by management. Employees are expected to comply with Timberlake policies regarding the protection of the employer's confidential and proprietary information when using personal devices.

While operating a Timberlake vehicle, Timberlake requires that the driver's personal cell phone/mobile device not be utilized for communication (calls, email, texting, internet usage.) In other words, navigation aid is the one acceptable use of a cell phone while driving. An employee that needs to make or receive a phone call should pull off the road to a safe location.

Violation of this policy will subject an employee to disciplinary action up to and including termination of employment.

#### 6.17 Mail Use

Employees are required to limit the usage of the Timberlakes's mail service to business purposes only. Employees may not use Timberlake address to receive personal mail. Employees may not use the Timberlake postage meter for personal mail. If an employee notices any suspicious packages or envelopes, he or she should report this to the Office Manager immediately.

#### 6.18 Off-Duty Use of Church Property or Premises

Employees may not use Timberlake property for personal use, except as generally allowable for church members per the Timberlake Facility Use Policy.

It is the policy of Timberlake to control off duty and nonworking hour use of Timberlake facilities either for business or personal reasons. Employees are prohibited from using church facilities during off duty or non-working hours without the written consent of Office Manager. Employees requesting the use of facilities during off duty hours should submit a Use of Building Request Form with the Office Manager.

#### 6.19 Security

Every employee is responsible for helping to make this a secure work environment. Employees are not to allow entry of any unknown individual without first confirming the identity and purpose of visit. Upon leaving work, employees should lock doors protecting valuable or sensitive material in their work area and report any lost or stolen keys, key cards, or other similar devices to one's supervisor immediately. Employees should refrain from discussing with nonemployees specifics regarding Timberlake security systems, alarms, passwords, etc.

Timberlake also requests that employees immediately advise their supervisor of any known or potential security risks and/or suspicious conduct of employees, parishioners, or guests on the Timberlake campus. Safety and security is the responsibility of every employee and Timberlake relies on each individual to help keep our premises secure.

#### 6.20 Computer Security, Copying of Software, Copyrights and Trademarks

Software programs purchased and provided by Timberlake are to be used only for creating, researching, and processing church-related materials. By using Timberlake's hardware, software, and networking systems employees assume personal responsibility for their use and agree to comply with this policy and other applicable church policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of Timberlake or developed by employees or contract personnel on behalf of Timberlake is and shall be deemed Timberlake property. It is the policy of Timberlake to respect all computer software rights and to adhere to the terms of all software licenses to which Timberlake is a party. All staff are responsible for enforcing this policy.

Employees may not illegally use, distribute or duplicate any licensed, copyrighted, trademarked material (paper or digital). Unauthorized use, distribution or duplication may subject users and/or Timberlake to both civil and criminal penalties under the United States Copyright Act. All software acquired by Timberlake must be purchased through the Executive Pastor or assigned IT representative.

#### 6.21 Third Party Disclosures

From time to time, Timberlake may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If an employee receives such contact, he or she should not speak on behalf of Timberlake and should refer any requests/inquiries to the Executive Pastor. If an employee has any questions about this policy

or is not certain what to do when such a contact is made, the employee should contact the Executive Pastor.

## 6.22 Personal Data Changes

It is each employee's obligation to provide Timberlake with all current contact information, including current mailing address, email address and telephone number. Please inform the Business Manager of any changes to marital or tax withholding status. Failure to do so may result in delayed receipt of W-2 and other mailings.

## 6.23 Parking and Personal Vehicles

Parking spaces on church parking lots are on a first-come, first-serve basis. Designated parking is available for handicapped, visitors, and drop-offs. Anyone parking in these spaces is expected to fall into the designated category. Employees are not to parking in the first 10 spots in any direction from church doors, unless displaying a current handicap sticker, or with prior approval of the Executive Pastor. Timberlake is not responsible for damage to or theft of vehicles while on the property. Timberlake is also not responsible for any personal property that is lost, damaged, or stolen while left in one's vehicle.

## 6.24 Inclement Weather Policy

### **POLICY FOR SUNDAY WORSHIP AND SUNDAY PROGRAMS:**

In the event of inclement weather, the Lead Pastor or Executive Pastor will call the Chairman of the Trustees to make a decision regarding schedules. If a campus closing or delayed opening is deemed necessary, the Executive Pastor will notify the Digital Media & Communications Coordinator, who will notify local media (WSET, News and Advance, Spirit FM), post on the Timberlake Facebook page, all Timberlake Facebook groups, send out an eBlast to members and update the Timberlake website. The Office Manager is responsible for updating Timberlake Voicemail system.

Church employees who work on Sunday can check for closings/delays by checking any of these sources. *The church policy is that Sunday services are rarely "canceled", but are instead moved online.*

### **POLICY FOR WORK WEEK (Monday – Friday):**

#### **Notification Process For Church Staff**

In the event of inclement weather, the Executive Pastor will call the Lead Pastor to make a decision. If a closing or delayed opening is deemed necessary, staff will be notified by text or email.

Exempt employees that typically work remote as part of their normal weekly schedule – from half-day to all days, are expected to work remote when there is an office closure, or use PTO.

Non-exempt employees who occasionally work remote and have the ability to do so may work remote after receiving approval from their supervisor. Employees that do not work remote or whose supervisor denies remote work, will be paid their normal hourly rate, for hours they normally work. The supervisor is responsible for letting the Business Manager know so that the employee's timesheet can be updated accordingly.

#### **Employee Travel**

If the office is open, but an employee feels it is unsafe to travel to/from work, the employee is asked to notify the supervisor as soon as possible. Non-exempt hourly employees will be paid only for the hours they actually work.

## 7.0 Benefits and Leave Policies

### 7.1 EMPLOYEE DEFINITIONS

**Timberlake staff is made up of the following employee types:**

- **Full Time Employee-** works 32 hours or more per week for at least 50 weeks per year

- **Part Time Employee** – works less than 32 hours per week

## 7.2 TIME OFF POLICIES

### **Paid Time Off Policy**

Timberlake Church maintains a Paid Time Off (PTO) program that combines time off for vacation, sick leave, and personal time into a single PTO program. The PTO program, which allows eligible employees to receive wages for qualified time away from work, is in addition to paid time off for holidays observed by Timberlake.

Time away from work to relax and pursue special interests is important to everyone and Timberlake believes it is in the employees best interests to utilize all of their PTO each year. Therefore, no PTO may rollover from year-to-year, nor do we offer a “cash out option” at the end of the year for accrued but unused PTO.

Employees begin to accrue PTO in their first full month following the most recent date of hire. Employees converting to full-time from part-time will begin accruing at the base rate effective for the first full month following conversion to full-time status. An employee’s calculated PTO years of service accrual is based on the employee’s years of service as of January 1 of each year if an employee’s hire date was in the first six months of the year. Employees hired in the second half of the calendar year, years of service is based on July 1 of each year.

Timberlake Church staff are eligible to utilize paid time off (PTO) after completing a 90 day introductory period of service.

The Business Manager will maintain a record of PTO earned and taken during the calendar year. PTO hours earned and taken will be reflected on employee pay stubs based on the Time Off forms that are submitted to the Business Manager

### **PTO ACCRUAL**

<b>Full-Time 40 hrs/wk</b>				<b>Full-Time 32 hrs/wk</b>			
<b>Yrs of Svc</b>	<b>PTO Hrs/ Paycheck</b>	<b>PTO Hrs/Yr</b>	<b>PTO Days/Yr</b>	<b>Yrs of Svc</b>	<b>PTO Hrs/ Paycheck</b>	<b>PTO Hrs/Yr</b>	<b>PTO Days/Yr</b>
0-2	5	120	15	0-2	4	96	12
3-6	6	144	18	3-6	5	115	14
7-10	8	192	24	7-10	6	154	19
11+	9	216	27	11+	7	173	22

Years of service is continuous employment and is determined from the employee’s most recent date of hire.

Compensation for PTO is based on the employee’s straight-time hourly rate or regular salary rate, as applicable when the PTO is used.

When a Church holiday falls during a scheduled vacation, it is not counted as a vacation day.

PTO may be used in full day or ½ day increments.

**Employees should be mindful that PTO is both for planned and unplanned (i.e. sickness) absences.** When scheduling time off, it is an employee's responsibility not to request or take days in excess of their available accrued balance. Unpaid absences that have not been pre-approved may subject the employee to disciplinary action, up to and including termination.

### **Using PTO**

- **Vacation** – PTO for vacation must be requested in writing and approved as far in advance as possible. Requests at least 30 days in advance for vacation time are expected. Even if an employee has available PTO, a supervisor may deny a leave request based on the staffing needs of Timberlake.
- **Sick Time** – PTO may be used for medical or dental appointments, illness, injury, or a serious health condition of the employee or the employee's child, spouse, or parent. If the absence exceeds three consecutive workdays, the employee may be required to submit medical certification from a treating health care provider that the illness, injury, or serious health condition necessitated the absence or continuation of the absence. A return-to-work certificate may also be required for a sick time absence exceeding three consecutive workdays.
- **Holiday Scheduling** – To be equitable to all employees at Timberlake, PTO surrounding holidays and other seasonal schedules (i.e. spring break) will be granted on an evenhanded basis from year to year. Requests will not be considered or granted based on length of service or first-come, first-serve. As with all PTO requests, a supervisor may deny a PTO request based on staffing needs.
- **Other** – Subject to Timberlake's usual approval and scheduling practices, PTO may also be used for personal time off, attendance at funerals, or observance of certain religious, government, or other holidays not recognized by Timberlake.

### **PTO Request Process**

Planning around schedules is important to make sure we have adequate coverage to meet our needs. Please follow the guidelines below:

The employee should notify his/her supervisor as far in advance as possible of the planned PTO. One month's notice is preferred. Requests for planned and unplanned PTO must be submitted to the employee's supervisor on the Request for Time - Off Form. If approved, the supervisor will forward the Request for Time - Off Form to the Business Manager.

Requests for unplanned PTO must comply with Timberlake's call-in procedures, as outlined in the Attendance Policy. To ensure that Timberlake's staffing and operational needs are met at all times, Timberlake reserves the right to grant PTO requests at its discretion. Even if approved, requests for unscheduled PTO may not necessarily be excused for purposes of the Attendance Policy.

Questions about the use of PTO, including Timberlake's practices regarding scheduling and required approvals, should be directed to the Business Manager.

### **PTO Pay for Terminating Employees**

Employees leaving Timberlake due to voluntary resignation, retirement or dismissal will be eligible to be paid for their accrued but unused PTO at their current compensation rate if they meet the following requirements:

- They have completed 90 days of continual employment
- Upon resignation or retirement, a thirty day notice is provided; and
- Termination is for reasons other than gross misconduct or cause.

Accrued PTO may not be used in lieu of proper notice without the written approval of the employee's manager. If an employee does not work a requested notice period, any accrued PTO will be forfeited.

### 7.3 Inclement Weather Pay and Cost of Living Bonus

In the event of a delay, early or full closure due to inclement weather, employees will be paid based on their scheduled work hours for the date or dates of operational adjustments.

Full Time employees receive a monthly bonus of \$50 (\$25 per pay period is included in their regular paycheck). This is to assist with cost-of-living increases.

### 7.4 Continuing Education Policy and Tuition Assistance

From time to time, Timberlake may, for certain positions grant funds for continuing education and/or tuition assistance. Continuing education funds must be included in the positions departmental budget. Both opportunities require the approval of the employees supervisor. Tuition assistance also requires the approval of the Executive Pastor. Only course work/conferences related to the employees current employment role at Timberlake are allowed under this policy.

### 7.5

#### **Holiday Pay**

Timberlake offers the following paid holidays to full-time employees:

- New Year's Day
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

When a Church holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on an employee's regular day off, the holiday will be observed as the supervisor determines, on the employee's last day of work before the holiday or the first day of work following the holiday.

Timberlake reserves the right to close on another day or grant compensating time off instead of closing its offices. If an employee has scheduled PTO during an observed holiday, the holiday is not counted as PTO, but qualifies as a paid holiday.

A new employee must have satisfactorily completed the introductory period to be eligible for holiday pay.

### 7.6 Benefits upon Termination

Please see section 7.2 for details.

## 7.7 Extended Leaves of Absence (Non-FMLA)

The purpose of this policy is to address extended leave needs that do not fall under FMLA. For example, when an employee is having surgery and needs time off and plans to return to work but has exhausted all PTO, and Timberlake is agreeable with the employee taking unpaid leave.

A leave of absence is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military, or other approved reasons. If an employee finds that he or she must be out of work for more than three days, he or she should contact one's supervisor to determine if a leave of absence may be necessary. A doctor's note will be required for all medical leave of absence occurrences.

While on leave, an employee must contact one's supervisor at least every 30 days. This provision does not apply to employees taking Family and Medical Leave Act (FMLA) leave. Employees taking FMLA leave should consult the documents they are provided for FMLA leave or should discuss such notification or certification issue with their supervisor AND the Business Manager. **See FMLA POLICY.** Failure to contact the supervisor or Business Manager upon request may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment, and is considered resignation without proper notice.

### Required Documentation

All requests for a leave of absence must be made on a Leave of Absence Request Form for the particular leave (FMLA, disability accommodation, military, pregnancy, other medical leave, personal leave, etc.) and submitted to the immediate manager. An employee must provide 30 days advance notice when the need for the leave of absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as possible. Medical certifications and/or other documentation supporting the need for the leave may be required.

### Job Benefits

While on approved, non-FMLA leave, employees are required to use any accrued vacation or PTO first. No benefits will be accrued while an employee is on leave. Except as otherwise provided by law, time spent on a leave of absence, except for military reserve duty, will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment.

### Return to Work

Upon return to work, the employee may be required to provide medical clearance.

## 7.8 Family and Medical Leave of Absence Policy (FMLA)

### A. General

Timberlake recognizes that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, Timberlake will provide eligible employees up to a combined total of 12 weeks of unpaid FMLA leave per leave year for the following reasons and any other leave authorized by the FMLA:

**Parental Leave:** For the birth or placement of an adopted or foster child;

**Personal Medical Leave:** When an employee is unable to work due to his or her serious health condition;

**Family Care Leave:** To care for a spouse, child, or parent with a serious health condition;

**Military Exigency Leave:** When an employee's spouse, parent, son, or daughter (of any age) experiences a qualifying exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and

**Military Care Leave:** To care for an employee's spouse, parent, son, daughter (of any age), or

next of kin who requires care due to an injury or illness incurred while on active duty or was exacerbated while on active duty.

**Note:** A leave of up to 26 weeks of leave per 12-month period may be taken to care for the injured/ill service member.

## **B. Key Policy Definitions**

**Eligible employees** under this policy are those who have been employed by our Church for at least 12 months (need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the 12-month period immediately preceding the date leave is to begin. **Leave year** for the purposes of this policy shall be a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

A **spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage arose.

A **son or daughter** for the purposes of parental or family leave is defined as a biological, adopted, foster child, step-child, legal ward, or a child for whom the employee stood in loco parentis to, who is (1) under 18 years of age or, (2) 18 years of age or older and incapable of self-care because of physical or mental disability. A son or daughter for the purposes of military exigency or military care leave can be of any age.

A **parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to the employee when the employee was a son or daughter.

**Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual shall be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.

A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. Employee questions regarding the types of conditions for which he or she may qualify, should be directed to the Chair of SPPRC.

A **health care provider** is a medical doctor or doctor of osteopathy, physician's assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.

- **Qualifying exigencies** for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events;
  - Special childcare needs created by a military call-up including making alternative childcare arrangements, handling urgent and non-routine childcare situations, arranging for school transfers, or attending school or daycare meetings;
  - Making financial and legal arrangements;
  - Attending counseling sessions for the military service member, the employee, or the military service members' son or daughter who is under 18 years of age or 18 or older but is incapable of self-care because of a mental or physical disability;
  - Rest and recuperation (**Note:** Fifteen days of leave is available for this

- exigency per event);
- Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events is available during a period of 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
- Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g., arranging for alternative care or transfer to a care facility); and
- Other exigencies that arise that are agreed to by both Timberlake and employee.
- A **serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

### C. Notice and Leave Request Process

**Foreseeable Need for Leave:** If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, employees must give at least 30 days' notice. If 30 days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave. ***Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.***

**Unforeseeable Need for Leave:** If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. ***Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.***

**Leave Request Process:** To request leave under this policy, employees must obtain and complete a Leave Request Form from their supervisor and return the completed form to the Business Manager. If the need for leave is unforeseeable and employees will be absent more than three days, employees should contact the Business Manager by telephone and request that a leave form be mailed to their home. If the need for leave will be fewer than three days, employees must complete and return the leave request form upon returning to work.

**Call-in Procedures:** In all instances where an employee will be absent, the call-in procedures and standards established for giving notice of absence from work must be followed.

### D. Leave Increments

**Parental Leave:** Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within 12 months of the birth or placement of the child; however, employees may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

**Family Care, Personal Medical, Military Exigency, and Military Care Leave:** Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

### E. Paid Leave Utilization During FMLA Leave

Employees taking parental, family care, military exigency and/or military care leave must utilize available vacation/PTO, and/or sick days during this leave. Employees on personal medical leave must utilize available vacation / PTO, and/or sick days during this leave. Employees receiving short- or long-term disability or workers' compensation benefits during a personal medical leave will not be required to utilize these benefits. However, employees may elect to utilize accrued benefits to supplement these benefits.

## **F. Certification and Fitness for Duty Requirements**

Employees requesting family care, personal medical, or military care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to timely provide certification may result in leave being delayed, denied, or revoked. In Timberlake's discretion, employees may also be required to obtain a second and third certification from another health care provider at Church expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a military exigency leave may also be required to provide appropriate active duty orders and subsequent information concerning particular qualifying exigencies involved.

Employees requesting personal medical leave will also be required to provide a fitness for duty certification from their health care provider prior to returning to work.

## **G. Scheduling Leave and Temporary Transfers**

Where possible, employees should attempt to schedule leave so as not to unduly disrupt operations. Employees requesting leave on an intermittent or reduced schedule basis that is foreseeable based on planned medical treatment may be temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods of leave.

## **I. Return to Work**

Employees returning to work at the end of leave will be placed in their original job or an equivalent job with equivalent pay and benefits. Employees will not lose any benefits that accrued before leave was taken. Employees may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

## **J. Spouse Aggregation**

In the case where an employee and his or her spouse are both employed by Timberlake, the total number of weeks to which both are entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, a husband and wife employed by Timberlake will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed because of an employee's own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

## **K. General Provisions**

**Failure to Return:** Employees failing to return to work or failing to make a request for an extension of their leave prior to the expiration of the leave will be deemed to have voluntarily terminated their employment, and is considered failure to provide required notice..

**Alternative Employment:** No employee, while on leave of absence, shall work or be gainfully employed either for himself, herself, or others unless express, written permission to perform such outside work has been granted by Timberlake. Any employee on a leave of absence who is found to be working elsewhere without permission will be automatically terminated, and not eligible for accrued but unused PTO pay out.

**False Reason for Leave:** Termination will occur if an employee gives a false reason for a leave.

### 7.9 Military Leave (USERRA)

Timberlake complies with applicable federal and state law regarding military leave and re-employment rights. After completion of the 90-day introductory period of service, unpaid military leaves of absence will be granted to members of the uniformed services in accordance with the Uniformed Services

Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Documentation of the need for the leave is required to be submitted to Business Manager. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, please contact the Business Manager.

#### 7.10 Jury Duty Leave

Timberlake encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your supervisor as soon as possible to make scheduling arrangements. Upon completion of the 90-day introductory service period, exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty. If you are a non-exempt employee, you will not be compensated for time spent on jury duty. If you have completed the 90-day introductory period of service, you may opt to use Vacation Leave /PTO in place of unpaid leave.

Timberlake requires employees to provide proof of jury duty service to the extent authorized by law. Timberlake will not retaliate against any employee who requests or takes leave in accordance with this policy.

#### 7.11 Court Attendance and Witness Leave

Timberlake realizes that, on occasion, an employee may be summoned or subpoenaed to appear as a witness in a civil or criminal proceeding. In such cases, you will be provided unpaid leave to attend. Notify your supervisor as soon as possible to make scheduling arrangements. You may opt to use PTO in place of unpaid leave if you have completed your 90 day introductory period of service. Timberlake requires employees to provide proof of the need for leave to the extent authorized by law. This policy does not apply to employees seeking leave because they are a defendant in a criminal case. Timberlake will not retaliate against any employee who requests or takes leave in accordance with this policy.

#### 7.12 Voting Leave

If your work schedule prevents you from voting on Election Day, Timberlake will allow you reasonable time off to vote. The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

#### 7.13 Crime Victim Leave

Timberlake will provide employees who are victims of a crime leave from work to attend any criminal proceedings.

***Criminal proceedings*** are proceedings at which the victim has the right or opportunity to appear involving a crime against the victim, including all of the following:

- The initial appearance of the person suspected of committing the criminal offense against the victim.
- Any proceeding in which the court considers the post-arrest release of the person accused of committing a criminal offense against the victim or the conditions of that release.
- Any proceeding in which a negotiated plea for the person accused of committing the criminal offense against the victim will be presented to the court.
- Any sentencing proceeding.
- Any proceeding in which post-conviction release from confinement is considered.
- Any probation revocation disposition proceeding or any proceeding in which the court is requested to terminate the probation of a person who is convicted of committing a criminal offense against the victim.
- Any proceeding in which the court is requested to modify the terms of probation or intensive probation of a person if the modification will substantially affect the person's contact with or

safety of the victim or if the modification involves restitution or incarceration status.

Employees are eligible for leave under this policy if:

- The employee has suffered physical, psychological, or economic harm as a direct result of the commission of a felony or of assault and battery, stalking, sexual battery, attempted sexual battery, maiming, or driving while intoxicated;
- The employee is a spouse or child of the victim;
- The victim is a minor and the employee is the victim's parent or legal guardian; or
- The victim is physically or mentally incapacitated or was a homicide victim, and the employee is the victim's spouse, parent, sibling, or legal guardian.

An employee is not eligible for leave if the employee is the person who committed the crime or the relative or guardian of an individual who committed the crime.

Prior to taking leave, employees must provide the Business Manager with a copy of the form provided to the employee by the applicable law enforcement agency and, if applicable, provide a copy of the notice of each scheduled criminal proceeding that is provided to the employee as victim.

Timberlake may limit the leave provided under this policy if the leave creates an undue hardship for Timberlake's business.

Leave under this policy is without pay; however, the wages of an exempt employee will not be reduced for a partial week's absence. Non-exempt employees may elect to use accrued Vacation or PTO leave, upon completion of the 90-day introductory period of service.

Timberlake will not retaliate against any employee who requests or takes leave in accordance with this policy.

#### 7.14 Bereavement Leave

Timberlake recognizes the importance of taking leave on the occasion of a death in the family. After the completion of 90 days of service, all full-time employees are entitled to up to 5 days off with pay for the funeral of an immediate relative (parent, sibling, spouse, child, mother/father, grandparent, or grandchild). Pay is based on the regular rate for an eight-hour day. Authorized leave without pay is available for extended funeral matters.

Employees taking bereavement leave must notify one's supervisor. The supervisor may request documentation to support absences for bereavement leave.

Absences of less than a full day, by full-time employees, for attendance at funerals, which are for "non-family", should be approved and documented by your supervisor. Paid leave may be used by taking PTO, or you may take unpaid leave.

#### 7.15 Group Health Benefits

Timberlake does not offer group health benefits at this time.

#### 7.16 Pension Plan

Timberlake participates in a retirement plan. All full and part-time employees (working 20 hours per week and 1,000 hours per year minimum) may elect to participate. For more information on this plan, please see the Business Manager.

#### 7.17 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work-related injuries. If you are injured on the job, no matter how slightly, you are to report the incident immediately to your manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to

submit a medical release before you can return to work.

#### 7.18 Unemployment Compensation Insurance

Our church status makes us exempt from paying unemployment taxes. For this reason, wages earned will not be used to determine unemployment benefits.

#### 7.19 Disaster Response

Full time employees who are members of a disaster response team, such as firefighters, or emergency medical technicians are eligible to receive their normal rate of pay when responding to an emergency during work hours.

If an emergency exceeds an employee's scheduled work hours for the day, employees will get paid only for scheduled work hours during that day. If an emergency does not exceed an employee's scheduled workday, then employees are expected to report back to work once they are not needed at the emergency.

### 8.0 Safety and Loss Prevention

#### 8.1 General Safety Policy

It is the responsibility of every employee of Timberlake to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to one's supervisor immediately and complete an occupational illness or injury form as needed. Failure to follow Timberlake's health and safety rules can result in disciplinary action, up to and including termination of employment.

#### 8.2 Drug and Alcohol Policy

Timberlake considers drug and alcohol abuse a serious matter that will not be tolerated. Timberlake absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, or a controlled substance or prescription drug not medically authorized while at their job, on church property, or while on work time.

Therefore, it is Timberlake's policy that:

1. An employee may not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. An employee may not possess or use illegal drugs, or any controlled substance or prescription drug not medically authorized while on church property or on church business.

Timberlake also cautions against the use of prescribed or over-the-counter medication, which can affect the employee's ability to perform his/her job safely, or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. The employee must have a valid prescription for any prescription medication used while working for Timberlake. The employee should inform his/her manager prior to working under the influence of a prescribed or over-the-counter medication that may affect his/her ability to perform his/her job safely. If Timberlake determines that the prescribed or over-the-counter medication does not pose a safety risk, the employee will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action, up to and including termination of employment.

#### 8.3 Nonsmoking Policy

Smoking on the Timberlake campus by employees is prohibited.

#### 8.4 Policy Against Violence

Timberlake is committed to working with our employees to provide a work environment free from

violence, intimidation, and other disruptive behavior. It is our goal to provide a safe and secure environment for our staff, parishioners, and all who enter our church and school.

### **Zero Tolerance Policy**

Timberlake has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to managers, co-workers, employees, and non-employees such as vendors, parishioners, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

### **Prohibited Conduct**

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Illegally possessing, brandishing, or using a firearm on church property or while performing church business.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.
- 

### **Reporting Incidents of Violence**

Report to one's supervisor in accordance with this policy, any behavior that compromises Timberlake's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. Employees are expected to cooperate in any investigation of workplace violence.

### **Violations**

Violating this policy may subject the employee to criminal charges as well as discipline up to and including immediate termination of employment.

### **Retaliation**

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, the employee will not be subject to discipline for reporting a threat, or for cooperating in an investigation.

If an employee initiates, participates, or is involved in retaliation, or obstructs an investigation into conduct prohibited by this policy, the employee will be subject to discipline, up to and including termination.

If an employee believes he/she has been wrongfully retaliated against, he/she should immediately report the matter to the Executive Pastor or Chair of the SPPRC.

## 9.0 Closing Statement

Thank you for reading our employee handbook. We hope it has provided you with an understanding of Timberlake's mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful church and a safe, productive, and pleasant workplace.

*Sincerely,  
Mark Coleman  
Executive Pastor*

*Staff Pastor Parish Relations Committee  
Timberlake Church*

## 10.0 Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Timberlake Church Employee Handbook and that I have read it, understand it, and agree to comply with it. I understand that Timberlake has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time without notice. No statement or representation by a manager, or any other employee, whether oral or written, can supplement or modify this handbook. I also understand that any delay or failure by Timberlake to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of Timberlake or affect the right of Timberlake to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Church representative, I am employed "at-will" (to the extent permitted by law), and this handbook does not modify my "at-will" employment status.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Timberlake United Methodist Church, or, Timberlake Church, Inc.

If I have any questions about the content or interpretation of this handbook, I will contact the Business Manager.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_