



MIDTOWN
CHURCH



EMPLOYEE HANDBOOK
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TABLE OF CONTENTS

INTRODUCTORY POLICIES

About this Handbook.....	2
Serve Agreement.....	3
Culture and Values.....	4-5
Confidentiality.....	6
Abuse Policy.....	6

EMPLOYMENT POLICIES AND PRACTICES

Employment Classifications.....	7
Compensation & Pay Practices.....	8-9

EMPLOYEE BENEFITS

Health Insurance Benefits.....	10-11
Other Benefits.....	12
Vacation Benefit.....	13
Sick Leave Benefit.....	14
Paid Holiday Benefit.....	15
Additional Paid Time Off Benefits.....	16
Leave of Absence Policies.....	17
FMLA.....	18-20
Ministry Leave.....	20
Acknowledgement of Receipt.....	21

About This Handbook

This employee handbook is a guide to help you understand our employment provisions and expectations. The handbook applies to all of our employees.

Please remember this handbook contains only general information and guidelines. It is not intended to address all of the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgement, and consideration for the rights of others are paramount to our ability to serve our congregation and fellow staff members. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please direct them first to your supervisor and then to the People and Culture Department.

We know that employees have different needs that create unique circumstance that may not be fully addressed within this Handbook. In that event, we will try to make fair and equitable decisions while making sure that the best interests of the Church are served.

Neither this Handbook nor any other organizational document confers any expression or implied contractual right to remain in Midtown Church's employment. Nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without cause, and without prior notice by Midtown Church or you for any reason at any time.

The policies and benefits described here may be modified or discontinued at the senior pastoral's and/or board's discretion. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Serve Agreement

“In the same way, deacons are to be worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons. In the same way, the women are to be worthy of respect, not malicious talkers but temperate and trustworthy in everything. A deacon must be faithful to his wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.” 1 Timothy 3:8-13

As an essential part of the Midtown Covenant Church Team, we have a responsibility to represent Jesus Christ. Just as we commit our lives to follow Jesus, we also commit to growing into mature Christian beliefs and behaviors. We recognize that as Christians, the way we present ourselves to others is of vital importance to the way others perceive who God is. Our conduct should never be an embarrassment to our God but should exemplify the best qualities of a believer and servant-leader.

With God’s help and the help of other believers, we seek to rid our lives of all behaviors which might cause Jesus to grieve and others to stumble such as:

- Slander and gossip
- Dishonest gain
- Indulging in much wine or other alcoholic beverages
- Illegal drugs
- Pornography
- Sexual immorality

We view this commitment not as an imposition but as the path to living in the freedom God calls us to. By providing an example in speech and action, we encourage others to grow in Jesus and become servant leaders themselves.

Staff and Board Culture and Values

1. GOD-HONORING ATTITUDES AND BEHAVIOR

Matthew 5:16 NIV

Have a passion for the Midtown Church mission and vision, and for your area of ministry. Maintain a posture that is focused on kingdom building, not the building up of “self.”

2. MUTUAL RESPECT

Ephesians 5:21 MSG

Respect the leadership and authority that God has placed over you, even when you don't fully agree. Support in public (and among church staff) the decisions that are made in private. Support and uphold all standards and policies of Midtown Church.

3. ACCOUNTABILITY

James 5:16 NIV

When you have failed, or made mistakes, practice accountability and maturity. Seek forgiveness and reconciliation, and make steps to ensure the same things do not happen again.

4. UNITY AND RECONCILIATION

John 17:21 NIV

Encourage and support one another. Speak positively about fellow staff members and volunteer leaders. Stop gossip and uplift morale. Engage in honest communication and speak with both truth and grace. First, attempt to resolve conflicts in a timely matter directly with the other party; then with that party and your/their supervisor; lastly with the Senior Pastor or Advisory Council, if necessary. We expect you to do so in a biblical and Christ-like manner.

5. PERSONAL GROWTH COMMITMENT

2 Peter 1:5-8 NIV

Model discipleship: Be discipled and disciple another. Grow and deepen your relationship with Christ by practicing a regular habit of studying and meditating on God's word.

6. COMMUNICATION

Matthew 5:23-24 NIV

Respond timely in all methods of communication (phone, email, and Teams messages). Share your thoughts and ideas constructively and appropriately. Honor and value church volunteers.

7. EXCELLENCE

Colossians 3: 23-24

Work as though you're working for God, not people. Strive for excellence in all you do, as excellence honors God. Strive to continue to grow in learning, and improve the quality of your work. Work to improve the efficient use of your time. We want you to keep a healthy rhythm between work and family.

8. STEWARDSHIP

1 Timothy 6:18-19

Be a good steward of your time, talent, treasure, and testimony. Give God the first part of every day, and every dollar. Honor God by stewarding the resources entrusted to you. Practice biblical generosity: give financially through Midtown Church.

9. CORPORATE WORSHIP

Hebrews 10:23-25 MSG

Regularly attend a Midtown Church worship service with your family or friends, and participate in the life of the church.

Confidentiality

As part of your responsibilities as Staff at Midtown Church, you may learn of or be entrusted with sensitive information of a confidential nature. During your participation in ministry, any information, including but not limited to, personal and private information about church members, pastors, employees, or volunteers, will be considered and kept as the private and confidential records of Midtown Church. These records may only be used in performing work for Midtown Church and must not be divulged to any firm, individual or institution. In addition, no one may access or attempt to access another individual's electronic communications or voicemail without appropriate authorization. Moreover, computer, voicemail and electronic mail systems may not be used to engage in any type of solicitation, nor shall any type of sexual suggestive or pornographic content via the internet or email be tolerated. Your failure to honor this confidentiality requirement may result in disciplinary action, up to and including termination.

If you choose not to serve at Midtown Church for any reason, we ask that you continue to treat as private and privileged any such sensitive information.

Abuse Policy

Midtown Church is a safe place for children and vulnerable adults and that Midtown Church complies with all Federal and State laws regarding reporting suspected child abuse. All employees are required to report any of the suspected behavior described below to their direct supervisor:

Physical: A physical act directed at a child or vulnerable adult that causes injury.

Sexual: Contact or interactions between a child and an adult, or another child, when the child is being used for sexual stimulation of the perpetrator or another person. This includes exploitation through photographs, videos, or other communication methods.

Emotional: Acts or omissions by the parent or other caregiver that have caused, or could cause, serious behavioral, cognitive, emotional, or mental disorders.

Neglect: Failure to provide for the child or vulnerable adult's basic needs. This includes adequate adult supervision or medical attention.

Employment Classifications

Employee status is categorized to make distinctions in benefits and other employment conditions and to aid in a better understanding of employment relationships within the Church. Depending upon the responsibilities in one's job description, an employee will be classified in one of the following wage and hour categories as specified by wage and hour laws. The following definitions apply:

Full-time: An employee who is regularly scheduled to work 30 hours or more per week. This classification normally is eligible for insurance and paid time-off benefits.

Part-time: An employee who is scheduled to work less than 30 hours per week may be eligible for paid time-off benefits on a pro-rated basis.

Temporary/Seasonal: An employee who is hired for a specified period of time. This classification is not eligible for benefits.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor or the Human Resources Lead.

Exempt: An employee who is exempt from the minimum wage and overtime requirements under federal and state laws. Exempt employees may include managers, executives, supervisors, professional staff, and others (including licensed ministers) who are paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage, assigned a regular work shift of not more than 40 hours per week, and whose job calls for minimum wage and overtime payment as appropriate under state and federal regulations. All overtime must be approved in advance.

Compensation & Pay Practices

Timekeeping

All non-exempt employees are required to record hours worked and must clock in and out for each shift worked including clocking in and out for each unpaid meal period taken. No other person may clock in and out for an employee.

The following points should be considered when recording time:

- Employees are to clock in at their starting time, clock out for meals, clock in from meals and clock out at quitting time.
- Employees are not permitted to clock in before their normal starting time or to clock out or stop work after their normal quitting time without the prior approval of their supervisor. All overtime **MUST** be preapproved.
- Employees are required to take at least a 30-minute unpaid meal break when scheduled for more than 5 hours in a day. Employees may **NOT** work through meal periods and leave early. This is in violation of California labor laws.
- Employee time records are to be checked and approved by the departmental supervisor. Use of personal leave time (or sick time in the case of part-time workers) for which an employee is entitled to be paid should be entered by the employee and approved by the supervisor. Authorized overtime also should be identified and approved by the supervisor.
- Exempt employees are required to request approval for time off via the current payroll system

Overtime

Employees shall be paid for their hours in accordance with all legal requirements. You may occasionally be required to work overtime. Employees classified as non-exempt qualify for overtime pay. Employees who are classified as exempt within the meaning of the state and federal wage laws are exempt from overtime pay and are not subject to this policy.

All overtime work must be approved in advance by an employee's supervisor. Overtime pay is calculated at one-and-one half times a non-exempt employee's regular rate for all hours worked over 8 hours in one workday or 40 hours in one work week. Two times a non-exempt employee's regular rate is paid for all hours worked over 12 hours in a workday or over 8 hours on the seventh consecutive day of the work week. Overtime is computed based on a non-exempt employee's total hours worked in a workday and in a work week. Paid time off will not be considered in computing overtime hours.

Paydays, Paychecks and Workweek Defined

Employees are paid via direct deposit bi-weekly every other Friday through Paylocity. When payday is on a holiday, you will be paid on the last working day before the holiday. Pay periods are two-week periods beginning on a Sunday and ending on a Saturday.

Final Paycheck

While we request that you give us at least ten days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued, unused, paid vacation time, or a deduction for paid vacation time taken prior to being accrued.

Employee-Incurred Expenses and Reimbursement

Midtown Church will reimburse all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by your supervisor before payment will be made. Reimbursement requests must be accompanied with adequate documentation (e.g., paid invoice, receipt, etc.) along with a completed Reimbursement Form (available through TEAMS) approved by department supervisor. All requests should be turned into the Finance department no more than 30 days after the expense was incurred.

Mileage Reimbursement

There are certain conditions for which the Church will reimburse employees for use of their own vehicle for church business. In order to recover these costs, a Request for Mileage Reimbursement Form (available through TEAMS) must be submitted by you, approved by your supervisor and sent to the Finance department for processing. If you have questions about the Mileage Reimbursement Form and/or mileage allowances, please ask your supervisor. You assume liability for your vehicle when you use it for business purposes. All employees who want to use their personal vehicles for church business must have a current driver's license and the minimum vehicle liability insurance required by state law. The employee's insurance will be primary.

HEALTH INSURANCE BENEFITS

Midtown Church currently offers health insurance coverage for all full-time employees and their dependents (for a cost) who do not already have health insurance benefits provided through another source. Employees may opt out of medical and prescription benefits only if they are enrolled in health insurance through another employer (e.g., spouse or parent's employee coverage or another job of their own) or if they are eligible for government-subsidized health insurance (e.g., veteran's benefits, income-based Medicaid).

You will be provided with information about the plans available at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the People and Culture Department.

Eligibility

This benefit is provided for all regular employees working 30 hours or more per work week. If otherwise eligible, insurance plan coverage begins on the first day of the month following completion of the first full month of employment. Part-time, temporary, and on-call employees are not eligible to participate in the health insurance plan.

Plan Enrollment

Midtown Church partners with Covenant Benefits to offer all eligible employees a comprehensive medical package which includes medical, prescription, dental, vision, life insurance and long-term disability coverage.

Once you are eligible, you may complete enrollment forms available through the People and Culture Department. If you choose not to enroll at the time of eligibility, and later decide to request enrollment, a verification of insurability form may be required from your physician, and your request for enrollment is subject to possible rejection by the healthcare plan insurance carrier. The carrier may also require that you wait until annual open enrollment to participate in the plan.

The Church will cover 100% of the monthly premium for all full-time employees who enroll in one of the 2 available plans. If the church's plan offers a buy-up option, employees who choose the buy-up option are responsible for the difference in premium between the base and buy-up plans.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Health Reimbursement Account

Midtown Church currently offers 3 health insurance plans. One of the plans has a much higher deductible rate so to help offset the out-of-pocket expense to employees, the Church will contribute \$75 a month or \$900 each year into a Health Reimbursement Account for those employees who choose this healthcare plan. An HSA is a fully liquid account. You can withdraw

funds at any time to pay for eligible health expenses (including dental and vision) for anyone in your household, even if they're not on your medical plan. Unlike a Flex Spending Account (FSA), an HSA is not a use it or lose it account. Any money left in your HSA at the end of the year is yours to use year after year. You can decide when to save and when to spend the funds in your HSA, as long as you keep a minimum balance of \$10.00. Contributions are tax-deductible (if you choose to contribute), your money grows tax-deferred (you don't pay taxes on the interest or earnings on the funds in your HSA), and your withdrawals are tax free as long as you use the funds for eligible expenses. Also, because you own all the money in your HSA, it stays with you when you change jobs, change insurance plans, or retire.

Premium Cost

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of premium costs for any dependents. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees utilize. Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. Midtown Church determines the payroll deduction schedule.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period of time. Eligibility can be lost due to a prolonged absence from work or if certain "qualifying events" occur that would otherwise cause your group health coverage to terminate. Examples of qualifying events are termination of employment, reduction in hours, divorce or legal separation, entitlement to benefits under Medicare, a dependent child reaching the age where they are no longer eligible, or a leave of absence. You, your spouse, and/or dependents may continue group health insurance for a certain period of time at your own expense. However, continuation does not occur automatically. You must notify us in writing within 31 days after the date a covered family member will lose coverage, or the covered family member will permanently lose the right to continuation coverage. Election of coverage and payment of the premium must then occur within a specified time limit for coverage to continue. You and any covered dependent will receive information about the provisions of the law when you enroll and again if a qualifying event occurs.

Continuation of Coverage Options

If you relocate from one church or participating affiliate to another, benefits can transfer without interruption. If you or one of your dependents become ineligible for coverage through the church or affiliate, coverage will be cancelled, and Continuation of Coverage will be offered, which allows you or your dependents to continue your health insurance elections for between 18-36 months at your own expense. If you retire, you may enroll in a Medicare supplemental policy, which includes Medicare D, dental, and vision coverage.

OTHER BENEFITS

Life & Disability Insurance

Life and Disability insurance are offered by Covenant Benefits and are included in all health insurance plans. Midtown Church pays 100% of the premiums for the below-listed benefits. Covenant Benefits offers double indemnity for accidental death and dismemberment.

<u>Life Coverage</u>	<u>Coverage Amount</u>
To age 65	\$100,000.00
Age 65-69	\$65,000.00
Age 70-74	\$50,000.00
Age 75+	\$36,000.00

Long-term Disability Coverage

Elimination period.....90 days
Benefit payment based on salary.....60% up to 70% with other earnings
Continued health insurance.....up to 24 months
Continued retirement contributions....100% if licensed Covenant minister

403(b) Retirement Plan

The Guidestone Retirement Plan is available to all employees of the church, as defined under the Internal Revenue Service Code, it is a 403(b)-tax sheltered retirement plan. This plan is strictly voluntary and investment selections are self-determined. Individual accounts are self-funded, through a pre-tax salary reduction agreement between employee and employer, with up to a 3% match which Midtown Church will contribute. Contribution amounts must not exceed the IRS allowable limit of the employee's compensation, and all participants are encouraged to consult with their personal tax advisor to determine their maximum contribution amount.

Participating employee contributions, or those from Midtown Church, are always 100% vested. The following lists the requirements for employees to be eligible to participate in Midtown's Guidestone Retirement Plan

- Be 21 years or older

Since this is a self-determined plan, it requires the individual to become informed to the level where they will be comfortable in making their own retirement investment decisions. There are several factors that will determine the decision you will make. Probably none will influence your decision more than your own tolerance for risk. Therefore, you are encouraged to utilize the information sources available through the Guidestone Retirement Plan before choosing from the investment options.

VACATION BENEFIT

Intended to give employees a respite from their normal work schedule, vacation is intended for rest and recreation and vacation pay may not be taken in lieu of time off.

Full time employees (working 30 hours and above per week) must successfully complete their introductory period before they can take vacation (unless pre-approved by supervisor at time of hire).

Prior to taking vacation time, there must be at least a two-week written notice given to the employee’s supervisor for approval. Generally, employees will not be allowed more than two weeks off at a time. We will try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

Vacation time is accumulated based on the following length of service which is determined by your date of hire:

Years of Service	Weeks of vacation annually	Hours accrued per pay period
1-5	3 weeks	4.61 hours
Over 5 years	4 weeks	6.15 hours

Employees are encouraged to take vacation time within the calendar year in which it is earned. Vacation accrual is capped at a maximum of 160 hours. Accrued but unused vacation time is paid at time of termination.

Vacation Time Blackout

Due to the nature and ministry of the work the Church conducts we acknowledge specific times in the calendar year that we discourage any vacation time being taken to support excellence in our peak ministry seasons. The following times where vacation time will not be granted are the following: 1 week prior to Christmas Holiday including Christmas Day if services are held, 1 week prior to Easter Holiday including Easter Day if services are held. If you seek an exception to this policy, please submit your request to your supervisor and the Executive Team.

SICK LEAVE BENEFIT

Sick Leave is intended to protect the employee from a loss of income for health-related reasons, either their own or those of an immediate family member.

Employees may use their Sick Leave for routine doctor or dentist appointments, illness and medical or dental procedures. Routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with your supervisor. To the extent possible, please try to schedule such appointments before or after work hours.

It is in your best interest not to be at work when you are ill or injured. It is your supervisor's responsibility to send you home if you are incapacitated, and you are expected to cooperate with the decision. You are expected to notify your supervisor at the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury, hospitalization or when you know in advance that you will be absent for a certain period and have informed management ahead of time.

After 3 consecutive days of health-related absence, a note from the employee's healthcare provider may be required.

You must use sick leave and vacation time to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings. Sick Leave is paid at the employee's regular rate of pay for the number of normally scheduled work hours up to a maximum of ten hours per day.

Sick leave is not accrued while an employee is on a leave of absence. Sick Leave does not count toward the accrual of vacation time or overtime in a work week.

In the case of a work-related accident or injury, you may use sick time to offset any days not paid through workers' compensation, or to offset the reduction in regular pay until accumulated sick time is used. However, at no time can the combination of these exceed normal earnings.

Sick Leave is allocated at the beginning of our fiscal year (July 1st) for all employees and does not accrue or roll over. The amount of paid Sick Leave offered to employees depends on their employment classification. Please see below for details:

Employment Classification	# of paid Sick Leave days	# of paid Sick Leave Hours
Full-Time	8 days	64 hours
Part-Time	5 days	Avg # of hours worked x5

Unused Sick Leave is not paid at fiscal year-end, nor upon termination of employment.

PAID HOLIDAY BENEFIT

Midtown Church observes the following holidays each year, and our offices are officially closed on these days:

- New Year's Eve & New Year's Day (with the exception of Sunday service)
- Martin Luther King Jr.
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day – July 4th
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas (with the exception of Sunday service)

These holidays are observed each year, and available to eligible employees upon hire.

In addition to the holidays listed, full-time and regular part-time employees receive one personal holiday per fiscal year. To be eligible for a personal holiday, an employee must be: (a) a full-time or regular part-time employee; or (b) appointed to an Executive Leadership position. Once eligible employees complete their introductory period of employment, they are credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 of each year.

Eligibility

Employees regularly scheduled to work 30 hours or more per week will be paid for the above holidays. Regular part-time employees who consistently work between 20 and 30 hours per week will receive 4 hours of holiday pay for each holiday mentioned above.

If a holiday falls on a Friday, Saturday or Sunday, the People and Culture Department will notify staff regarding the day the holiday will be observed. If a holiday falls during your vacation, the holiday will not count as a vacation day. Eligible employees are encouraged to take the holiday off, or another day within the same pay period, as their paid holiday. If an employee is unable to take a day off as the holiday, during the pay period in which the holiday occurs, they must obtain prior approval from their supervisor to work. If a non-exempt employee is required to work on a holiday, the employee will receive their regular rate of pay for all hours worked, in addition to being paid for the holiday. The number of paid hours for the employee's holiday will be determined by the number of hours the employee works on a regularly scheduled workday, for up to but not more than 10 hours. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

ADDITIONAL PAID TIME OFF BENEFITS

Wellness Time

We understand the pressures of working in ministry. Wellness Time is an opportunity to step away from work and intentionally schedule time to do something that helps you refresh and recharge. All full-time employees will receive 2 days or 16 hours of paid time off per fiscal calendar year to focus on wellness. Wellness time is intended to be used in the year it is given. Wellness time will not be carried over to the following year nor will it be paid out at the end of employment.

A few options for you to consider how you can use your Wellness Time:

- **Self-care:** Rest, relax, have fun, play, be creative.
- **Caring for community:** Spend time volunteering. See local volunteering organizations.
- **Learning:** Read a book or invest in learning a new skill.

Spiritual Time

As followers of Christ, we encourage employees to take time off from work to be alone with God. All full-time employees will receive 1 paid day off per calendar quarter. This is separate from Wellness Time and the time off should be used to meditate, attend a sermon, read the bible, attend a group study or anything that helps you develop your personal relationship with God. Requests for spiritual time off must be approved by your supervisor in advance. Upon your return to work, a one-page written description of what you did and what you learned must be submitted to your direct supervisor.

Time Off to Vote Policy

Any employee whose work schedule does not provide sufficient time to vote while polls are open will be granted up to two hours to vote. Arrangements must be made in advance with your supervisor.

LEAVE OF ABSENCE POLICIES

Bereavement Leave

You are eligible to take a Bereavement Leave in the event of death of family members.

Length of Leave

You are allowed to take up to three consecutive regularly scheduled working days away from work for a bereavement leave. If you need additional time off for any bereavement purpose, your supervisor may grant approval after consulting with the Senior Leadership Team, or you may use earned vacation pay or apply for an unpaid Personal Leave of Absence.

Pay While on Leave

All employees are eligible for paid time-off benefits. Employees will continue receiving their regular scheduled pay for up to the three days of bereavement leave allowed (Part-Time employees will receive a pro-rated leave based on the average number of hours worked prior to leave). Exempt employees will continue receiving their regular salaries for any additional partial days missed for any bereavement purpose.

Maternity Leave

Midtown Church will grant up to 4 weeks of paid maternity leave for any full-time employee due to their pregnancy, childbirth, or related medical condition and who has been employed by Midtown Church continuously for a minimum of 2 years. You may request additional unpaid leave or request to use any available accrued vacation or sick time if needed.

Paternity Leave

Midtown Church does not currently offer a Paternity leave benefit. Please work with your supervisor should you need to request a leave of absence to care of your newborn child.

Military Duty Leave

Military leaves of absence are granted without pay. Employees must submit written verification from the appropriate military authority. Midtown Church will reinstate those employees returning from military leave to their same position or one of comparable seniority, status and pay as required by law.

Employees may utilize any accrued paid time off during the leave. Vacation, sick, holiday or any other paid time off leave will not accrue during any leave of absence.

Civic Duty Leave (Jury or Witness Duty)

Employees subpoenaed to serve as witnesses or are subpoenaed for jury duty may obtain a leave of absence. Full-time employees working 30 hours or more per week on a regular basis may choose to take unpaid time off or use personal leave time. If we feel that your absence would cause an undue hardship to you or the Church, we may request, with your agreement, that you be excused from jury duty. You should make arrangements with your supervisor as soon as you receive your summons.

FMLA

The Family and Medical Leave Act (FMLA) leave may provide up to 12 weeks and up to 26 weeks of military caregiver to eligible employees,

Reasons for Leave

To qualify for FMLA the reason leave must be for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child, or parent with a serious health condition. (Serious health condition defined below.)
4. An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of his or her position.
5. Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran. An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks of leave in a single 12-month period to care for that servicemember. Next of kin is defined as the closest blood relative of the injured or recovering service member.

Qualifying exigencies leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a) short-notice deployment
- b) military events and activities
- c) childcare and school
- d) financial and legal arrangements
- e) counseling
- f) rest and recuperation
- g) post-deployment activities
- h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserve, or a member of the Armed Forces, the National Guard or Reserve who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserve, or members on the permanent disability retired list.

Eligibility

You will be eligible to take family and medical leave if you meet the following requirements:

- You are a regular full- or part-time employee and you have been employed for at least one year or more before the first day of the leave; and,
- You have worked at least 1,250 hours or more during the preceding twelve months.

Length of Leave

You may take a leave of up to twelve weeks of family and medical leave during a twelve-month period. A week is defined as your normal work week schedule. The twelve-month period will be measured forward from the date of leave. If medically necessary, family, and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the DOL Certification Form signed by a certified healthcare professional.

Request Procedure

When the need for medical leave is known in advance, you must give 30 days' written notice to take family and/or medical leave.

In an emergency situation where there is no opportunity to give notice, you must notify your supervisor of the intent to take family and medical leave immediately.

Requests for family and medical leaves must be verified, in writing, by a health care professional. Furthermore, if you are taking family and/or medical leave to care for a family member with a serious health condition, you will be asked to provide proof of your relationship to this person. Please check with the People and Culture Lead to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and/or medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any medical information provided regarding a personal health condition, or the health condition of a family member is kept confidential and only those with a valid, business-related reason for knowing will have access to any of this information. If you have any questions about how this information will be handled, please contact the People and Culture Lead.

Pay While on Leave

In order to receive pay you are required to use any accrued vacation or sick leave available to you during family and medical leave. Once this is used, the rest of the leave will be unpaid.

Status of Benefits

The Church will continue to pay the employer's share of your medical benefits during family and/or medical leave. You must pay your share of medical insurance premiums before they are due, and you may be required to provide periodic status reports to your supervisor while on a family and/or medical leave. The Church will continue other insurance benefits by paying the full cost of the premiums for up to twelve weeks of absence, after which period the employee

will be responsible for premium payments. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same position or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave. You may be required to present a fitness-for-duty certificate before being reinstated.

Ministry Leave

Ministry Leave is for the purpose of voluntarily participating at camps, outreaches, training events, conferences or other meetings planned and executed by or for the church as approved by the Executive Team. Ministry Leave is available to all employees who voluntarily choose to serve outside the normal scope of their job description.

All Ministry Leave requires one-month advance approval by the employee's supervisor and department head in order to participate during an employee's regularly scheduled workday(s). The supervisor and/or department head will offer approval if he/she determines that the employee's absence from their regular duties will not interfere with the accomplishment of the work they are normally responsible for. The supervisor must be able to arrange suitable coverage for those responsibilities during the employee's absence.

Any Pastoral or Supervisor staff member requesting Ministry Leave must include approval from the Executive Team to ensure that the pastor's absence does not coincide with the scheduled absences of other pastors or supervisors that might leave the church inadequately staffed during that period.

Acknowledgement of Receipt

As an employee of Midtown Church, I acknowledge the following:

I have received a copy of the Employee Handbook (2024 Edition). I understand that the Handbook contains important information about the organization’s policies, work rules, and my benefits. I also understand that the Handbook outlines my responsibilities as an employee of the organization. I understand that I have the responsibility to read, understand and adhere to the standards and policies in this Handbook, and to ask my supervisor for clarification of any information I do not understand.

I understand that this Handbook is not a contract of employment or a guarantee of specific treatment in specific situations. Except for any supplemental safety policies and rules that apply to employees in certain jobs or work areas, I understand that this Handbook supersedes all prior Handbooks, policies, and understandings on the subjects contained in it.

I understand that the Church has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgment, the policies, rules, and benefits described in this Handbook. I understand that should the content be changed in any way, the Church will require an additional signed acknowledgement from me to indicate that I am aware of the changes.

I understand that my employment relationship with the Church is at-will – either the Church or I can terminate the relationship at any time, with or without reason or notice.

I understand that at the direction of senior management and/or the Church Council, the People and Culture Lead is authorized to make changes to the policies, rules, and benefits described in this Handbook and that all such changes must be in writing to be valid.

I am aware that I may be given confidential information during the course of my employment, including congregant lists and other information. **I understand that this information is critical to Midtown Church and I agree not to disseminate or use it outside of the Church. In the event of my termination, either voluntary or involuntary, I agree not to use this information or communicate it to any other individual, organization, or entity.**

I also acknowledge that, before signing this form, I have asked for and received clarification on any of the items listed that I did not understand.

Employee Signature

Date

Printed Name of Employee

(This signed form will be inserted in the employee’s personnel file.)