



***Real Life on the Palouse
Employee Handbook***

2026

Human Resources
Real Life on the Palouse
1428 S. Blaine Street
Moscow, ID 83843-3945
2.26

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Section 1 **Introduction**

1.1 Welcome to Real Life on the Palouse

Welcome to the staff of Real Life. We are excited to have you join our family. It is a privilege to use your gifts and abilities to serve our loving God, and we know God will be honored through your service. He will challenge and stretch you in ways you never thought possible. As a staff, we are committed to working together to share the transformational message of Jesus Christ and to develop fully devoted followers of Christ. It is challenging and requires extraordinary effort, but is rewarding as well. The eternal impact of your service in ministry will outweigh anything the world has to offer. It is the desire of Real Life to treat all employees as Christ would treat them, with compassion, love, and Christ-like understanding.

1.2 Organizational Information

The corporate and legal name of the organization is Real Life Ministries — Moscow, Inc., dba Real Life on the Palouse. However, we refer to ourselves and our organization as "Real Life." We will refer to ourselves as the Church or the organization in this document. A Board of Elders is responsible for overseeing and directing the ministry of Real Life. The Executive team is responsible to the Senior Pastor, who is responsible to the Elders and is also an Elder. Staff and employees are used interchangeably throughout this document, both terms refer to a person employed by the Church.

1.3 Employee Handbook

This Employee Handbook ("Handbook") is designed to summarize certain personnel policies and benefits of Real Life on the Palouse (the "Church"), of 1428 S BLAINE ST, MOSCOW, Idaho and to acquaint employees with many of the rules concerning employment with the Church. This Handbook applies to all employees, and compliance with the Church's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, expressed and implied. The Church reserves the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. This Employee Handbook is not a binding contract between the Church and its employees, nor is it intended to alter the at-will employment relationship between the Church and its employees. The Church reserves the right to interpret the policies in this Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

1.4 Changes in Policy

Since our business is constantly changing, the Church expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this Handbook. Nothing in this employee handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any

employee. Any changes to your at-will employment status, described below, must be in writing and must be signed by the Church.

If you are uncertain about any policy or procedure, please check with your supervisor or Human Resources.

1.5 Employment-At-Will

Employment with the Church is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Church is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in this Handbook will limit the right of either party to terminate an at-will employment. No section of this Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This Handbook does not limit management's discretion to make personnel decisions such as reassignment, change of wages and benefits, demotion, etc. No person other than the Senior Pastor, or Elder Board has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. Only the Elder Board of the Church has the authority to make any such agreement, which is only binding if it is in writing and signed by the Elder Board.

Section 2

Organizational Purpose

2.1 Purpose

This corporation is organized exclusively for religious, charitable or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. The objects and purposes of this corporation are as follows:

1. For teaching and spreading the Gospel of our Lord Jesus Christ.
2. To provide for the fellowship of the local members of the Body of Christ which is the Church of Christ.
3. To acquire and to own and to retain and perpetuate property as may be necessary, for the building of the Church and for all other religious and charitable purposes properly attributable to a religious organization.

2.2 Vision

Reaching the world for Jesus, one person at a time.

2.3 Mission

Creating biblical disciples in relational environments.

2.4 Intentional Processes (ABCD/SCMD Process and the 7 Essentials)

A — Accept

- Follow: Choose to accept Christ and be baptized by immersion
- Abide: Encounter God regularly through the Bible and prayer
- Share: Tell others my story

B — Belong

- Attend: Regularly participate in weekend services and ministries
- Join: A Life Group and the RL family
- Invite: People to services and Life Groups

C — Contribute

- Serve: Volunteer to serve others in our church, community, or world
- Give: Honor God with your finances
- Equip: Recruit, equip and release others for the work of the ministry

D — Disciple

- Partner: Commit to spiritual accountability in relationship
- Go: Courageously lead others in their ABCD/SCMD journey
- Multiply: Raise up and release disciple makers

S — We will SHARE Christ with those who don't know Him.

C — We will CONNECT people to God and to each other.

M — We will train disciples to MINISTER in the church and in the world.

D — We will DISCIPLE people to DISCIPLE people.

The 7 Essentials

1. **Abiding in Christ:** Our goal is that every person in our church will have a personal relationship with Jesus Christ that transforms the way they live in the church, home, and world.
2. **Reach the Lost:** Our goal...every person in our church can and does share their faith with those who do not know Jesus. In order to accomplish this, we understand it must start with us as leaders.
3. **Connect the Unconnected:** Our goal is that every person be connected to Jesus and to the congregation as a whole as we consistently worship together on the weekends and that we are connected in intentional relational environments for the purpose of becoming a disciple of Jesus.
4. **Chase the Strays:** Are we noticing and going after them? Our goal is that every person who is straying from Christ, from their relational environment, and from the weekend services will be valued, noticed, and pursued.
5. **Intentionally Shepherd our People Toward Spiritual Maturity:** Shepherding does not only mean that we chase the strays. It means we feed the sheep and care for the sheep in a way that enables them to be all they were created and saved to be. Not everyone is an organizational leader but every person is a disciple and should be a disciple maker. Our desire is to intentionally help our people learn to feed themselves so that their individual needs are met (Jude 20-21), and so they can learn to feed those they disciple until they reach maturity and so on.
6. **Identify, Equip, & Release Leaders:** Everyone is a Minister – We believe that every person is saved for a reason. Our role as disciple makers is to help them figure out what God has given them to use in the church and to help them start to use it effectively. Everyone is a disciple, but not everyone has the gift of leadership. As we disciple everyone, leaders will emerge and are developed and placed in a position on the team.
7. **Function as a team:** Are we aligned? We will work with and under God's appointed leadership and collaborate with other ministries. As Partners, we recognize the need of every part of the overall team. We are a church of many ministries that do different things and every part is important and must be supported and protected.

2.5 Values

At Real Life on the Palouse (Real Life OTP) we strive to make disciples of Jesus who make disciple-makers. As a staff member you are a critical part of this process. Your role will include living out and modeling the values we believe help us to become and make disciples of Jesus. These values are:

1. Kingdom

We believe that God invites us to partner with Him in bringing His Kingdom crashing to earth. Here are some ways we expect that will be happening in your personal life and in your ministry,

Personal:

- Pursuing a regular and growing relationship with God through the practice of spiritual disciplines, i.e., Bible reading, prayer, worship, serving, fasting, etc.
- Putting God on display by living out His characteristics, i.e., generosity, loving others, forgiveness, grace, mercy, etc.
- Actively find ways to partner with God in what He is doing around you

Ministry:

- Practice a servant leadership style with your team (staff and/or volunteers) and encourage them to be pursuing a growing relationship with God
- Keeping an eternal perspective; we are building God's Kingdom, not Real Life's
- Look for ways your ministry can bring God's Kingdom into the local community

2. Family

We believe that by creating a healthy and safe family environment full of people that are vulnerable, forgiving, loving, and like to have fun together; gives people the opportunity to experience what the family of God is like.

Personal:

- Fight for relationship, not for being right
- Practice Biblical conflict resolution
- Live an authentic, transparent life

Ministry:

- Fight for relationships, not for being right
- Create safe environments that are inviting and welcoming to anyone
- Have fun and celebrate with one another

3. Ownership

Being committed and taking responsibility as a leader who models the embodiment of our vision and mission as followers of Christ.

Personal:

- Be active in a Life Group (It would be preferred that staff lead a group whenever possible)
- Lead from the front, have the mentality of "first in, last out"

Ministry:

- Always encourage people to be active in a Life Group
- Look for ways to collaborate with other ministries, a "we" not "me" approach

4. Empowerment

Searching for and call out the God-given potential and purpose of ourselves and others in order to equip the saints to expand the Kingdom.

Personal:

- Use the intentional discipleship process of SHARE, CONNECT, MINISTER, and DISCIPLE to invest in your family and others
- Spend time to equip and empower yourself through personal development, i.e., reading books, listening to podcasts/sermons, attending trainings, etc.

Ministry:

- Equip the Saints for the purpose of ministry:

- Train the discipleship process of SCMD
- Help people to find their God given purpose
- Call out the potential of God's people
- Give people places to play/serve with their talents

2.6 Statement of Faith

A. Doctrinal statements that are essential for salvation

About God

God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Biblical references: Genesis 1:1, 26–27; 3:22; Psalm 90:2; Matthew 28:19; 2 Corinthians 13:14; 1 Peter 1:2

About the Father

We believe that God the Father holds all the attributes of God while exercising a unique role in the Godhead. He is the father of Jesus Christ, by the power of the Holy Spirit, and yet still one with both as God. God the Father adopts believers in Jesus Christ into a relationship with Him as Father.

Biblical references: John 15:1-4; Deuteronomy 32:6; Isaiah 9:6, 63:16; John 20:17; Romans 8:14-17; Galatians 4:6

About Jesus

Jesus Christ is the Son of God. He is co-equal with the Father and the Holy Spirit. Jesus was conceived through the power of the Holy Spirit, born of a virgin, lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory, is seated at the right hand of the Father and when the Father deems it time, He will return again someday to claim His own and establish His dwelling among the people.

Biblical references: Isaiah 9:6; Matthew 1:22–23; John 1:1–5; 14:10–30; Acts 1:9–11, 2:32–35; Romans 1:3–4; 1 Corinthians 15:3,4; 1 Timothy 6:14–15; Titus 2:13; Hebrew 4:14–15; Revelation 21:1–8

About the Holy Spirit

The Holy Spirit is co-equal with the Father and the Son. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, guidance in doing what is right, and is our intercessor. As Christians we seek to live under His control daily.

Biblical references: John 14:16; 16:7–14, 17; Acts 1:8; Romans 8:26–27; 1 Corinthians 2:12; 3:16; 2 Corinthians 3:16–17; Galatians 5:25; Ephesians 1:13; 5:18

About Salvation

Salvation is a free gift from God offered to anyone who accepts it and sets us free from the captivity and eternal consequences of sin. God's Word tells us that every person has sinned, which is disobedience of God's commands, but we all have the choice to not live in this disobedience. Salvation marks the beginning of our faith journey with God. Faith is both internally experienced and externally displayed through belief in Jesus as Lord, repentance of sin, a confession of faith, baptism by immersion, and a life submitted daily to Jesus Christ as Savior and Lord. Anyone who puts their faith in Jesus will have their sins forgiven, be filled with the Holy Spirit, and receive eternal life.

Biblical References: Rom 3:23-24; 6:20-23; 10:8-11; Eph 2:8-9; Acts 2:37-38; Acts 4:11-12; 1 John 5:1-3; Col 1:21-23; Matt 28:18-20

B. Doctrinal statements that are essential for unity, NOT salvation

About the Bible

The Bible is God's Word to us. Human authors, under the supernatural guidance of the Holy Spirit, wrote it. It is one cohesive story telling of God's restoration of all creation to Himself. It is the supreme source of inerrant truth; describing who God is, the beliefs and way of living for those who choose to follow Him. Studying this Text in its context is the best way to understand these truths.

Biblical References: Psalm 119:105, 160; Proverbs 30:5-6; Matthew 5:18; 2 Timothy 3:16-17; 1 Peter 1:25; 2 Peter 1:20-21; 3:15-16

About People

People are made in the spiritual image of God, to be like Him in character. The life of each image bearer begins at conception, as it is God who forms people in the womb. People have been created on purpose for a purpose.

Although every person has tremendous potential for good, all of us are tainted by an attitude of disobedience toward God called "sin." This attitude separates people from God and causes many problems in life.

Biblical references: Genesis 1:27; Psalm 8:3-6; Isaiah 53:6; 59:1-2; Jeremiah 1:5; Ephesians 2: 10; Romans 3:23

About the Priesthood of Every Believer

The Bible teaches that every Christian is called to "full time" Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister by encouraging every partner to find a place of service and ministry. Every believer has direct access to God through prayer and Bible reading. We believe people are called to share their faith and minister to others.

Biblical references: Revelation 1:6; 1 Peter 2:9 NIV

About Eternity

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

Biblical references: John 3:16; 14:17; Romans 6:23; 8:17–18; 1 Corinthians 2:7–9; Revelation 20:15

About Eternal Security

There are two major views on the topic of eternal security; Calvinism (once saved always saved) and Arminianism (salvation can be lost). Each view has Scriptural references that support their interpretation, but we will not argue about whose view is "right." Both views lead to knowing people are Christians by evidence of the fruits of the Spirit in their life. Ultimately, God is the only one who can determine a person's salvation.

Biblical references: Luke 15; Romans 11:22–23; Hebrews 6:4–7; 2 Peter 2:20; John 10:28; Romans 8:29–30; 1 John 2:9; Galatians 5:22–26

About the End Times

We have people with many various views on this issue in our church, but this is not a salvation issue. We believe that there will be a literal return of Christ, when those who are in Christ will be taken up to meet him in the sky as He comes down to live with them forever in the new heaven and new earth. There will be a day of judgment; where all of humanity will be held accountable for what they did in life. Only God the Father knows the time and hour of when He will send Jesus back.

Biblical References: Matthew 24:36–44; 1 Corinthians 3:10–15; 1 Thessalonians 4:15–17; Revelation 20:11–15, 21:1–8

About Spiritual Gifts

Few areas of theology within the church have caused more division than the subject of spiritual gifts. Some in our church believe **all** of the spiritual gifts spoken of in 1 Corinthians 12–14 are for today. Some believe only **some** of the gifts are for today, and some believe **none** of the gifts are for today. You can see the potential for problems. In our opinion, this subject does not constitute a salvation issue. Whether spiritual gifts are in use or not, the Spirit of God does not work contrary to the Word of God.

About Baptism

We believe baptism, by immersion, was both modeled and commanded by Christ. We believe baptism is only for those who believe in Jesus Christ as their Lord and Savior. We believe one who has believed, confessed and repented should be baptized in a timely act of obedience. We wait until our children are old enough to believe and understand the true meaning of baptism before we baptize them. A baby or a young child (prior to the age of accountability) cannot understand sin or the need for Christ. It must be their decision and it must be accompanied by faith and repentance.

Biblical references: Matthew 28:18-21, Acts 2:37-38, Acts 8:35-39, Romans 6:4, Colossians 2:12,1 Corinthians 12:13

About Communion

It is somewhat distinctive of our church that we take communion every week. We see communion as a sacrament given to us by Jesus that has multiple functions; it is a memorial of His sacrifice, it is a proclamation of His victory over sin and death, and it is a sign of the new covenant sealed by His blood.

Partnership with Real Life is not required to celebrate communion, but it is something that is only meant for those who have decided to surrender their lives to Jesus as Lord and Savior. We also encourage people to observe communion in a manner worthy of its significance by taking time to self-reflect and address any sins that need to be confessed or relationships that need to be repaired.

Biblical References: Matthew 5:23-24; Romans 12:1; 1 Corinthians 11:25-28; 1 John 1:9

About Tithing, Stewardship & Generosity

We believe our whole lives; our time, talents and treasures are to be given obediently and generously in response to God's grace, mercy and love for us. We believe that giving 10% of our income is defined as a "tithe", the Biblical starting point of giving to the local church. We believe that any giving over 10% is an "offering" of gratitude for the great things God does for us daily and can be directed at the giver's discretion to any worthwhile ministry, church or organization. We believe that generosity and stewardship are essential to maturity and the accomplishment of Christ's mission.

Biblical references: Leviticus 27:30; Proverbs 3:9-10; Malachi 3:7-12; Acts 4:32-35; Matthew 23:23

About Gender

We believe that God clearly says in the Bible that there are only two genders: male and female. Men and women have full equality in the eyes of God and in the eyes of man. Rejection of one's biological sex is a rejection of the image of God within that person.

Biblical references: Genesis 1:26-27; Matthew 19:4; Galatians 3:28; 1 Corinthians 11:11-12

About the Role of Men and Women in the Church

We believe men and women are equally created in the image of God and fully gifted for ministry. Faithful Christians have long disagreed on how Scripture applies to women in leadership within the church, and we have been intentional to approach this issue with humility, prayer, and a commitment to unity.

- Women may serve in leadership roles where they supervise men.
- At Real Life on the Palouse, all preaching/teaching is under the authority of the Elders, therefore women may teach and preach to mixed audiences.
- Women may hold pastoral titles and serve in pastoral roles.
- Women may not serve as elders at RLOTP.
- Because the Lead Pastor is also an elder, women may not serve as Lead Pastor.

Biblical references: Judges 4-5; Acts 18-24-26; Romans 16:1, 7; 1 Timothy 3:1-7; Titus 1:5-9

About Marriage

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.

Biblical references: Genesis 2:18-25, Matthew 19:4-6

About Sexuality

We believe that sexual intimacy is a beautiful gift given by God to be experienced only between a man and woman who have been joined together in marriage. Its purpose is for a husband and wife to experience the deepest level of emotional intimacy between humans, to experience physical pleasure, and to procreate.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

Biblical references: Genesis 2:18-25; Matthew 15:18-20; 19:4-6; 1 Corinthians 6:9-10, 18-20; 7:2-5; Hebrews 13:4

Section 3

Partner in Good Standing

3.1 Partnership

It is essential for employees to model the kind of life we are inviting others to live. For this reason, employees must be partners in good standing and continue as partners throughout their duration of employment. As partners in good standing, employees are expected to be active participants in a Life Group and weekend services.

3.2 Responsibility of Partnership

What It Means to Partner with the Real Life Family

The difference between "attendees" and "partners" can be summed up in two words: **Ownership & Commitment.**

What can I expect as a partner of Real Life?

I can expect to be accepted into the Real Life family, be seen, and missed when I am gone. I can expect to grow in my knowledge of who God is and how he created me specifically for a purpose. I will be given opportunity to partner with him in the lives of others through serving in my gifting.

What is expected of me as a partner?

At Real Life, we never ask our partners to do more than the Bible clearly teaches. These responsibilities are spelled out in the Partnership Agreement.

3.3 The Real Life Family Partner Agreement

As an employee and Partner of Real Life, I am making the following commitments:

My first commitment is to following Jesus.

And he said to them, "Follow me, and I will make you fishers of men." Immediately they left their nets and followed him. And going on from there he saw two other brothers, James the son of Zebedee and John his brother, in the boat with Zebedee their father, mending their nets, and he called them. Immediately they left the boat and their father and followed him. And he went throughout all Galilee, teaching in their synagogues and proclaiming the gospel of the kingdom and healing every disease and every affliction among the people. (Matthew 4:19–22)

- By living a godly life. (You represent Jesus and Real Life!)
- By engaging in relationships to help me succeed.
- By actively making time with God through bible reading and prayer.

My second commitment is to others.

"Jesus reveals a new standard in his new commandment. He commands us to love others until it shatters defenses, brings down strongholds, tears apart barriers, and even slips through the firewalls of culture. This is the revolution that Jesus calls his disciples to, and it requires sacrificial living." (The Complete Book of Discipleship)

"Teacher, which is the greatest commandment in the Law?" Jesus replied: " 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments." (Matthew 22:36–40)

- By warmly welcoming those who visit.
- By acting in love toward other people.
- By calling out the potential of others.
- By committing to pursue biblical conflict resolution

My third commitment is to the discipleship process.

Dietrich Bonhoeffer said, "Christianity without the living Christ is inevitably Christianity without discipleship, and Christianity without discipleship is always Christianity without Christ." When we lose sight of discipleship, we lose vibrant, living Christianity. This is where Kingdom grows! Every person who has ever taken a breath on this earth is a disciple, everyone, everywhere is a disciple to something, or someone.

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28:19)

- By inviting people into relationship with God and others.
- By discovering my gifts and talents and using them.
- By being equipped to serve by my leaders.

My fourth commitment is to our church body – Real Life.

Our mission of "creating biblical disciples through relational environments," and the vision of "reaching the world for Jesus, one person at a time," is a responsibility I choose to carry.

- By attending faithfully.
- By following the leaders as they follow Christ.
- By connecting in a Life Group.
- By committing to tithe and living generously.
- By completing the Partnership Class and signing the commitment.

Section 4

Employment Policies

4.1 Lifestyle Standards

Real Life is committed to high standards as a Bible-teaching ministry and as a church. In order to maintain the high standards and integrity of the organization, employees are expected to maintain a lifestyle, both on and off the job, consistent with the Statement of Faith. We believe God expects every believer to live a life of obedience in which every area of their life is brought under the lordship of Christ. This applies to business dealings, the types of activities in which we engage, and relationships with others. We need to conduct ourselves responsibly and within the framework of God's moral law. Should any employee be flagrantly negligent in living the Christian life as laid out in Scripture, and this is determined by our Elders, such actions could lead to disciplinary measures, up to and including termination of employment.

Pursuant to the Civil Rights Act of 1964 (42 U.S.C. 2000e), Real Life has the right to and does hire only candidates who agree with and attest to our principles and beliefs.

4.2 Employee Classifications

The following terms are used to describe employees and their employment status:

Exempt Employees - Employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA") and Idaho state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. In addition, certain commissioned sales employees and highly paid computer professionals are exempt. Exempt employees are not subject to the minimum wage and overtime laws.

Nonexempt Employees - Employees whose positions do not meet specific tests established by the FLSA and Idaho state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.

Full-Time Employees - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 30 hours per work week.

Part-Time Employees - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 30 hours per work week.

Flex Employees - Employees who's scheduled working hours change throughout the calendar year. For example, someone may work 30+ hours per week during the school year

while their children are attending school, but then cutback to less than 30 hours during the summer while their children are out of school. Total average working hours must exceed 30 hours to be considered a Flex Employee. If less than 30 average hours, they will be considered part-time.

Temporary Employees - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All Temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.

Independent Contractor or Consultant - These individuals are not employees of the Church and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits. All contractor and consultants will complete a W9 that will be kept on file in the Human Resources office.

Each employee will be advised of his or her status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Church or the employee at any time, with or without cause and with or without notice.

4.3 Equal Employment Opportunity & Americans with Disabilities Act

It is the policy of the Church to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, color, national origin, sex, pregnancy, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by applicable local, state or federal laws that are not exempt under Title VII Religious Organization Exceptions or the Civil Rights Act of 1964 (42 U.S.C. 2000e). This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline and termination.

The Church expects all employees to support our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, the Church will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on the Church's operations. If you desire a religious accommodation, you are required to make the request

in writing to your supervisor as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g., trade shifts) and cooperate with the Church in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), the Church provides reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. The Church may require medical certification of both the disability and the need for accommodation. Keep in mind that the Church can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you are in need of an accommodation. The Church will engage in an interactive process with the employee to identify possible accommodations, if any will help the applicant or employee perform the job.

4.4 Confidentiality

Given the sensitive and highly personal nature of some of the ministry work performed by Real Life, all employees who have access to sensitive information are expected to maintain the privacy and confidentiality of this information in a consistent and uniform manner. The Real Life membership database contains highly confidential and personal information and is to be used only for specific ministry purposes. Personal use of the software and data is prohibited.

“Confidential Information” means all information and materials, in whatever form, whether tangible or intangible, disclosed by Real Life or any of its related ministries to staff, or to which staff otherwise gains access as a result of staffing for Real Life, pertaining in any manner to the activities of Real Life or its ministries, staff, partners, visitors, or any person or entity to which Real Life owes a duty of confidentiality, whether or not labeled or identified as proprietary or confidential. “Proprietary Information” is all information not known generally to the public, or is known only through ministry access. The following are considered Confidential and Proprietary Information (this list may not be fully exhaustive):

- a) Staff, partner, donor, visitor, or attendance lists and information;
- b) Partnership information including, but not limited to, contact information, prayer requests, personal appointments, counseling or benevolence information, hospitalizations, deaths, attendance, or contribution data, whether detailed or summarized;
- c) Email distribution list;
- d) Computer database records, reports, exports, files, and software (including software that is proprietary to third parties);
- e) Internal emails, memos, or Intranet postings;
- f) Human Resources data and information about employees;
- g) Cost and other financial data;
- h) Ideas and concepts for programming and curriculum;
- i) Any other information which Real Life must keep confidential as a result of obligations to third parties;

- j) Inventions, whether patent able or not;
- k) Materials, whether copyrightable or not;
- l) Designs, whether trademarked or not, or able to be trademarked, and trade secrets;
- m) Computer programs and code;
- n) Any other information to which staff has access while involved in Real Life activities;
- o) Any goods or services staff provides to Real Life under this policy. All employees are required to keep in the strictest confidence any confidential or proprietary information disclosed during employment

As a condition of employment with the Church, all employees must sign a Confidentiality Agreement.

4.5 Employment of Minors

The FLSA's child labor provisions, which the Church strictly adheres to, are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety. Generally speaking, the FLSA sets the minimum age for employment (14 years for non-agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) in order to pay sub-minimum wage rates.

4.6 Employment of Relatives

The Church recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security or morale, or create conflicts of interest that materially and substantially disrupt the Church's operations. When the Church determines any of these problems will be present, it may choose to decline to hire an individual to work in the same department as a relative. Relatives subject to this policy include: father, mother, sister, brother, spouse, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, the Church should be notified so that we may determine whether a problem involving supervision, safety, security or morale, or a conflict of interest that would materially and substantially disrupt the Church's operations exists. If the Church determines that such a problem exists, the Church will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

In the case where relatives are employed on staff and one of them holds the title or responsibilities of Human Resources, an alternative HR representative will be available for any HR related issues that may involve the related parties. When necessary, this alternative HR representative will function autonomously and with confidentiality, separate from the related HR employee to avoid any conflict of interest.

4.7 Introductory Period

We may require an introductory period for some employees. If an introductory period is required, during this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your supervisor will monitor your performance. Upon completion of the introductory period, your supervisor will review your performance. If the Church finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve the Church's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by the Church for any definite period of time, but instead allows both you and the Church to evaluate whether or not you are right for the position. Your status as an at-will employee does not change-the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Church.

4.8 Personnel Records and Employee References

The Church maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Church and may not be removed from Church premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, the Church will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact a Human Resources representative to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review his or her own records in the Church's offices during regular business hours and in the presence of an individual appointed by the Church to maintain the records. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

By policy, the Church will provide only the former or present employee's dates of employment and position(s) held with the Church. Compensation information may also be verified if written authorization is provided by the employee.

4.9 Outside inquiries

1. If contacted by a media representative, immediately refer the media representative to a member of the Executive Team. Do not communicate with media agents regarding Real Life without prior permission from the Executive Team.
2. If contacted by an outside attorney or investigator regarding Real Life, immediately obtain the individual's name and telephone number, without disclosing any information to the individual, and immediately provide that information to the Executive Team.
3. All written or verbal inquiries regarding the work performance of present or former employees or written or verbal request for employment recommendations should be directed to Human Resources

4.10 Privacy

The Church is respectful of employee privacy. All employee demographic and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other human resources forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis.

The Church does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with a member of management, this information will be kept confidential. If applicable, the Church will set up guidelines for employees and management to follow to ensure that Church employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

4.11 Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the Church within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

4.12 Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad scale participation by citizens concerning the selection, nomination and election of our public office holders. The Church will not discriminate against any employee because of identification with and support of any lawful political activity. Church employees are entitled to their own personal political

position. The Church will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Church, and that you are not representing the Church.

4.13 Job Description

Each employee will be provided with a written job description. The job description will be reviewed annually, or as otherwise needed by your supervisor, with the employee for any changes in duties.

4.14 Job Transfer

Whenever possible, Real Life will fill vacancies of positions from within the Real Life staff. Selection for promotion or transfer will be based on ability, training, and experience, and generally requires a candidate to have a minimum of six months of continued employment with Real Life before being considered for a transfer.

Any job transfer will be handled in cooperation with the supervisor, Executive team, head of the ministry departments affected, and will involve Human Resources as necessary.

When an employee is interested in an open position in another ministry, the employee must inform their supervisor and Executive Team that they would like to explore a position in another ministry department. Upon approval, the employee may contact Human Resources to start the process of the potential job transfer.

If a supervisor with an open position is interested in an employee in another ministry, that supervisor must first contact the Executive Team. Once there is a mutual agreement of the potential transfer, the supervisor may contact the employee in the other ministry.

All job transfers must be approved by the Senior Pastor before consideration. Any questions about these procedures should be directed to Human Resources.

4.15 Fundraising

All requests for fundraising must be presented to the Elders for approval.

Section 5

Hours of Work and Payroll Practices

5.1 Hours and Location of Work

The standard schedule at Real Life is four eight-hour work days (Monday-Thursday), presence on campus during all weekend services (currently two on Sunday from 8:00 am-12:30 pm), and Restoration Night on Thursdays (6:00 pm-8:30 pm). Staff will also be expected to work some evenings and other weekend times for various church functions. There is flexibility in the standard Monday-Thursday hours to accommodate these additional expectations per supervisor's approval. Staff are required to be present on campus when not offsite for meetings or functions. Generally speaking, working from home is acceptable on occasion per supervisor approval, but should not be a regular expectation unless explicitly stated otherwise. Some hourly staff and non-exempt staff may have exceptions to the standard working hours and this expectation will be stated at the beginning of your employment.

In addition to paid work hours, every staff member is required to lead or be apprenticed to lead in a Life Group during most quarters. Time in this capacity is not considered working hours and will be unpaid. This is a condition of employment and exceptions may only be approved by your supervisor and the Executive Team.

5.2 Remote Work

For the purpose of this policy, remote work is defined as regular job-related duties being completed offsite, either at home or at an alternative location such as a coffee shop. This policy does not include time spent meeting with people offsite.

We are a relational church and thereby, a relational staff. It is our desire to have our staff work primarily on location as appropriate to encourage connection and relationship within our staff team. However, some staff positions may be afforded the flexibility to be able to work remotely on occasion. Some staff positions, such as reception or maintenance, are not eligible for remote work due to the nature of their duties. Eligible staff, with prior supervisor approval, may work remotely as needed. Remote work should not regularly exceed 25% of a staff member's allotted weekly working hours. Some exceptions may be made in special circumstances with supervisor approval.

Working from home should not occur when a staff member is ill or when they are on approved leave. We would rather staff members rest and recuperate when at home and not be distracted by work.

Remote work guidelines:

- Staff members are expected to be available by Slack or phone call and should respond to any inquiries as quickly as possible while working remotely.
- This handbooks and all other employee policies are still in affect, even when working remotely.

- Performance expectations remain the same regardless of work location.
- Real Life is not responsible for costs associated with working from home including but not limited to heating, electricity, or internet service.
- When working remotely, staff members are expected to keep their workspace free of safety hazards.
- Staff members must be aware of their surroundings and what information may be visible to others around you. When working in a public place, it is recommended to work with your back to a wall or to utilize a privacy screen cover for your laptop. Do not leave out printed materials with confidential information such as people's names or personal details.

5.3 Pay Periods and Paydays

Employees are paid on a Twice per month basis. Employees are paid on the 1st and 16th. All employees are paid by direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Church holiday, employees will be paid on the last business day before the holiday and/or weekend.

5.4 Overtime

Nonexempt employees will be paid in accordance with federal and Idaho state law. All overtime work by non-exempt employees must be authorized in advance by their supervisor. Only hours actually worked will be used to calculate overtime pay. All reported overtime will be paid in accordance with all legal requirements, however, overtime hours worked without preauthorization may result in termination.

5.5 Flextime

Exempt employees, by definition, are allowed flexible hours within their normal working week. Flextime is to be utilized when an employee has exceeded 40 hours within a working week. Employees may flex hours either 1 week prior or 1 week after the excess hours have or will be worked. For example, if an employee knows they will be working 8-5pm on a Sunday for an event and they usually only work 5 hours on a Sunday, they may choose to work 4 less hours the week leading up to that Sunday, or they may choose to work 4 less hours the week following that Sunday. The employee's hours should total 80 hours within the two-week period they choose. Flextime may only be used with prior supervisor approval.

5.6 Rest and Meal Periods

All rest and meal periods will be in accordance with Idaho state law. To the extent Idaho state law does not require rest and meal breaks, nonexempt employees will be provided a 10-minute rest break for every four-hour period of work. This time is counted and paid as time worked. Nonexempt employees scheduled to work more than a five-hour period will be provided a 30-minute unpaid meal period.

5.7 Time Cards

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Time cards are official business records and may not be altered without the employee's supervisor's approval and may not be falsified in any way. Exempt employees may also be required to track hours worked upon request.

5.8 Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions may be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance & Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

5.9 Pastoral Housing Allowance

According to IRS regulations (Topic 417), commissioned and ordained pastors/ministers/clergy are eligible for the Housing Allowance Benefit. This benefit allows for substantiated housing expenses to be exempt from federal and Idaho state income tax. However, by opting for the housing benefit, it places the pastoral employee in a dual tax status and the church, as the employer, can no longer withhold Social Security and Medicare taxes on your behalf. It is strongly recommended that employees seek accounting advice from a CPA who is knowledgeable in this area prior to opting for the housing benefit as there may be significant tax implications. Housing request must be submitted to the Elder Board in writing every fiscal year for approval. Additional resources are available on this subject by request through the Human Resources office.

5.10 Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Church receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

5.11 Direct Deposit

All employees are required to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

5.12 Outside Ministry

Pastoral staff may at times have the opportunity to be involved with ministries, work, missions, or other endeavors outside of the direct ministries of the church or outside their primary job function within the church. All requests to participate in such indirect ministry work must be submitted to your supervisor at least 30 days in advance. Time away from Real Life as well as compensation that may be received by the pastoral staff for the outside ministry work will be reviewed by the Executive Team to determine how Real Life will treat the outside ministry work for employment purposes.

5.13 Gifts to Employees

Payments made from Real Life, or items of value given to employees, are considered compensation subject to federal, state, and employment tax withholding, and reporting on Form W-2, unless a specific exemption applies. Any questions concerning the taxability of a gift, prize, or award should be reviewed with Operations prior to processing the transaction.

Real Life supports the recognition of outstanding employee contributions through the use of gifts, prizes, and awards. However, all payments made from church funds or items of value given to employees are considered compensation, and are subject to federal, state, and employment tax withholding and reporting on Form W-2, unless a specific exemption applies. The taxation of gifts, prizes, and awards is summarized below.

1. Cash and Cash Equivalents

Cash gifts, prizes, or awards, including gift certificates and gift cards (cash equivalents), are considered supplemental wages and are always reportable as taxable compensation, regardless of the dollar amount and beginning with the first dollar. Gifts, prizes, or awards of cash and cash equivalents must be processed through payroll and are subject to federal, state, and employment tax withholding. The gift, prize, or award must also be included in the employee's year-end Form W-2, Wage and Tax Statement. See Appendix A for additional processing procedures.

2. Non-cash Valued at \$75 or Less

A gift, prize, or award may be considered a *de minimis* fringe benefit and not taxable compensation to the employee if: 1) It is a non-cash gift of property such as food, flowers, clothing, etc., 2) it is valued at \$75 or less, and 3) it is given only on an occasional basis. Gifts, prizes, or awards meeting the *de minimis* fringe benefit criteria may be paid or reimbursed through the Check Request Form.

3. Non-cash Valued at More than \$75

A non-cash gift, prize, or award valued at more than \$75 is taxable beginning with the first dollar and must be processed through payroll. Such gifts, prizes, and awards are reportable as taxable compensation to the employee, subject to appropriate federal, state, and employment tax withholding, and must be included in the employee's year-end Form W-2, Wage and Tax Statement.

Section 6

Standards of Conduct and Employee Performance

6.1 Overview

Relationships are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant in any way to undermine the strength and importance of personal interaction in our ministries. Rather, policies assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for people.

First and foremost, we should always work to be above reproach. (1Tim. 3:8-13) As leaders of the church, we are held to a higher standard and should therefore be willing to set the example for others and work to protect our community.

6.2 General Safe Ministry Practices

1. Though we each work to emulate Christ in our lives and live righteously, we also know that the appearance of things does matter. Even when we are trustworthy, honest, and acting with integrity, we should ask ourselves if our actions or the appearance of our behavior could be misconstrued and misunderstood. When in doubt, take extra steps to guard yourself against misunderstanding when you are able.
2. When feasible, do not ride in a car alone with someone of the opposite gender.
3. All staff should meet with people of the opposite gender in public areas. Do not meet alone in a closed private room with someone of the opposite gender. Our offices are fitted with windows so when a private meeting is necessary and a public place would not be appropriate, please ensure that shades are up and there is a clear view into the meeting space.
4. When issues of a deeply personal nature are shared, specifically in the realm of sexuality, all staff should refer people of the opposite gender to connect with someone of their own gender.
5. When showing affection to the opposite gender, side hugs are appropriate. Avoid full hugs if possible.

6.3 Performance

Employees are expected to perform assigned duties and responsibilities in a satisfactory manner as defined by the job description. Your supervisor will monitor performance and give feedback on how you are doing. At least once a year, work performance will be formally reviewed by your supervisor. Your supervisor will complete a written performance review, commenting on work performance, strengths, and areas for improvement or development. On the performance review, you will have a chance to provide written comments or responses. The performance review is signed by your supervisor and you, indicating that you have read the material and that it has been discussed. A copy of the review form is then provided to you and the original is placed in your employee file.

Real Life encourages and expects all employees to perform their jobs in a manner that contributes to the overall success and well-being of Real Life. When there is a deficit between job expectations and actual performance, a Performance Improvement Plan (PIP) helps the supervisor and employee address the issues. The major purpose of any PIP action is to correct the issue, prevent reoccurrence, and prepare the employee for satisfactory performance in the future.

Real Life reserves the right to administer discipline, up to and including termination, as it sees fit in its sole discretion.

6.4 Conflict Resolution

It is the policy of Real Life to encourage resolution of disputes in an informal manner whenever possible. If an employee feels that an unsatisfactory condition is having an adverse effect on their performance or on the office or ministry operations, a more formal resolution process may be necessary.

When one of these occasions arises, employees should use the following communication sequence in an attempt to resolve the situation:

- Talk with your supervisor.
- If not satisfied with the remedy process, request assistance from a member of the Executive Team.
- If previous attempts at conflict resolution have not been successful, request assistance from the Senior Pastor.
- If all of the above attempts are unsuccessful, go to the Elders.
- At any time in this process, you may contact Human Resources to be directed to the appropriate next step. If there is a conflict of interest in approaching the Human Resources representative, employees may approach the Elder Board directly when necessary. If the Elder Board does not deem the issue as a conflict of interest, they may refer you back to Human Resources upon their discretion.

6.5 Anti-Harassment and Discrimination

The Church is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, color, national origin, sex, pregnancy, age, ancestry, physical or mental disability, genetic information, marital status or any other classification protected by local, state or federal laws is illegal and prohibited by Church policy. Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with the Church will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his or her employment or engagement. To the extent a customer, vendor or other person with whom the Church does business engages in unlawful harassment or discrimination, the Church will take appropriate corrective action.

6.5.1 Prohibited Conduct

Prohibited harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- b. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- c. it creates a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories. Prohibited harassment might also be transmitted using the Church's electronic communications system, or through other on-line conduct.

6.5.2 Workplace Threats and Violence

Real Life prohibits acts or threats of violence and threatening behavior by or against its employees. Violations of this policy by Real Life employees will lead to disciplinary action that may include termination of employment.

Violent acts or threats of violence include any activity by an individual that would reasonably cause another individual to feel unsafe. Violent behavior may be verbal threats to harm another person or damage property, physical aggression, or harassment, including sexual harassment. Threats of violence include possession or display of a weapon of any type or exhibiting an object in such a manner that it appears to be a weapon.

If you are subject to or become aware of any violent acts or threats of violence, immediately report the matter to your supervisor, or a member of the Executive Team.

Retaliation against employees who raise concerns or questions about threats or violence will not be tolerated. If an employee has filed a complaint in good faith, the employee will not be disciplined or otherwise penalized because of the complaint, regardless of whether or not the complaint is substantiated.

6.5.3 Sexual Harassment

While all forms of harassment are prohibited, it is Real Life's policy to emphasize that sexual harassment is specifically prohibited.

Sexual harassment is a form of sex discrimination which is prohibited by law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually

motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition of employment, either explicitly or implicitly; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or work performance, or creates an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include inappropriate touching or feeling; sexual innuendoes; sexual remarks or comments about a person's clothing, body, or sexual activities; sexual jokes; sexual propositions or demands for sexual favors; posting obscene pictures, drawings, or cartoons in the work place; or making obscene gestures. These are some common complaints, but many other types of conduct can also constitute sexual harassment.

Because victims of sexual harassment in particular may find it difficult to come forward in the first place, and because of the sensitive issues that often surround such complaints, it is important that the investigation of complaints be handled in a confidential manner. If an employee has filed a complaint in good faith, the employee will not be disciplined or otherwise penalized because of the complaint, regardless of whether or not the complaint is substantiated.

6.5.4 Discrimination and Harassment Complaint Procedure

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with the Church, should immediately report such conduct to their supervisor or any other member of the Executive Team.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Church will conduct an investigation which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action.

If an employee has a complaint about sexual harassment, the main concern is to have the harassing behavior stopped and to have the matter resolved as quickly and efficiently as possible. Employees should follow these procedures:

1. In following Biblical conflict resolution, if you feel comfortable doing so, discuss the improper behavior with the person involved to let them know their conduct is

offensive to you. If you are uncomfortable or feel unsafe approaching the person, contact HR to act as a liaison.

2. If the harassment does not stop or if it recurs, report the conduct perceived as harassment as soon as possible to your supervisor and to Human Resources. If the complaint involves the supervisor, report the harassment directly to Human Resources.
3. A complete investigation concerning the complaint will be made in an impartial and confidential manner, with the results being conveyed to all involved individuals. Every reasonable effort will be made to determine the facts and resolve the situation.

Real Life has the right to apply any sanction or condition of sanctions to deal with unreasonable conduct or discrimination, including:

1. Counseling.
2. Probation with a warning of suspension or termination for continuing or recurring offenses.
3. Suspension, with or without pay.
4. Termination of employment.

These actions may be taken in any order depending upon the seriousness of the situation. At Real Life, our responsibility is to treat all coworkers with dignity, sensitivity, and respect. Use common sense in determining whether your conduct may be offensive or unwelcome to another.

To the extent that an employee or contract worker is not satisfied with the Church's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

6.6 Discipline and Standards of Conduct

As an at-will employer, the Church may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any particular sequence. Moreover, at any time the Church determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Church's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on Church property and/or conducting Church business (on or off Church property). Engaging in any conduct the Church deems inappropriate may result in disciplinary action, up to and including termination.

- a. Dishonesty;
- b. Falsification of Church records;
- c. Unauthorized use or possession of property that belongs to the Church, a coworker, or of the public;
- d. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials;
- e. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property;
- f. Insubordination, failure to perform assigned duties or failure to comply with the Church's health, safety or other rules;
- g. Unauthorized or careless use of the Church's materials, equipment or property;
- h. Unauthorized and/or excessive absenteeism or tardiness;
- i. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace;
- j. Sexual or other illegal harassment or discrimination;
- k. Unauthorized use or disclosure of the Church's confidential information;
- l. Violation of any Church policy.

6.7 Corrective Discipline

Before any corrective discipline is issued, the Senior Pastor will be made aware and advise. If corrective discipline is warranted, the following list of actions may occur:

- Formal verbal warning
- Written warning
- Suspension without pay
- Termination

These actions may be taken in the order listed, although this order is not mandatory and the decision may be made at the discretion of your supervisor and the Senior Pastor. All warnings, verbal or written, should be documented and submitted to Human Resources to be placed in the employee file.

6.8 Workplace Safety

The Church is committed to providing a physically safe workplace. Accordingly, the Church emphasizes "safety first." It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents and injuries, regardless of how minor so that any potential hazards can be corrected. Employees are covered by Workers' Compensation Insurance as required by law to protect employees who are injured on the job. If a work-related accident or injury occurs, inform your supervisor and Human Resources immediately.

6.9 Substance and Abuse

Real Life employees may not use, possess, distribute, or sell illegal drugs, including marijuana (even in the state of Washington). The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and is administered in a safe manner that does not endanger other individuals in the workplace. In addition, alcoholic beverages may not be served anywhere on a Real Life campus or as part of any Real Life sponsored events (whether on- or off-campus). Employees may not consume alcoholic beverages during their work hours, while on a break or a lunch break, or report to work or any Real Life function under the influence. Violators may be subject to disciplinary action that may include termination of employment. Violations may also have legal consequences.

6.10 Smoke-free Environment

Real Life is a smoke-free facility. No smoking by employees or volunteers will be allowed in any part of the building at any time. If you must smoke, outside and behind the building is the only acceptable location.

6.11 Workplace Attire and Appearance

Real Life embraces a more casual environment and thereby allows casual dress during the work week. However, we have some general guidelines to help set expectation for attire and appearance.

- Each position on staff has different considerations. For example, the receptionist and administrative staff never know who might walk through the doors or require assistance on any given business day. Therefore, the administrative staff should adhere to a more business casual attire in order to make a good first impression.
- Know your audience and demographic. For example, the youth pastor has more freedom to embrace current style trends with clothes and hair because it is relevant to the demographic they work with. However, it wouldn't make sense for a Community Pastor, who works with a wide range of demographics, to be overly casual or edgy.
- Dress each day according to your schedule. For example, if you know you have a meeting with a professional at some point in the day, dress more professionally. If you plan to meet someone over a game of minigolf in the middle of the summer, it would make sense to dress appropriately for the weather with possible shorts and open toed shoes.
- Always dress in a way that is above reproach. It is never acceptable to wear clothes with offensive or political pictures or sayings, stained or ratty clothes, overly tight or revealing clothes, really short shorts, or super low-cut tops.
- Sunday attire should be a step up from workweek attire, always more on the business end of casual.

- Staff should take care to have proper hygiene and grooming. This includes bathing regularly, using deodorant, and proper oral hygiene. There are no restrictions on hair length or facial hair, but staff should have a neat and well-kept appearance.

6.12 Attendance

Punctuality and regular attendance are essential to the successful operation of the Church's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. In the event that the employee fails to call his or her supervisor or report for work for 3 consecutive workdays, the employee will be deemed to have voluntarily resigned from his or her employment with the Church and will be removed from the payroll. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

6.13 Weekend Service Attendance

All staff are required as Partner's in Good Standing to regularly attend at least one weekend church service in its entirety. Attending remotely is allowed when a staff member is sick or out of town. Otherwise, if you are in town, it is expected that you will attend at least one weekend service.

If a staff member's regular working hours include weekend services, the staff member will attend at least one service in its entirety, unless only one weekend service is offered. We ask that staff sit within the first few rows of the audience in order to be visible and model the importance of service attendance and engagement. When able, it is recommended that Sunday working staff attend at least the worship portion of every service. With multiple services, some attenders may not have the opportunity to see staff in the service and this will help, again, model the importance. Staff should prioritize the start of service, when able, and stop social conversations or busy work to get to a seat in service before it begins.

6.14 Workplace Searches

All offices, desks, file drawers, cabinets, lockers, Church vehicles, and other Church equipment (including but not limited to computers, e-mail and voice mail) and facilities or any area on Church premises are the property of the Church ("Church Property"), and are intended for business use. Employees should have no expectation of privacy with respect to Church property and/or items stored within Church Property or on Church premises. Inspection may be conducted at any time, without notice, at the discretion of the Church.

In addition, when the Church deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, brief cases, lunch boxes or any other possessions or articles brought on to the Church's premises.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

6.15 Internet, Email and Computer Use Policy

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from Church premises; (2) accessed using the Church computer or telecommunications equipment, or via Church-paid access methods; and/or (3) used in a manner which identifies the Church. The following list is not exhaustive, and the Church may implement additional rules from time to time. a. Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Church policy, or not in the best interest of the Church. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on Church computer systems. b. Employee's own electronic media may only be used during breaks. All other Church policies, including the Church's no tolerance for discrimination, harassment, or retaliation in the workplace apply. c. All electronic information created by any employee on Church premises or transmitted to Church property using any means of electronic communication is the property of the Church and remains the property of the Church. You should not assume that any electronic communications are private or confidential. (See also Attachment A, Security Awareness and Acceptable Use Policy).

6.16 Computer Hardware and Software

Employees agree to the following conditions governing the use and care of all electronic devices and hardware assigned:

- Abide by the licensing agreement with all software installed on devices assigned to them;
- Do not install personal or non-Real Life licensed software on any Real Life owned/issued device;
- Be responsible for the safety of all Real Life issued hardware and software;
- May be held financially responsible for any damage/loss of equipment or software;
- Run accountability software on all Real Life issued electronic devices;
- Only use login credentials assigned to them;
- The use of Internet access and Real Life email should be used for work related purposes; and
- All email messages and proprietary software belong to Real Life and may be reviewed if necessary.

6.17 Equipment Use

Real Life equipment which is not used for regular church services and activities may be used away from the Real Life campus for church-sponsored activities only with the approval of your supervisor.

Any Creative Arts equipment used on Real Life campuses must have the approval of the Production Director.

Office equipment may be used on the Real Life campus with the permission of the employee responsible for the equipment. This equipment may not be removed from the building/campus.

The use of copying/printing machines and other peripheral equipment located in the office is restricted to assigned and trained personnel only.

All Real Life equipment is to be used only for ministry purposes. Staff members may not use the facility for personal financial gain (counseling, music lessons, etc.).

6.18 Social Media Policy

Real Life is committed to utilizing social media to enhance its profile and reputation, to listen and respond to customer opinions and feedback, and to drive revenue, loyalty and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section. For the purpose of this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include, but are not limited to: Facebook, Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities and any similar online platforms. Employees are expected to conduct themselves in a professional manner and to respect the views and opinions of others. The Church and its employees are committed to conducting ourselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner. Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the Church's interests or reputation are not permitted. This includes posting photos of activities such as consuming alcohol, being in a bar setting, wearing revealing or inappropriate clothing, or posting politically or offensive content. If someone else posts content of a staff member or tags a staff member and the post would be in violation of this policy, the staff member should untag themselves or ask for the content to be removed as quickly as possible.

The use of social media channels on work time for personal purposes is not allowed. Any social media contacts, including 'followers' or 'friends' that are acquired through accounts (including but not limited to email addresses, blogs, Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of the Church will be the property of the Church. Employees must not disclose private or confidential information about the Church, its employees, clients, suppliers or customers on social networks. Employees must respect trademarks, copyrights, intellectual property and proprietary information. No third-party content should be published without prior permission from the owner.

Employees of Real Life can be legally liable for what is written or posted online. Real Life also reserves the right to discipline employees, up to and including termination, for any commentary,

content, images that are pornographic, harassing, and/or libelous, or for anything that violates the Real Life Employment Manual. Your posts and pictures should be in alignment with Real Life philosophy and Organizational Core Values. Please follow these guidelines:

1. **Reasonable.** Simply put, use reasonable etiquette — the same as you would offline.
2. **Represent yourself.** With exception to Real Life webpages, anonymous profiles lend themselves to more negative content. Write as yourself. Use your real name. If you choose to identify yourself as an employee of Real Life, or to discuss anything related to the organization, be clear about your role.
3. **Responsibility.** Make sure that what you're saying is factually correct. If you make a mistake, admit it and be quick to correct it. Ask permission before reporting on conversations or meetings that are meant to be private or for internal use only. Do not disclose any information, pictures, or videos that are confidential or proprietary to Real Life. This includes information that will become public, but has not yet been announced or posted. Please do not post any content that is the property of another individual or company unless you have written permission or are sure that the use of the material is legally permitted. Don't refer to volunteers, attendees, members, or leaders by name without permission. Don't post pictures of others without permission.
4. **Respect.** What you say online is a permanent record, so remember that what you write is public. Always assume that it will be read by your boss, your coworkers, church volunteers and attendees, other church leaders, your parents, your children, your spouse, and the attorney for the person who doesn't like you. Also, be aware that the information does not apply only to what you write, but the pictures, environments, and people with which you are associated.
5. **Restraint.** Before you hit the send button, pause and reread. If you wouldn't want that particular thought or contribution forever associated with your name, don't post it. Be thoughtful. Sarcasm does not usually translate well, so be careful how you use humor and be aware of the voice in which it may be read or understood.
6. **Redirect.** If you are ever in doubt, please feel free to consult with the Communication person. Different social media platforms have different uses and audiences, so consulting with the Communication person is a great way to be sure you're using the best tool for your ministry.

6.19 Cellphone Policy

Placing personal cellphone calls at work is discouraged because it can interfere with work and be disruptive to others. Employees should attempt to keep personal calls confined to breaks and meal periods as much as possible. Conversations should be had away from areas where other employees are working.

The Church may provide cellphone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cellphones are used for Church business, employees must comply with all Church policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cellphone in a public place, please remember to maintain the confidentiality of any private or confidential business

information. As a courtesy to others, please shut cellphones off or place on vibrate mode during meetings.

6.20 Expense Reimbursement/Use of Church Purchase card

(See Section 9 for full details)

Real Life complies with IRS regulations, which requires all business expenses be substantiated with adequate records in a timely manner (30 days after the expense is incurred). This substantiation must include information relating to:

- The amount of the expenditure
- The time and place of the expenditure
- The business purpose of the expenditure
- The names and business relationships of individuals other than yourself for whom the expenditures were made

Copies of the original receipts are required for all expenses charged on a Real Life purchase card, or for requested reimbursements. A purchase card charge slip is not considered a receipt. The itemized receipt listing what was purchased is what should be kept on record.

Purchase card expense details such as copies of receipts, memos, and chart of account categories are required to be updated in Ramp within 14 days of transaction. Purchase cards will be turned off for 30 days if a deadline is missed without prior approval.

Reimbursement requests turned in after 60 days of the expense being incurred will not be reimbursed in most cases. Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval.

Employees who utilize personal vehicles for business travel and/or ministry purposes may charge the cost of gas for travel out of the region. This should be farther than 60 miles. A church-issued purchase card or a reimbursement may be used. Any instance where a staff member misuses this will require the staff member's pay be deducted to compensate for the expenses, or a reimbursement will not be made.

6.21 Work Environment

It is the goal of Real Life to provide a work environment in which employees, volunteers, and visitors are treated with respect and courtesy in a Christ-like manner. Such an environment is free from negative or disrespectful comments directed toward others. It is expected that all Real Life employees promote a productive work atmosphere that is glorifying to God.

6.22 Reporting Child Abuse

Any employee who has reason to believe that a child is being abused, neglected, or abandoned, MUST by law report it to a local law enforcement agency or the Department of Health and Welfare

(855.552.5437 for Idaho) within 24 hours. Idaho CareLine is also a resource at 211 or 800.926.2588.

However, in Idaho there is an exception to mandatory reporting under the following circumstances:

Idaho Ann. Code § 16-1605

The term 'duly ordained minister of religion' means a person who has been ordained or set apart, in accordance with the ceremony, ritual, or discipline of a church or religious organization that has been established on the basis of a community of religious faith, belief, doctrines, and practices, to hear confessions and confidential communications in accordance with the bona fide doctrines or discipline of that church or religious organization. The notification requirements do not apply to a duly ordained minister of religion, with regard to any confession or confidential communication made to him or her in his or her ecclesiastical capacity in the course of discipline enjoined by the church to which he or she belongs if any of the following apply:

- The church qualifies as tax-exempt under Federal law.
- The confession or confidential communication was made directly to the duly ordained minister of religion.
- The confession or confidential communication was made in the manner and context that places the duly ordained minister specifically and strictly under a level of confidentiality that is considered inviolate by canon law or church doctrine.

A confession or confidential communication made under any other circumstances does not fall under this exemption.

If you are unsure of reporting requirements, contact Human Resources immediately for guidance in order to adhere to the legal 24-hour requirement if necessary.

6.23 Open Communication

Open lines of communication are as important in employment as in any other aspect of life. It is the nature of people to, on occasion, disagree, misunderstand, or have questions about one thing or another. One way to live out our organizational values is to engage coworkers in honest communication. If there is difficulty in resolving a concern with a coworker or volunteer, or if an impasse occurs over a job-related issue, an employee should use biblical principles for conflict resolution found in Matthew 18. Honest communication and maintaining mutual respect will allow us to be examples of integrity to those we lead and serve. Do your best to work out the differences among the parties. If necessary, see the conflict resolution procedures in this manual for more information on what actions to take.

6.24 Alcohol Use

While Real Life does not restrict the use of alcohol as a whole, there are some restrictions and guidelines necessary considering the context of ministering to a diverse population. We ask that

employees always use wisdom and reasonable judgement when consuming alcohol and consider the following guidelines:

1. Drink responsibly, even when in your own home.
2. Do not provide alcohol or encourage the consumption of alcohol at church sanctioned events, including Life Group gatherings.
3. Know your limit and do not overconsume. No matter the location, drinking until inebriated never leads anywhere beneficial.
4. Know your audience and surroundings and abstain when in doubt. For example, if you are at an event with mostly Real Life people in attendance, it would be better to forgo alcohol. If you are with someone that you know has struggled with substance abuse or has a sensitivity to alcohol related issues, it is better to abstain. Etc.
5. If you are a staff person in a highly visible and influential role (such as the worship pastor or someone who preaches regularly), use a higher level of discernment and responsibility. For example, have only 1 drink with dinner, not two, etc.
6. Do not be given over to drunkenness (1 Tim. 3:3). If you find yourself struggling with alcohol consumption (you are unable to go a few days without a drink; when you drink, it is to the point of inebriation; your ability to "be yourself" is hindered when drinking, etc.) please reach out to someone for help. You could confide in your supervisor, one of our elders, or you have free access to our counselor. If you find yourself struggling, it would be better to abstain from drinking altogether until you are able to get help. And even then, drinking alcohol may not be something in your best interest.
7. Do not break the law or you may be terminated. For example, being in the presence of underage drinking, driving under the influence, drunk and disorderly conduct, etc.

Section 7

Employee Benefits and Services

7.1 Generally

Aside from those benefits required by state and federal regulations Real Life on the Palouse also offers additional benefits for its Full-Time and Part-Time Employees. From time to time, benefits may be added or deleted from the benefits package. The Church reserves the right to make such changes.

This Handbook does not contain the complete terms and/or conditions of any of the Church's current benefit plans. It is intended only to provide general explanations. For information regarding employee benefits and services, employees should contact Human Resources.

7.2 Group Health Insurance

The Church doesn't offer a group health insurance plan.

7.3 Dental Insurance

The Church offers a Dental Plan for employees to participate in, at the employees own cost. Certain positions may be eligible for employer paid premiums.

7.4 Group Life Insurance

The Church doesn't offer a group life insurance plan.

7.5 Profit-Sharing Plan

The Church doesn't offer a Profit-Sharing plan.

7.6 Flexible Spending Account (FSA)

The Church doesn't offer Flexible Spending Accounts.

7.7 403(b) Plan

The Church's 403(b) Plan is a convenient payroll deductible method to help supplement employees' retirement benefits and provide a long-term vehicle to accumulate savings. For information regarding employee benefits and services, employees should contact Human Resources.

7.8 Commuter Benefits

The Church doesn't offer commuter benefits.

7.9 COBRA

Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, if you are covered under the Church's group health insurance plan(s) you are entitled to continue your coverage in the event that your employment with the Church ends. Under COBRA, the Church must offer each qualified beneficiary (the employee and any covered dependents) who would otherwise lose coverage under the plan as a result of a qualifying event an opportunity to continue their insurance coverage. A qualifying event is defined as termination of employment, a reduction in the number of hours of employment, death of covered employee, divorce or legal separation, a dependent child ceases to be dependent, eligibility of the covered employee for Medicare, or an employer's bankruptcy.

7.10 Worker's Compensation

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. The Church carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance Church for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

7.11 Social Security Benefits (FICA)

During your employment, you and the Church both contribute funds to the Federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age. If you receive the Clergy Housing Benefit, the church does not withhold or contribute to FICA on your behalf. We strongly recommend that you seek advice from a CPA as this may result in significant tax implications.

7.12 Unemployment Insurance

Real Life is not a participant in any State Unemployment plan. Employees whose employment is terminated are not eligible for unemployment benefits through Real Life.

7.13 Continuing Education

Real Life recognizes that the skills and knowledge of its staff members are critical to the success of the organization. Our approach to continuing education encourages personal development through education and training so staff members can maintain and improve job-related skills. In an effort to support ongoing personal and professional development, Real Life encourages you to

pursue opportunities that will help you be more effective in your role. Developmental opportunities can include seminars, conferences, training programs, study trips, and formal education.

Prior to enrolling in an educational course or program, the employee must provide his or her manager with information about the course for approval. This request must include the name of the school or entity, the type of program (certification, seminar, conference, degree program, etc.) course title, dates, cost, and an explanation of how this educational opportunity will benefit the employee and Real Life.

Employees may use work time to complete job related education as long as there is no substantial disruption in the routine operations of the ministry. Generally speaking, personal development should not exceed 33% or 1/3 of an employee's allotted worktime.

All costs associated with continuing education must be submitted with annual budget requests. Every ministry and department is allotted a "staff" category in their budget for personal development costs and employees are encouraged to take advantage of opportunities as budgets allow. This budget category is also meant to cover the cost of books (printed or audio) and other resources for development or work-related needs.

Study Trips

- All full-time staff are eligible for study trips after one year of employment.
- Study trips must be requested through and approved by the Executive Team prior to any registration.
- All study trips are subject to approval according to budgetary availability and are not guaranteed.
- Pastoral staff who have regular preaching/teaching responsibilities may utilize normal conference time and are eligible for the full cost of the study trip to be covered by the church.
- Full-time non-pastoral or preaching/teaching staff may use regular conference time and are eligible for up to 50% of the trip cost to be covered by the church.

Degree Programs

Under Section 127 of the Internal Revenue Code, nonprofit employers may offer up to \$5,250 annually, per employee, in tax-free educational assistance benefits. Covered educational opportunities generally include instruction that develops an employee's capabilities and can include undergraduate as well as graduate degree programs. Employees who want to take advantage of this program must first discuss it with their direct supervisor. Upon their approval, the employee will make a formal request for educational assistance by completing applicable paperwork provided by Human Resources. This must be done before starting any coursework for which he or she wants to be reimbursed. This is not a guaranteed benefit and is subject to approval by the Executive Team and budgetary availability. This benefit does not extend to employee spouses or dependents.

7.14 Fridge of Awesomeness

All staff are encouraged to purchase non-alcoholic beverages of their choice to keep stocked and on hand in the shared staff refrigerator. Each staff member may keep roughly a case of their particular drink in the fridge, as room allows. Excess stock can be kept in staff offices or in the kitchen. These drink purchases will go under Staff Development in the chart of accounts.

7.15 Meal Benefit Policy

One of our values at Real Life is building face-to-face relationships for the purpose of discipleship. This requires flexibility to meet with people when they are available. Often, people work full-time jobs or have other commitments that limit their availability to meal times. In addition, sharing a meal or grabbing a coffee can help interactions feel more relaxed and genuine.

We endeavor to provide staff and volunteers the resources they need in order to accomplish our mission in a relational way. This includes providing funds to offset the cost of meals and associated expenses. The goal of this Meal Benefit Policy is to provide guidelines and restrictions for utilizing church funds for such purposes, and should be considered and adhered to when planning out schedules and budgets.

7.15.1 Possible ramifications

While the IRS and other governing agencies do not provide specifics in some aspects of meal budgets, there is strong language regarding the misuse of funds. This Meal Policy has been created to provide guidance on this issue. The IRS could deem meal funds as a “fringe benefit” for employees, causing them to be taxed. To avoid this potential issue for yourself and the church, it is important to keep proper records. This includes receipts detailing what was purchased (credit receipts are not considered acceptable records), quantities, price, and date. You also need to write on the receipt who you met with. If asked, you should always have a justified “business-related” reason for the meal.

In addition to IRS regulations, we take stewardship of church funds very seriously. Church members give to Real Life in good faith, trusting us to use these funds to further our mission and care for our community. We trust the staff to use wisdom and discernment in all areas of ministry, including utilizing funds and resources.

7.15.2 Authorized purposes

- **Why:** As stated above, we value relationship. However, this is not just for making friends, it is specifically for our mission of making disciples. Funding for relational discipleship is to be used for intentional discipleship meetings such as discussing volunteering, spiritual growth, coaching, etc. Church funds should never be used to socialize or accommodate casual gatherings of friends. While those things are also important, they are not what church funds are intended for. When you are unsure of the appropriateness of using church funds, please ask your supervisor or the finance office for clarification.

- **Who:** Use wisdom and common sense when deciding who to include in meal meetings. For example, if you are meeting with a couple to discuss leading a Life Group and they have small children, it would make sense to include their children. However, if you are meeting with an individual to talk about volunteering, it would not make sense to include their entire family for a full dinner.
- **Where:** While choosing to meet in local restaurants and cafes is authorized and convenient, we again ask that you use wisdom in choosing a location. If you have a large group of people, it may make more sense to host a meal at your home and use church funds to purchase ingredients rather than eating in a restaurant. If you do visit a restaurant, we ask that you choose reasonably-priced eateries.
- **When:** Funds may only be used while the employee is clocking working hours, not on vacation or personal time.

7.15.3 Frequency

Staff and volunteers should not depend solely on meal times to meet with church members. These should be balanced with meetings in our own facilities such as office spaces or the church building. Feel free to use refreshments at the office that include filtered water coolers, tea, cocoa, and coffee. If you have further needs for refreshments, please make those requests through the administrative team. While this may not “feel” as relational, it may help in setting a tone of intentionality with our people. You also have the option of using church funds for the church member and personal funds for your own meal or coffee. When church members offer to pay, it’s okay to allow them to bless you. You are not obligated for the church to pay every time.

7.15.4 Amount

As stated above, use discernment when choosing where and what to eat using church funds. While a full course surf and turf would certainly make someone feel special, that may be a misappropriation of church funds. We ask that you avoid more expensive restaurants such as Sangria, Seasons, Lodgepole, steakhouses, and such. If you are hoping to treat someone to something special as a thank you, you must obtain prior authorization from your supervisor for an exception. Also, when choosing your own meal, take the price into consideration. It’s okay if your volunteer chooses the fully-loaded extra goodies once in a while, but try not to make a habit for yourself of eating the most expensive dishes on the menu.

All meal spending must be within every ministry’s approved budget. Going over budget for meals is not allowed.

7.15.5 Disciplinary action

If an employee is found to be intentionally disregarding these guidelines or taking advantage of church funds, they will be subject to discipline. This may include a verbal warning, a

disciplinary write-up, having meals costs deducted from their pay, or possible termination of employment.

7.16 Gratuity

Real Life strongly values generosity and one of the ways that we express that is through gratuity to the service industry. When making meal purchases, whether during meetings or ordering catering, we ask that staff members tip 20% on their church purchase cards.

7.17 Life Flight Insurance

Real Life may offer Life Flight Insurance options to employee's and their families. Due to rural nature of the Palouse and distance from major medical centers, it is recommended that employees have Life Flight Insurance. Contact the HR office with any questions regarding Life Flight Insurance options.

Section 8

Employee Leave of Absence and Time Off

8.1 General

While regular attendance is crucial to maintain business operations, the Church recognizes that, for a variety of reasons, employees may need time off from work. The Church has available a number of types of leaves of absence. Some are governed by law and others are discretionary. For all leaves, however, employees must submit a request at least 3 days in advance whenever possible; in case of emergencies or illness, employees should submit the request as soon as they become aware of the need for leave. All leaves must have the approval of Church management. If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the Church, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with the Church. All requests for time off must be submitted electronically through the current HR software.

All requests for a leave of absence will be considered in light of their effect on the Church and its work requirements, as determined by Church management, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Church will engage in an interactive process with the employee to determine if a leave is the most appropriate accommodation. The employee must provide a certification from his or her health care provider to the Church to support a leave for medical reasons. Failure to provide the required certification to the Church in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension, and have it approved before the expiration of the currently approved leave.

While the Church will make a reasonable effort to return the employee to his or her former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to his or her position, or any position, except as required by law.

8.2 Sick Days

Eligible employees are entitled to 12 paid sick days per year. Sick days' pay for regular full-time employees will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis. When employees eligible for paid sick days do not take the full amount of sick time they could have taken in a year, will be lost at the end of the year. Upon leaving the employment of Real Life, accrued sick leave, if any, will not be paid. Two days of sick leave per year may be used for personal days with prior approval of your supervisor.

8.3 Scheduled Time Off

All time away shall be approved in advance by your supervisor at least 3 days in advance. Requests will be reviewed on the basis of a number of factors, including ministry needs and staffing requirements. Additional unpaid leave may be given with approval of your supervisor and the

Senior Pastor, with consultation by Human Resources. Excessive unpaid time off may affect benefits.

8.4 Sabbatical

All pastoral staff are eligible for a 30-day paid sabbatical every 7 years of employment. Sabbaticals must be planned and approved by the Elder Board on a case-by-case basis at least 3 months in advance of sabbatical leave. This includes a written plan detailing the schedule and activities of the employee for the duration of the sabbatical leave. The purpose of this leave is not vacation, but rather an opportunity for reflection, rest, studying, planning, and spiritual restoration.

8.5 Vacation Days

Vacation pay is a prior approved absence from work with pay for vacation or for personal time off. It is given to each salaried employee. All employees must submit a vacation request electronically via the HR software, for approval by their supervisor.

During the first calendar year of employment, your days off will accrue at the rate of 0.83 days per month (0.42 days per pay period). You may use your balance as accrued.

Example: Hire date is September 25. You would accrue 0.42 days on the following pay periods 10/1, 10/16, 11/1, 11/16, 12/1, 12/16, which is a total of 2.52 days.

Flex staff vacation will be prorated based on the average working hours within a calendar year. For example, if they work 30 hours per week for 9 months of the year and 20 hours per week 3 months of the year, their average working hours are 55 hours per pay period. Vacation days would then be accrued at a rate of .275 days per pay period for a total of 6.6 days, which is then rounded up to the nearest whole number for a total of 7 vacation days per year.

From the beginning of the second calendar year of employment, employees start with 12 vacation days per year. With each subsequent year of employment, an additional two days are earned, with a maximum of 20 days per year.

| Years of full-time service | Vacation days per year |
|-----------------------------------|-------------------------------|
| Upon initial employment | 10 days (prorated) |
| As you enter your 2nd year | 12 days |
| As you enter your 3rd year | 14 days |
| As you enter your 4th year | 16 days |
| As you enter your 5th year | 18 days |
| More than 5 years | 20 days |

A request to take vacation time that will leave the employee with a negative vacation balance of two or more days must be approved in advance by the Senior Pastor. If a negative vacation balance exists at the time of resignation or termination, the amount will be deducted from the employee's final paycheck.

Accrued vacation pay is payable to the employee upon resignation, termination, or retirement, and is paid on the employee's final paycheck. Vacation payout for full-time exempt employees is calculated by dividing the annual salary by 261 annual working days to determine the daily rate. Hourly employee payout is pro-rated at the above accrual rate for partial years.

For employees whose regular schedule includes working on Sundays, you are allotted up to 6 days of your vacation to be used on Sundays. Any additional vacation Sundays must be preapproved by the Executive Team. This restriction excludes Sundays that are missed for conferences or study trips.

8.6 Holidays

Real Life observes a total of eight paid holidays.

New Year's Day, Memorial Day, Independence Day, Labor Day, the day before Thanksgiving and Thanksgiving, Christmas Day, and an additional day at Christmas.

If a holiday falls on dates that ministry staff may not be able to take off (e.g., due to worship services, etc.) or that fall on a Friday or Saturday when the employee is regularly scheduled to be off, then an alternate day off will be given and will be considered the holiday.

The Church will grant paid holiday time off to all eligible employees. Holiday pay for regular full-time employees will be calculated based on the employee's base pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Regular part-time employees will be paid on a pro-rata basis.

If an eligible non-exempt employee works on a recognized holiday with Church approval, he or she will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday or will receive an alternate day off. Any changes to paid holidays are at the discretion of Real Life on an annual basis.

8.7 Pregnancy-Disability Leave/Adoption

Employees who are disabled on account of pregnancy, childbirth, adoption, or a related medical condition may request a paid leave of absence. Such leave will be granted for the period of disability, up to a maximum of four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth. Employees will be granted a total of 5 days of paid maternity and/or 5 days paternity leave every 12 months.

Leave provided for pregnancy disability is treated separately from leaves required by the state family and medical leave law. However, the first 12 workweeks of a pregnancy disability leave will be treated concurrently as a leave pursuant to the federal Family and Medical Leave Act ("FMLA") for all eligible employees.

Employees who wish to take a pregnancy disability leave must notify HR of the date the leave is expected to commence and the estimated duration of the leave. Notice should be given as indicated above. The employee must also provide a medical certification of disability to the Church. Failure to provide the required medical certification to the Church in a timely manner will result in delay or denial of leave. Before returning to work, the employee must provide a medical certification that she is able to resume her original job duties. Appropriate forms may be obtained from HR.

Employees who return to work immediately following the expiration of an approved pregnancy disability leave will generally be reemployed in their former position or a comparable job, as required by law.

Employees who are affected by pregnancy may also be eligible to transfer to a less strenuous or hazardous position or duties, provided certain prerequisites are met. Reasonable accommodations may be requested with the advice of the employee's health care provider. In addition, lactation accommodation is also available, upon request. For more information on pregnancy disability leave or transfer and its effect on the terms, conditions or benefits of employment, please contact Cathy McElderry.

8.8 Family and Medical Leave

Although we are a small Church with less than 50 employees and not required to observe the provisions under the FMLA (Family and Medical Leave Act), we do understand there may be times when this sort of leave is necessary. Please speak with Human Resources to discuss a need you may have for unpaid leave.

Employees must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, employees must request the leave as soon as he or she becomes aware of the need for leave. Failure to comply with this requirement may result in a delay of the start of the leave.

Before returning to work at the conclusion of a leave due to the employee's own serious health condition, the employee is required to provide a certification from his or her health care provider regarding the employee's fitness for duty. The employee must provide the required medical certification to the Church in a timely manner to avoid a delay or denial of leave.

8.9 Workers' Compensation Leave

Any employee who is unable to work due to a work-related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as a family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

8.10 Bereavement Leave

In the event of a death in the immediate family, employees may have up to 5 working days, with pay, at their regular straight time rate or base salary, to handle family affairs and attend the funeral. "Immediate family" is defined as: father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, grandparents and grandchildren.

8.11 Jury Duty

U.S. citizens have a civic obligation to provide jury duty service when called. Employees are entitled up to as many working days as needed, with pay, at their regular straight time or base salary for jury duty.

The employee must bring in the jury duty notice as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work on those days or parts of days when their presence in court is not required.

Real Life will pay the difference of jury pay and regular base pay, providing the employee attends and furnishes proof of service and payment from the court. In the event that a spouse is required to report to Jury Duty and it is necessary for the employee to care for (a) dependent child(ren), the leave must be approved by your supervisor.

8.12 Voting Time

Employees who are registered voters and who lack two nonwork hours at the beginning or end of their shift when polls are open to vote in any local, state, and national election may take up to two hours off work (at a time decided by the employer) without pay for this purpose. Employees should provide reasonable notice when time off is required.

8.13 Military Leave

Military leaves are available to eligible employees who enter the Uniformed Services of the United States, including the National Guard and the Commissioned Corps of the Public Health Service, or the state military forces, or the reserve components of the same, to participate in active or inactive duty or training. Time off is also permitted for an examination to determine one's fitness for duty in any of the federal military forces. Such leave will be granted in accordance with the Idaho state and federal laws, provided all legal requirements are satisfied and the employee returns to work or applies for reemployment within the time prescribed by law. The employee must provide advance notice of the need for leave whenever possible. The employee should give the employee's supervisor as much advance notice as possible to allow the Church to make arrangements to cover his or her position.

8.14 Military Family Leave

Employees with a spouse partner serving in the United States Armed Forces, National Guard or Reserves, may take up to ten (10) days of unpaid leave when their spouse is on a leave from deployment during a military conflict. In order to be eligible for this leave, the employee must work an average of at least 20 hours per week and have a spouse who is either (1) a member of the United States Armed Forces deployed during a military conflict to a designated combat theatre or combat zone; or (2) a member of the National Guard who has been deployed during a period of military conflict; or (3) a member of the Military Reserves who has been deployed during a period of military conflict. Eligible employees are required to notify the Church of their intention to take such leave within 2 days of receiving official notice that the spouse will be on a qualified leave and provide documentation certifying that the spouse will be on leave from deployment during the time the leave is requested.

8.15 Resignation and Exit Procedures

Employees are encouraged to provide written notice of resignation at least two weeks in advance of departure.

Human Resources will generally schedule exit interviews at the time of employment termination/resignation. The exit interview will afford the employee an opportunity to give feedback on their employment experience at Real Life, as well as return any Real Life property. At that time, the employee will be provided information on benefit continuation or conversion.

Section 9 **Purchase Card Policy**

9.1 Overview

Individual staff purchase cards are provided to enable staff members to make ministry related purchases associated with church and ministry functions. This policy is required to be read in full prior to the use of a purchase card. This policy is to be strictly adhered to and failure to comply with the policy may result in the loss of use of your staff purchase card, disciplinary actions, or in extreme situations, termination of employment.

Unauthorized staff purchases:

- Any items intended for personal use
- Alcohol
- Tobacco
- Prescription drugs or other controlled substances
- Firearms or ammunition
- Capital equipment exceeding \$200
- Travel related expenses, including airfare
- Cash advances

All unauthorized purchases will be deducted from the staff member's next paycheck and will include a review by the Senior Pastor.

9.2 General Policies

1. Abuse of any kind of a purchase card will result in immediate surrender of the card as well as a review by the Executive Team and/or Elder Board.
2. Lost or stolen cards must be reported to the Finance Office immediately.
3. Only pre-approved ministry purchases are allowed on staff purchase cards. Pre-approved expenses are those that were included on the Elder approved annual budget and previously approved purchase requests.
4. Cash withdrawals are strictly prohibited.
5. Personal charges on church purchase cards are strictly prohibited. If a personal charge is made by mistake, the staff member will immediately reimburse the church through the finance Office. If a personal charge is not reimbursed within 1 week, it will be deducted from the staff member's next paycheck.
6. Credit limits are based on the Elder approved annual budget. Any credit limit increases need to be requested in writing to the Finance Office including a statement on why the limit increase is needed. It is the responsibility of the cardholder to track their monthly spending and not exceed their budgeted amount.
7. Large purchases that would cause the monthly limit to be exceeded need to be processed on the church's large purchase card with prior approval. *All purchases on the large purchase card require prior approval. Do not keep the card number on record.*
8. Purchases exceeding \$500 need prior approval. Approval can be requested by completing the Purchase Request Form found on the staff index. This must be completed prior to making the purchase and must be signed by your immediate supervisor.

9. All travel expenses require pre-approval from your immediate supervisor. Travel expenses are to be charged to the travel card through the Finance Office. Fuel charges on staff accounts are allowed with prior approval. Fuel may only be purchased when driving a church owned vehicle or while driving a personal vehicle for ministry purposes. Staff members are required to adhere to the mileage reimbursement rates as set by the IRS.
10. Staff members should utilize their purchase card when making all ministry related purchases. In the rare occasion that reimbursement is needed, a Check/Reimbursement Request, which can be found on the staff index, must be submitted to the Finance Office. Receipts are required. Reimbursement will not be made for purchases without a receipt.
11. All purchase cards are automatically renewed prior to expiration. New cards are mailed directly to the Finance Office and will be distributed to the staff member upon receipt of their previous purchase card.
12. Amazon purchases must be made on the church's Amazon Business account. Ministry related purchases on personal Amazon accounts are restricted and any requests for exceptions must be submitted in writing to the Finance Office.

9.3 Procedures

1. The card cycle is from the 4th-3rd of every month. Staff-wide notification will be sent out after the close of every cycle to remind everyone to check their transactions in Ramp. Please review each of your transactions within the statement period to ensure that every transaction has a copy of the receipt, a memo, and is categorized appropriately in the chart of accounts.
2. Every purchase must have proper documentation for substantiation of business-related expenses. Every purchase must have a receipt that satisfies the following IRS requirements:
 - a. The full name of the vendor
 - b. The date of purchase
 - c. Full itemization that indicates each portion or item of the purchase (Credit card receipts are not acceptable)
 - d. Form of payment that was used
 - e. The amount of purchase
 - f. Indication that the purchase was completed
 - g. A memo must properly be recorded that indicates the purpose of the purchase and any people involved (i.e., volunteer's name on meal receipt, etc.)
3. Purchases that do not have an accompanying receipt will be billed to the employee as a personal charge and will be deducted from their next paycheck.
4. If fraudulent charges are found on a staff member's purchase card, it must be reported to the Finance Office right away, and the compromised card surrendered so a new card can be ordered. During the time the staff member is waiting for their new card, the large purchases card can be checked out as needed.
5. The balance of each staff member's card must be tracked throughout each month in order to avoid having cards decline at the time of purchase. If a staff member is aware that they are about to reach their limit, they need to check in with the Finance Office and can request a limit increase in writing if it is determined it is needed.

6. If a card is unexpectedly declined at the time of purchase, the staff member must call the number on the back of their card to inquire as to why, prior to contacting the Finance Office.

Disciplinary actions for misuse or improper handling of church purchase cards or purchases:

1. First offense – Verbal warning and development of a verbal plan to avoid further misuse.
2. Second offense – Surrender of purchase card for 30 days and staff member must sign a written plan for avoiding future misconduct.
3. Third offense – Surrender of purchase card for 6 months or until it is demonstrated that the staff member has sufficient safeguards in place to avoid any further misuse. This will also result in a disciplinary write up to be included in the employee's personnel file as well as a follow up meeting with the Executive Pastor.
4. Fourth offense – Permanent loss of any personal purchase card. All purchases will then be made through the Finance Office. Disciplinary write up to be held in personnel file and possibility of loss of employment.
5. Fifth offense – If a staff member is found to be in violation of their disciplinary plan, this will result in the loss of employment.

Section 10 **Travel Policy**

10.1 Purpose

The Board of Real Life on the Palouse recognizes that pastors and other staff ("staff") of the church may be required to travel or incur other expenses from time to time to conduct ministry business and to further the mission of the church. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, and that (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by staff. All policies contained within the Purchase Card Policy must be adhered to in addition to the requirements contained herein.

When incurring business travel expenses, we expect staff to:

- Exercise discretion and good business judgment with respect to those expenses
- Be cost conscious and spend ministry money as carefully and judiciously as the individual would spend his or her own funds
- Report expenses, supported by required documentation, as they were actually spent

Traveling alone:

Whenever possible and within reason, it is our preference for staff members to not travel overnight on church business alone. Ideally, we would send 2 or more staff members or volunteers of the same gender together for relationship building, having more than one person learning and growing, and also for safety and accountability. This should be discussed with direct supervisors during the planning process of travel to determine feasibility and also discuss candidates to include.

10.2 General Travel Requirements

- **Necessity of travel.** In determining the reasonableness and necessity of travel expenses, staff and the person authorizing the travel shall consider the ways in which the church will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities shall be taken into consideration. All travel approval is also dependent on current budget availability. Even if travel was approved in the annual budget, it may be denied at the time of booking if the anticipated budget is not met.
- **Personal and spousal travel expenses.** Individuals traveling on behalf of the church may incorporate personal travel or business with their church-related trips; however, Staff shall not arrange business travel at a time that is less advantageous to the church or involving greater expenses to the church in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals, or transportation, are the sole responsibility of the individual should not be charged on the staff purchase card and will not be reimbursed by the church. Expenses associated with travel of an individual's spouse, family, or friends will not be paid or reimbursed by the church and may require staff to reimburse the church.
- **Travel Purchases.** All advanced bookings and purchases for business travel should be made by the Administrative Team in coordination with the staff person traveling. Travel

related expenses incurred while traveling will be made on individual staff purchase cards and proper documentation is required as stated in the Purchase Card Policy. Staff may be subject to reimbursing the church for any improperly document purchases.

10.3 Receipts

Every purchase must have proper documentation for substantiation of business-related expenses. Every purchase must have a receipt that satisfies the following IRS requirements:

- a. The full name of the vendor
- b. The date of purchase
- c. Full itemization that indicates each portion or item of the purchase (Credit card receipts are not acceptable)
- d. Form of payment that was used
- e. The amount of purchase
- f. Indication that the purchase was completed
- g. A note must be written on or accompany the receipt that indicates the purpose of the purchase and any people involved (i.e., volunteer's name on meal receipt, etc.)

10.4 Reimbursement Requests

Incurred business-related travel expenses may be reimbursed upon request and with proper documentation. It is the policy of the church to reimburse only reasonable and necessary expenses actually incurred by staff. Reimbursement requests must be submitted within two weeks of the completion of travel, and must include:

- The individual's name
- The date, origin, destination, and purpose of the trip, including a description of each organization-related activity during the trip
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct the church's business)
- An itemized list of all expenses for which reimbursement is requested

10.5 Air Travel

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.

- **Frequent flyer miles and airline compensation.** Staff traveling on behalf of the church may accept and retain frequent-flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent-flyer miles if less expensive comparable tickets are available through another airline.
- **Seat upgrades.** Seat upgrades may be allowed for longer flights (longer than 2 hours) with prior approval from the Finance Office. The cost of the seat upgrade may not exceed 30% of the total ticket price or \$250.

10.6 Luggage

Charges for airline luggage fees is limited to one bag per trip for trips lasting less than six days. However, if a trip exceeds six days, or there is a specific business reason for checking a second bag, the additional fee is allowed for the second bag.

10.7 Lodging

Staff traveling on behalf of the church may book rooms at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Staff shall make use of available corporate and discount rates for hotels.

10.8 Out-of-Town Meals

Staff traveling on behalf of the church may purchase food for the reasonable and actual costs of meals (not including tips) subject to a maximum per diem meal allowance of \$60 per day.

10.9 Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order, of desirability:

- Courtesy cars. Many hotels have courtesy cars or shuttles, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible.
- Airport shuttle or bus. Airport shuttles or buses generally travel to and from all major hotels for free or for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.
- Ride Share or Taxis. When courtesy cars and airport shuttles are not available, a ride share or taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage. A ride share or taxi may also be the most economical mode of transportation between an individual's home and the airport.
- Rental cars. Car rentals are expensive, so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that advance approval has been given by the individual's supervisor and that the cost is less than alternative methods of transportation or the nature of travel necessitates the use of a rental car.

Additional Policies for Rental Cars:

- Compact, economy, or midsize vehicles should be rented. Employees should list themselves (or other employees as necessary) as the authorized drivers of the vehicle. Under no conditions should the employee let an "unauthorized" person or non-employee operate the vehicle.
- Employees should NOT purchase a collision damage waiver (CDW) from the rental car company in the United States.
- Rental cars are to be returned to the rental company with a full tank of gas; only original receipts are accepted for gas purchases.

- All automobile accidents must be reported to the Executive Director within 24 hours and immediately when any accident results in personal injury or towing of a vehicle. The employee should follow the rental agency accident report procedures.

10.10 Personal Cars

Staff are compensated for use of their personal cars when used for ministry business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round-trip coach airfare.

10.11 Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by staff traveling on organization business is allowed and may be covered. The costs of parking tickets, fines, car washes, valet service, and so on, are the responsibility of the employee and will not be reimbursed. If those costs are charged to the church, the staff member will be required to reimburse those expenses. On-airport parking is permitted for short business trips. For extended trips, staff should use off-airport facilities whenever possible.

10.12 Entertainment and Business Meetings

Reasonable expenses may be incurred for business meetings or other types of business-related entertainment only if the expenditures are approved in advance by the Finance Office of the church and qualify as tax-deductible expenses. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment
- Nature of the expense
- Names, titles, and corporate affiliation of those entertained
- A complete description of the business purpose for the activity, including the specific business matter discussed
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, date, and total expenses, including tips (if applicable)

10.13 Other Expenses

Reasonable ministry-related office and business charges (printing, shipping, etc.) due to absence of staff from the individual's place of business are allowed and reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed or charged as needed.

7.14 Non-reimbursable Expenditures

The church maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be allowed, as such expenses are inappropriate for purchase by the church.

Expenses that are not reimbursable include, but are not limited to:

- First-class tickets or unreasonable upgrades.
- When lodging accommodations have been arranged by the church and the individual elects to stay elsewhere, the staff member will need to pay out of their own pocket and reimbursement will be made at the amount no higher than the rate negotiated by the church. Charges shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Alcohol, tobacco, or drugs of any kind.
- Membership dues at any country club, private club, athletic club, golf club, tennis club, or similar recreational organization.
- Participation in or attendance at golf, tennis, or sporting events, without the advance approval of the Finance Office.
- Purchase of golf clubs or any other sporting equipment.
- Spa or exercise charges.
- Clothing purchases.
- Business conferences and entertainment that are not approved by the Finance Office prior to travel.
- Valet service.
- Car washes.
- Toiletry articles.
- Expenses for spouses, friends, or relatives. If a spouse, friend, or relative accompanies staff on a trip, it is the responsibility of the staff to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment on documentation.
- Overnight retreats without the prior approval of supervisor and/or the Finance Office.

Section 11

Cyber and Data Security Awareness and Acceptable Use Policy

11.0 Overview

The intentions for publishing a security awareness and acceptable use policy are not to impose restrictions that are contrary to the established culture of openness, trust and integrity. Real Life is committed to protecting all employees, partners and the church from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Real Life. These systems are to be used for business purposes in serving the interests of the church, and of our congregants and partners in the course of normal operations.

Effective security is a team effort involving the participation and support of every Real Life employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

11.1 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Real Life. These rules are in place to protect the employees and Real Life. Inappropriate use exposes Real Life to risks including virus attacks, compromise of network systems and services, and legal issues.

11.2 Scope

This policy applies to employees, contractors, consultants, temporary employees, and all other workers at Real Life, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Real Life.

11.3 General Use and Ownership

1. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
2. IT recommends that any information that users consider sensitive or vulnerable be encrypted.
3. For security and network maintenance purposes, authorized individuals within Real Life may monitor equipment, systems and network traffic at any time.

4. Real Life reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

11.4 Security and Proprietary Information

1. The user interface for information contained on Internet/Intranet/Extranet-related systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to: purchase card information, church strategies, congregant lists, and other sensitive data. Employees should take all necessary steps to prevent unauthorized access to this information.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System and user level passwords should be changed every 90 days.
3. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less.
4. Employees should secure their workstations by logging off or locking when the host will be unattended.
5. Postings by employees from a Real Life email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Real Life, unless posting is in the course of business duties.
6. Each user is responsible to stay current with iOS, MacOS, and software updates and security patches made available through Apple's App Store. If a user is unsure of how to install these updates, they need to schedule time with the Admin Office.
7. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

11.5 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Real Life authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Real Life-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

11.6 System and Network Activities

The following activities are strictly prohibited, with no exceptions

1. Violations of the rights of any person or church protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Real Life.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Real Life or the end user does not have an active license is strictly prohibited. The use of any recording device such as, but not limited to, digital cameras, video cameras, and cellphone cameras, within the premises of all Real Life properties is prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a Real Life computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Real Life account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Providing information about, or lists of, Real Life employees or congregants to parties outside Real Life.
11. Employees that are issued laptops will limit personal use to a minimum and will not exceed 30% personal use per IRS directive.

11.7 Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
 - Sending out emails where two or more recipients may not know each other, whether via Planning Center or otherwise, requires the use of the BCC field. This protects the privacy of our congregants.

2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Real Life's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any personal service or private enterprise.

11.8 Purchase Card Processing

1. Real Life employees will not store, nor maintain a record of congregant personal purchase card information.
2. Using unapproved sites (e.g., PayPal) and devices to process congregant purchase card payments is expressly prohibited. Processing purchase card payment by Real Life employees for congregants will only be performed through the use of Real Life issued laptops, desktops, and iPads. Only approved sites (such as Planning Center) and approved devices (Real Life Squarespace card readers) will be used. A record of approved devices will be maintained by the Admin Office.
3. iPads and Squarespace card readers will be stored securely and will remain under the explicit control of staff. iPad locking cable combinations will be considered confidential and privileged information and will not be shared with non-staff.

11.9 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

***At-Will Employment Agreement and
Acknowledgement of Receipt of Employee Handbook***

Employee: _____

I acknowledge that I have been provided with a copy of the Real Life on the Palouse (the "Church") Employee Handbook, which contains important information on the Church's policies, procedures and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse and Confidentiality. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between the Church and me is at-will and can be terminated by the Church or me at any time, with or without cause or notice. Furthermore, the Church has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify the Church's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of the Church. This is the entire agreement between the Church and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

I understand that the Church reserves the right to make changes to its policies, procedures or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that the Church reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

I have received the Church Employee Handbook. I have read (or will read) and agree to abide by the policies and procedures contained in the Handbook.

Signed: _____

Date: _____

Print Name: _____