



**NON-EXEMPT (HOURLY)  
EMPLOYEE HANDBOOK**

# **HAND BOOK**

CENTRAL WESLEYAN CHURCH



# W E L C O M E

## W E L C O M E

It is our privilege to welcome you to the Staff of Central Wesleyan Church. We wish you every success in your new job, and we hope that you quickly feel at home. This Handbook was developed to describe some of the expectations we have for all of our employees and what you can expect from us. We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

# HISTORY

## HISTORY



Born out of the Wesleyan revival in 18th century England, The Wesleyan Church was officially formed in 1843. These early Wesleyans (then called Wesleyan Methodists) practiced an ardent prayer life while paying keen adherence and attention to God's Word. With the message of salvation for all being proclaimed, and with holiness of heart being central to its message, these early Wesleyans tackled the issue of slavery. Ever since, a clear proclamation of the Gospel of Jesus Christ, available to all people, has been the clarion call of The Wesleyan Church.

In 1866, a layman by the name of Michael Clapper began preaching above a saloon in downtown Holland. Out of that preaching would break forth a revival that would result, eventually, in the establishment of Central Wesleyan Church in 1896. For over 100 years, Central Wesleyan Church has been serving Christ in the West Michigan community and around the world.

## OUR MISSION

**AMPLIFYING  
HOPE  
& LIFE  
TO ALL.**

# MISSION

Everyone on the Central Team must be passionately committed to this mission. Anything less will not only hinder the ministry of Central Wesleyan Church, but will also have a detrimental impact on our community and world. Furthermore, we are committed to accomplishing this mission in the spirit of The Great Commandment and that of the Great Commission. Reaching our world will require that kind of fervency.

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## GENERAL INFORMATION



### **HANDBOOK PURPOSE AND REVIEW**

The purpose of this handbook is to provide all non-exempt employees with an overview of Central Wesleyan Church’s policies and procedures. The policies and procedures in this handbook supersede prior handbooks, policies and understandings concerning the same subject. It is not a contract for continuing employment between you and Central Wesleyan Church nor is it a contract for a particular level or type of pay or benefits.

This handbook will be periodically reviewed and updated for necessary changes. Central Wesleyan Church reserves the right to change, add, or eliminate policies and benefits. Policies remain in effect until changed by the Church. No one is authorized to modify the terms of this handbook, except by (1) a written agreement signed by the Executive Pastor of the Church, or (2) the Church’s authorized publication of a revised edition of this Handbook.

### **AT-WILL EMPLOYMENT**

Staff has the right to terminate employment at any time, for any reason or no reason, with or without notice. Central Wesleyan Church has the same right, and doesn’t make employment promises or guarantees. Nothing in this handbook or any personnel policy or practice is intended to create a contract between staff and Central Wesleyan Church for continuing employment or for the provision of any benefit. Any agreement for employment for any specific or indefinite period of time must be made by the Executive Pastor of Ministries and be made in writing.

### **SPIRITUAL GUIDING PRINCIPLES**

All employees must be born-again Christians, regular attendees, and members of Central Wesleyan Church. All employees will participate in morning worship, and be active in a biblical community. Staff members are also expected to actively participate in and support other ministries of the church. Each staff member is expected to regularly have personal devotions with a meaningful and consistent time in prayer as well as in the Word of God. Each staff member should also regularly share their faith with the unsaved, seeking to lead

them to personal faith in Christ. All employees are expected to systematically tithe their income to the church. Tithing and membership records of all employees are reviewed annually by the Executive Pastor of Operations. Each staff member is challenged to strongly and faithfully pursue a holy life that reflects purity of life in every area. We refer to this as being a fully devoted follower of Christ.

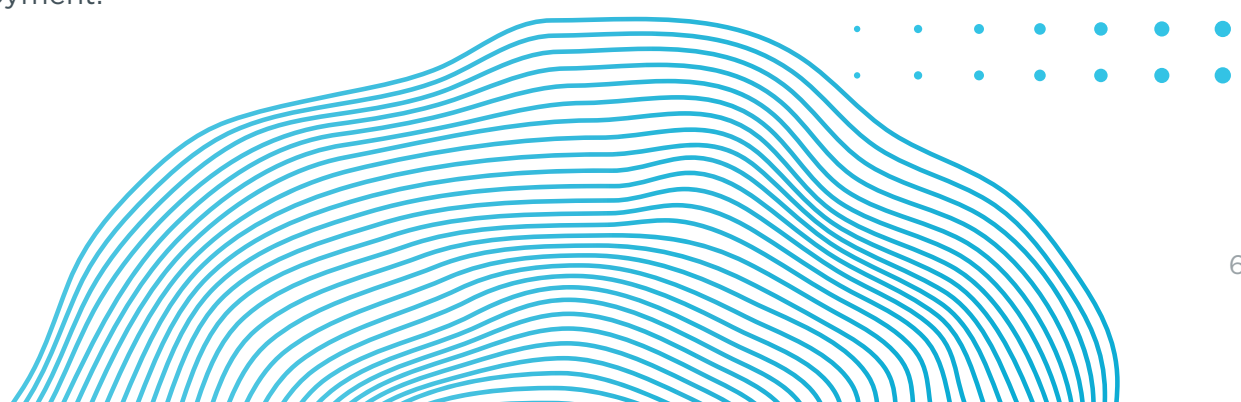
## **SOCIAL SECURITY NUMBER PRIVACY POLICY**

Each employee is required to present a valid Social Security Number (SSN) upon hire and maintain it throughout employment, so that the Church can process payroll and make required tax reports and payments. The Church will take measures reasonably necessary to ensure the confidentiality of social security numbers.

All documents containing SSNs must be kept in confidential files. Neither the Church nor its employees will unlawfully disclose SSNs obtained during the ordinary course of business. No employee may have access to SSNs (including documents that contain SSNs), to request or require an employee or applicant to transmit his or her SSN, or to send a SSN to another person, unless the access is authorized by a manager, and is reasonable and necessary for legitimate business purposes. The Church will not use SSNs as personal identifiers, primary account numbers, or similar uses unless required by law. The Church may use SSNs to perform an administrative duty related to employment including the verification of identity, investigation of claims, criminal or driving history, enforcement of legal rights or administration of benefits programs.

The Church will retain staff SSNs for the duration of employment and for two years following termination, or for a longer period as required by law. The Church will physically destroy documents that contain SSNs that need to be discarded by shredding or other secured means. SSNs stored in a computer database which need to be removed will be deleted from all programs pursuant to techniques and standards commonly used for such purposes.

Violation of this policy is subject to disciplinary action, up to and including termination of employment.



## **DRESS REQUIREMENTS**

Central Wesleyan Church's goal is to maintain a professional work environment. Staff has an impact on the image of the Church, and must wear appropriate attire for their department's environment and work schedule. Any unusual attire or sloppiness suggests a lack of consideration for others and a low opinion of the Lord's work in His church. Recreational shorts, tank tops, sundresses and untidy blue jeans are examples of unacceptable clothing. Each department may specify dress requirements as needed.

## **HOURS OF WORK**

The church office is open from 9:00 a.m. to 5:00 p.m. Monday through Thursday. Full-time staff members are generally expected to be in the office during these hours. There is flex time available for part-time staff members and for staff members who have made other arrangements with their supervisor.

There are times where overtime may be required, and changes in work schedules may not be possible to predict in advance. The Church will try to give reasonable advance notice of scheduling changes and overtime. Before working overtime, a staff member must first receive written permission from his or her supervisor.

## **TIME RECORDS**

Each non-exempt employee is required to keep a daily record of time actually worked. It is the responsibility of each non-exempt employee to accurately report all hours worked in any given week and submit them promptly on a time card. It is the responsibility of each supervisor of non-exempt employees to make sure this responsibility is completed each week.

## **ABSENCES**

In all cases of absence, an employee must notify his or her appropriate supervisor as soon as possible and prior to the absence, if at all possible. An employee who fails to call in absent for three consecutive work days will be treated as a voluntary resignation.

## **PERFORMANCE REVIEWS**

Performance Reviews will be done a minimum of one time per year for all non-exempt employees working at least 20 hours per week. Each employee will receive a written copy of the Performance Review that was completed by his/her supervisor as well as a copy of the employee's self-evaluation. The Performance Review will be reviewed with the employee and will be signed and dated by both the employee and the employee's supervisor.

## **RESIGNATION**

The Church requests at least two (2) weeks notice from employees wishing to resign. The Church also requests that resignations be made in writing and include the date of the last day the employee plans to work.

## **EXIT INTERVIEW**

Upon termination of employment, the Church may attempt to schedule “exit interviews” with the employee with both the Administrative Pastor’s Office and a member of the Personnel Committee. These interviews provide an opportunity to discuss the employee’s personal work situation, and to ask any questions concerning the employee’s departure. It is also an opportunity for the employee to offer suggestions for helping the Church become a better employer, and to address any concerns that the exiting employee may wish to discuss.

Also upon termination of employment, the employee is responsible for returning all Church property in his or her possession to the Church. This includes keys, cell phones, radios, e-mail passcodes, and any other Church property. The employee is also responsible for satisfying any expenses or other obligations he or she may have incurred before departing. By signing this Handbook, the employee authorizes the Church to deduct any amounts that the employee owes the Church from his or her final paycheck.





## WORK ENVIRONMENT

### **OUR COMMITMENT TO A POSITIVE WORK ENVIRONMENT**

Central Wesleyan Church is committed to maintaining a positive work environment where people can work together comfortably and productively.

### **EQUAL EMPLOYMENT OPPORTUNITY**

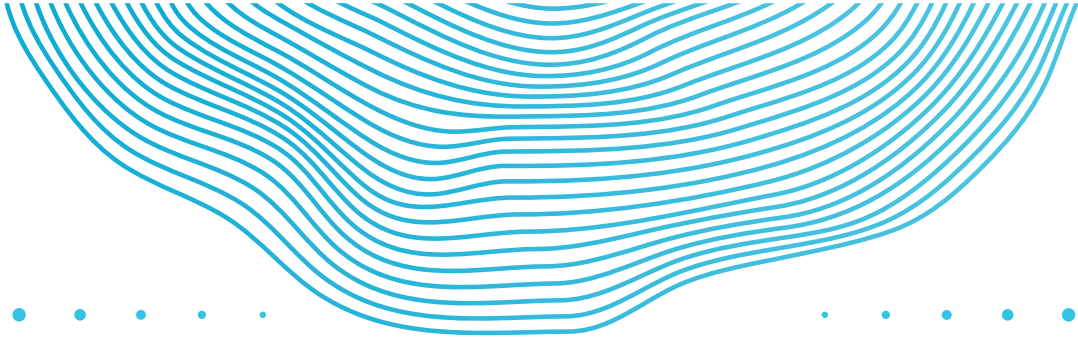
Except as required by our faith, the doctrines of the Church, and permitted by law, it is the Church's policy to prohibit unlawful discrimination in its hiring and personnel practices. This policy requires that all decisions involving hiring, promotion, transfer, compensation, benefits, training, discipline and all other personnel practices and terms or conditions of employment, will be made without regard to race, sex, age, national origin, disability, genetic information, or any other protected status under state, federal or local law. The Church also prohibits retaliation against any employee because the employee has engaged in an activity that is protected under state, federal or local law.

The Church does, however, reserve the right to employ persons who profess a Christian faith and have a work history and lifestyle consistent with the scriptural principles of the Church. This policy does not waive the ministerial exception or any other applicable exception under state or federal law.

If an employee feels that he or she has been subjected to or witnessed discrimination or retaliation, he or she should report this concern to the Executive Pastor of Ministries. The Church will promptly investigate any reports of discrimination or retaliation, and appropriate corrective action will be taken.

### **DISABILITIES AND ACCOMMODATIONS**

Except as required by our faith, the doctrines of the Church, and permitted by law, the Church is committed to providing equal employment opportunity for qualified individuals with disabilities. The Church will provide reasonable accommodation for a qualified individual's disability, where the accommodation is necessary for the employee to perform the essential functions of his or her job.



Any employee who believes he or she requires an accommodation of a disability should promptly notify the Executive Pastor of Operations. Michigan law requires that a person requesting an accommodation of a disability must notify the Church of that request within 182 days after the person knew or reasonably should have known that an accommodation was needed.


Each request will be evaluated based on the circumstances of that particular situation. Because of this, employee participation and cooperation in the accommodation process will be important. The Church will work closely with a requesting employee to obtain and evaluate relevant medical and job information, identify and evaluate possible accommodations, and ensure appropriate confidentiality in the process.

The Church may decline to make an accommodation where it would be unreasonable, would present a direct threat to health or safety, or where it would post an undue hardship on the Company, customers, or other employees. The Church also reserves the right to employ persons who profess a Christian faith and have a work history and lifestyle consistent with the scriptural principles of the Church. This policy does not waive the ministerial exception or any other applicable exception under state or federal law.

**EMPLOYEE DIGNITY**

All Church employees are expected to conduct themselves with dignity and with respect for fellow employees and other people who may have contact with the Church. Harassment of employees, visitors, or others will not be tolerated. This policy includes, but is not limited to, harassment that is based on protected legal characteristics such as sex, race, religion, and national origin.

Church policy prohibits all forms of physical acts, attempted acts, statements, gestures, jokes, written or graphic material, or other conduct or communications that are harmful, offensive, derogatory, abusive, insulting, threatening, or intimidating. Violation of this policy will result in disciplinary action up to and including termination of employment.



One form of harassment that is prohibited by this policy is harassment based on gender. The following description of sexual harassment illustrates the types of conduct that will be considered to be harassment. Sexual harassment includes: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where:

- 1 Submission to this conduct becomes a condition of any person's continued employment with the Company;
- 2 Submission to or rejection of this conduct becomes the basis for employment decisions affecting any person; or
- 3 This conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.



Each employee is responsible to ensure that his or her behavior complies with these standards. Behavior that is harassing toward others will not be excused simply because the actor(s) did not intend any harm or offense.

If you believe you have been subjected to or witnessed harassment, you should report it immediately to the Executive Pastor of Ministries.

Each report will be given serious consideration and investigated promptly. Reports and investigations will be handled with discretion, and appropriate corrective action will be taken. The Church strictly prohibits retaliation against anyone who, in good faith, reports an actual or suspected violation of this policy.



## **PROBLEM SOLVING PROCEDURE**

It is the Church's policy to encourage open, honest, and constructive communications among all employees. The following guidelines are established to help employees voice their opinions and discuss their problems and concerns.

- 1** The person closest to the situation in most cases is the employee's immediate supervisor. Discussion and resolution should first generally be attempted with the employee's immediate supervisor.
- 2** If the situation is not resolved satisfactorily, then the employee should schedule an appointment with an Executive Committee Member or the Administrative Pastor to discuss the issue further.
- 3** If any employee feels he or she has not received a satisfactory response from the above steps, he or she may schedule an appointment to meet with the Chairman of the Personnel Committee.

## **VIOLENCE IN THE WORKPLACE**

The Church is committed to preventing workplace violence and to maintaining a safe work environment free from intimidation, harassment, threats or actual violence during working time or on its premises. No talk of violence or joking about violence will be tolerated. "Violence" includes physically harming another, shoving, fighting, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, for any reason, will not be tolerated.

It is everyone's business to prevent violence in the workplace. All threats or instances of violence must be reported as soon as possible to your supervisor or a member of the Executive Committee. The Church will promptly investigate all reports, and violation of this policy is subject to discipline up to and including termination of employment.

Employees are encouraged to bring their disputes or differences with other employees to the attention of management before the situation escalates into potential violence. The Church wants to assist in the resolution of employee disputes, and will not discipline employees for raising legitimate complaints or concerns.



## **POSSESSION OF WEAPONS ON CHURCH PROPERTY**

The Church prohibits all persons from carrying a firearm, weapon, or other dangerous or hazardous devices or substances onto Church property regardless of whether the person is licensed to carry the weapon or not. Employees are also prohibited from having such items in their possession while acting on behalf of the Church or engaging in Church business.

This policy applies to all Church employees and visitors on Church property, regardless of whether they are licensed to carry a concealed weapon. Except as otherwise required by law, the only exceptions to this policy will be on-duty police officers, security guards or other persons who have been given written consent from the Administrative Pastor to carry a weapon on the property.



Prohibited weapons include, but are not limited to, all firearms; unauthorized knives (knives with blades longer than 3 inches not approved as a work-related tool); unauthorized explosives; and bows or arrows. If you have a question about whether an item is covered by this policy, please contact the Pastor of Operations. Staff will be held responsible for making sure beforehand that any potentially-covered item is not prohibited by this policy.

“Church property” covered by this policy includes, without limitations, all Church owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Church’s ownership or control. Therefore, staff and Church visitors may not transport weapons on Church property in the trunk of a car or in a locked case.

Any employee who witnesses or has knowledge of a violation of this policy must immediately report it to the employee’s supervisor or a member of the Executive Committee. Violation of this policy is subject to disciplinary action up to and including discharge. This policy shall not be construed to create any duty or obligation on the part of the Church to take any actions beyond those required of any employer by existing law.



## **PROHIBITED SUBSTANCES**

The Church prohibits possession, use, manufacture, distribution, dispensation, transportation or sale of any prohibited substance on its premises. Having any detectable level of a prohibited substance or its metabolite in an employee's system during working hours is also prohibited. "Prohibited substances" are defined as: illegal drugs, controlled substances (including trace amounts), alcoholic beverages, and any other substance which affects or may affect the employee's behavior or ability to perform job duties safely and effectively.

Employees using any medication (prescribed or over-the-counter) that has the potential to impair the employee's ability to work safely and effectively must report the medication to the Church. The Church may require the employee to provide background information about the medication (such as the name of the drug, prescribing doctor, side effects, etc.).

The Church reserves the right to have an employee tested for prohibited substances under the following circumstances: (1) as a condition of consideration for employment; (2) if the Company has reason to suspect that an employee has violated this policy; or (3) following an accident or incident in which a safety precaution may have been violated or a careless act may have been involved. Reasonable suspicion exists when an employee's appearance, behavior, speech, breath or body odors indicate the use or effects of alcohol or drugs.

Any employee who refuses to be tested, has a positive test result in violation of this policy, attempts to impair the validity of a test, or otherwise violates this policy, is subject to discipline up to and including termination of employment.





## **SOLICITATIONS**

Solicitations by representatives of outside organizations not associated with the day-to-day operations of the Church are prohibited. Written materials from outside organizations may not be distributed on Church property unless written permission from the Executive Pastor of Ministries is obtained in advance.

Employees may engage in solicitations for charitable or personal purposes, subject to the following guidelines:

- 1** Approval must be obtained from your supervisor in advance.
- 2** Solicitations may not take place during working time, and may not disrupt the work of any employee.
- 3** Any materials must be displayed only in non-work areas, and must be neat and orderly.
- 4** Solicitations of non-employees having business at the Church are strictly prohibited at all times.

## **SEARCHES OF CHURCH AND PERSONAL PROPERTY**

The Church reserves the right to examine Church property (desks, workstations, etc.) and personal property that employees bring to work (purses, lunch bags, etc.) when there is reason to suspect that unlawful or improper activity may have occurred. The Church will not search an employee's personal property without permission. However, if an employee refuses such a request, the employee will be subject to disciplinary action.

## **MEDIA**

Employees who are contacted by the media regarding an issue involving the Church or its staff should refer the media inquiry to the Executive Pastor of Ministries.

# COMMUNICATIONS

COMPUTERS  
NETWORKS  
SOCIAL MEDIA



## CHURCH ACCESS AND MONITORING

All information in Central Wesleyan Church electronic communication systems including computers, e-mail, internet systems, phone systems including voice mail, pagers and cellular phones and any future communications technology acquired by the Church is the property of the Church. Despite the use of passwords, all communications on electronic communications systems are not private to employees; they are considered Church property. All information stored or sent on Church computers or networks must relate to Church business and be professional in nature. All computer files and network data are accessible to Church management. The Church does not routinely monitor employee communications, however, the Church reserves the right to examine the content of electronic communications, files on personal computers, and all other information stored or passed through Church systems. Staff should have no expectation that any information stored on such systems is confidential or private. **By using the Church's telephones, computers, and other communications equipment, you consent to the Church's monitoring and recording of your conversations or other communications on Church equipment for business purposes, or if the Church reasonably suspects that the equipment is being or has been used for inappropriate purposes or in the course of inappropriate activity.**

## SOFTWARE

The software programs used in the Church's communication and information systems are protected by copyright law, and by license agreements with the publisher or seller of the software. Staff is prohibited from copying any computer software, including Church-developed software or software owned or licensed from third parties, from the Church's computers or networks. Staff is also prohibited from loading any software, data or information from outside sources onto Church computers or networks without prior written authorization. All loading of outside software, data or information on the Church's computers or network shall be completed by authorized persons only.

## NETWORK COMMUNICATIONS AND EMAIL

The Church strictly prohibits the use of communication and information systems for any communication or activity which is obscene, pornographic, profane, abusive, defamatory, a violation of any civil or criminal law or statute, or a violation of any church policy or standard.



Staff should never reply to unsolicited commercial e-mail (SPAM) using a Church-provided email address. Doing so only validates an active e-mail account to the senders. To avoid exposing the Church to increases in SPAM, staff should not use a Church e-mail ID on public forums without prior written authorization from a supervisor.

If staff receives inappropriate messages on church systems, other than the above mentioned SPAM, staff must promptly notify the sender that such messages may not be sent on Church systems.

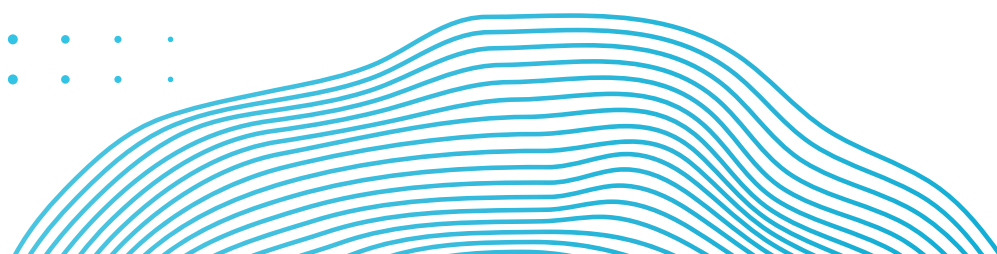
### **USE OF CHURCH COMPUTERS**

The following activities are prohibited on Church systems: gambling, accessing streaming channels, “spamming” (sending mass e-mail broadcasts), misrepresenting or obscuring a user’s identity, or expressing personal statements that may be construed to be the official position of the Church.

Access to the Internet benefits many employees in fulfilling their job responsibilities at Central Wesleyan Church. Employees may occasionally access the Internet for non-Church (personal) reasons. This access must occur only before work, during break times and after work. This access must comply with the requirements listed above for use of electronic communications. This access must not adversely affect the ability of others to efficiently use the Church’s computing resources for business purposes.

### **SECURITY AND CONFIDENTIALITY**

Staff has a duty and obligation to the Church to protect secret, confidential, or proprietary information belonging to the Church. This includes the storage and retention of electronic data. A workspace must not be left attended in a manner that could permit any unauthorized person to obtain access to data. Users may not share passwords or access devices with any other person, except when business needs require it and an appropriate supervisor has given written authorization. You may not forward or redirect email messages if doing so would lead to the disclosure of confidential information to one or more people who are not authorized to have it. All confidential information produced or received by staff during employment with the Church belongs to and shall remain the property of the Church.





## INTELLECTUAL PROPERTY POLICY

It is the mission and theological perspective of Central Wesleyan Church to equip, train and deploy members of the body of Christ in the creative publishing of God's truth in all appropriate media to fulfill God's desire to reach all people with the gospel.

The CWC employee will own the copyright to all Intellectual Property including traditional church-based copyrightable works such as sermons, songs, drama scripts, curricula, books, Bible studies that are created independently and at the employee's initiative.

CWC is exempt from paying any royalty or fee for its direct ministry use and application of Intellectual Property created by one of its employees who did the creation within the context of employment.

An exception to the assumption that the CWC employee holds copyright to Intellectual Property is when Intellectual Property is created in the context of employee prepared works that are under the control and direction of the employer; and the employee is accountable to the employer for the content and design of the work. In addition there may be other situations where CWC owns the copyright to an employee work that otherwise would have fallen under the general policy stated above. Examples are specially commissioned works, contractual works, and works that use substantial CWC resources.

## SOCIAL MEDIA

### Personal Use of Social Media

Online social media (Facebook, Twitter, etc.) have become popular communication tools. The Church has no desire to restrict employees' use of these media away from work, where the use is unrelated to the Church's business. But it is possible for employees' online activities to affect the Church in a negative way. Here are some guidelines to keep in mind:

- 1 Never disclose secret, confidential, or proprietary Church information.
- 2 If you identify yourself as a Church employee, always make it clear that your opinions are yours alone and that you are not speaking for the Church.
- 3 Don't post comments that violate Church policies (for example, by harassing or threatening co-workers).



- 4 Don't post comments that would embarrass or adversely affect the Church.
- 5 Be sure you don't make unlawful personal use of the Church's logo or trademark. If you access social media for personal use, you are solely responsible for the content of what you post.

### Business Use of Social Media

Those using social media, such as Facebook or Twitter, for official business on behalf of the Church must comply with the following:

- 1 Only employees who have received written authorization from the Pastor of Operations may post to Church-sponsored social media sites or post to other social media sites on behalf of the Church.
- 2 Posts made on behalf of the Church or on Church-sponsored social media sites may not contain information that is obscene, pornographic, profane, abusive, defamatory, a violation of any civil or criminal law or statute, or a violation of any church policy or standard. Posts made on behalf of the Church may not violate Church policies (for example, by harassing or threatening co-workers). Posts made on behalf of the Church may not contain information that would embarrass or adversely affect the Church.
- 3 Employees may not disclose secret, confidential, or proprietary Church information without receiving written authorization from the Pastor of Operations.
- 4 Employees posting content referring to a minor must use only the minor's first name on any Church-sponsored postings or social media sites. Do not post the last name of a minor unless you have received written authorization to do so from the minor's parent(s) or legal guardian(s).

## COMPENSATION & BENEFITS

### PERSONAL INFORMATION

It is each employee's responsibility to keep the Church informed of his or her mailing address, home telephone number, and person to contact in case of an emergency,

Also, staff is responsible to report changes in family status, dependents, or beneficiaries that impact an employee's compensation or benefits to the Pastor of Operations within 31 days of the event. Examples of relevant events include the birth of a child, marriage, divorce, the death of a spouse or dependent child, a dependent turning 19 years of age, or a dependent who is no longer a full-time student.

Changes in Dependent Care Reimbursement Accounts (Flexible Spending Accounts) may be made due to additional life events, such as changes in occupational status of staff or spouse (e.g., part-time/full-time and layoffs) and changes in child care cost or coverage.

The above information must be kept up-to-date for purposes of benefits and withholding for taxes.

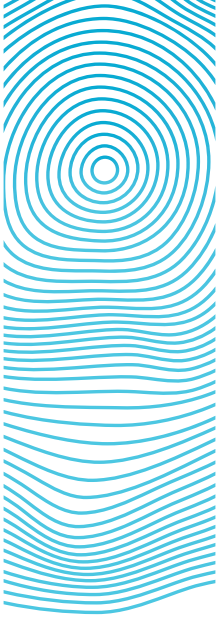
### PERSONNEL RECORDS

The Church maintains a personnel file for each employee. If you would like to review your personnel file, please contact the Pastor of Operations. If you disagree with any information in your personnel file, please discuss this with the Pastor of Operations. The Church respects the privacy of our employees and will not release any employee information to outside parties without the written consent of the employee or unless otherwise required to do so by law. All third-party requests for employee information should be directed to the Pastor of Operations.

### PAY PERIODS AND PAY

For pay purposes, the workweek is a seven-day period beginning on Sunday and ending on Saturday. Pay periods are bi-weekly and compensation is distributed on every other Thursday for the hours worked during the preceding two week period.

Direct Deposit is required for employee compensation distribution. These accounts may be any combination of banking institutions or similar types of accounts. Forms are obtained from the Business Office.



It is the Church's policy that no improper deduction is to be made from any employee's pay. If you think your pay is incorrect, or that there is an incorrect or improper deduction, you must inform the Business office immediately. Any pay error or improper deduction will be corrected, and steps will be taken to ensure future compliance.

### **OVERTIME PAY**

When the Church requires a non-exempt employee to work more than 40 hours in a work week, the Church will pay overtime compensation. Overtime pay is equal to one and one-half times the regular straight-time hourly pay.

Holiday and other hours that are paid but not actually worked are not counted as hours worked for the purposes of calculating overtime pay. Employees are not paid overtime compensation for any work that is worked beyond eight hours in a work day.

### **STAFF MEMBER CLASSIFICATIONS**

*Note: Position titles supercede personal qualifications. In other words, a person may be licensed, but accept the role of a coordinator.*

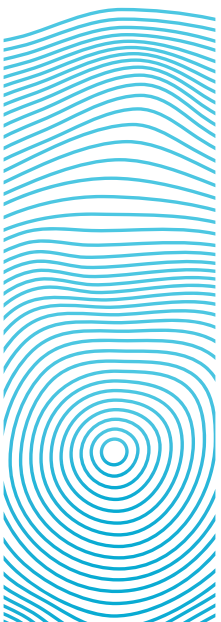
**Pastors** - This position includes persons who are certified and serving as Ordained or Licensed Ministers on staff at Central Wesleyan Church. They carry significant responsibility, may supervise other pastors & directors, and are considered part of the "Pastors & Directors."

**Directors** - This position includes persons who are not Licensed or Ordained Ministers who are serving in positions of leadership on staff at Central Wesleyan Church. They carry significant levels of responsibility, may supervise other staff members, and are considered equal to "Pastors" with the only difference being credentials.

**Coordinators** - This position includes persons who serve in a specific area of responsibility for the church, do not serve as direct support to another individual staff member, and are not Licensed Ministers or Ordained Ministers. These individuals serve as head of his or her specific ministry.

**General and Administrative** - This position includes persons who serve as a direct support to another staff person or as a direct support to the facility. These individuals may or may not supervise other staff members.

**Specialty Staff** - This position includes persons who either supervise the custodial staff or have a specific technical skill that provides church-wide support.



## EMPLOYMENT STATUS

**Regular Full-Time Salaried** – Salaried – A staff member who is paid a weekly salary and is normally scheduled to work a minimum of 32 hours per week or more.

**Regular Full-Time Hourly** – A staff member who is paid an hourly rate and is normally scheduled to work a minimum of 32 hours per week or more.

**Regular Part-Time** - A staff member who is paid an hourly rate and is normally scheduled to work less than 32 hours per week.

**Temporary Staff Members** – A staff member who is paid an hourly rate and is scheduled to work for a short time or sporadically. A temporary staff member may be used as an intern, for a specific project, as a temporary substitute for an absent staff member, or for special time-limited assignments. Temporary staff members are not eligible for benefits.

## COMPENSATORY (COMP) TIME

Compensatory (Comp) time is the practice of working additional unpaid hours in one week and then submitting them for payment in a later week. Some refer to this as “banking hours.” This practice is not permitted at Central Wesleyan Church. Any attempt by an employee to use compensatory time or any attempt by a supervisor to require it may be subject to disciplinary action up to and including discharge.

## COMPREHENSIVE EMPLOYEE BENEFITS

Central Wesleyan Church provides a comprehensive employee benefits program to attract and retain quality employees. Benefit programs are routinely evaluated and changes are made when deemed necessary and appropriate.

### CURRENT EMPLOYEE BENEFITS INCLUDE:

- 403b Plan
- Medical Coverage
- Prescription Drug Coverage
- Health Savings Accounts
- Flexible Spending Accounts
- Basic Life Insurance
- Short Term Disability Plan
- Long Term Disability Plan



These benefit plans are governed by the relevant benefit plan documents or insurance certificates, not by the terms of this Handbook. Each participant will receive booklets containing summary descriptions of the benefits provided, eligibility rules, claim procedures, and any required employee contributions. The Church reserves the right at any time to alter, modify, amend, or terminate these policies and benefits as the Church believes necessary.

### **DEPENDENT CHILD CARE SERVICES (DCS)**

All employees who work 16 hours a week or more are eligible to pay for childcare services with pretax dollars. The employee must predetermine the amount of childcare expenses that may be incurred throughout the upcoming year up to a maximum of \$10,000. This amount is divided by the number of pay periods and is deducted from each payroll as pretax dollars. Expenses for any childcare services performed by a childcare provider during working hours are covered. All policies are subject to IRS regulations.

This program runs on a calendar year. The amount may be changed annually and forms are distributed by the Business Office. After the deadline, amounts may only be changed for family change rules. Family Change Rules include births, divorce, marriage, change in insurance status, etc. Any change to DCS must be consistent with the Family Change rule, which means that the birth of a child would mean staff could only increase the DCS amount (not decrease it).

All employees (including those that leave employment with the Church) that have participated in DCS may submit bills that are incurred up to the grace period of March 15 of the following year. The employee has an additional 60 days to submit the bills for processing after the grace period. If DCS is not used, the employee will lose the unused contributions.

DCS forms should be completed by the employee and approved by the Payables Assistant. Payments are processed monthly.

### **LEAVES OF ABSENCE UNDER THE FAMILY AND MEDICAL LEAVE ACT (“FMLA”)**

An employee with at least 12 months of service, who has worked 1,250 hours or more in the past 12 months, may request unpaid leave under the Church’s Family and Medical Leave Policy. Rights and job protection provided under the FMLA do not apply to leaves extending beyond the period allowed by FMLA.





Reasons for FMLA Leave: An employee may request up to 12 weeks of FMLA leave for the following reasons:

- For the employee's own serious health condition (defined below) that makes the employee unable to perform the essential functions of his or her job.
- To care for the employee's spouse, child, or parent with a serious health condition.
- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for the employee's child after birth, placement for adoption, or foster care placement.
- For a "qualifying exigency" resulting from the fact that the employee's spouse, parent, son or daughter is deployed to a foreign country as a member of the Armed Forces. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment and reintegration briefings.

The amount of FMLA leave time available to an employee (for the above reasons) on any given date is equal to 12 weeks minus the amount the employee has used in the preceding 12 months.

An employee may request up to 26 weeks of FMLA leave in a single FMLA year for the following reason:

To care for the employee's spouse, son, daughter, parent, or next of kin who is a covered service member. A covered service member is either:



**1 A current member of the Armed Forces who**

- Incurred or aggravated a serious illness or injury in line of duty on active duty; and
- May be medically unfit to perform the duties of his office, grade, rank or rating because of the serious illness or injury; and
- Is undergoing medical treatment, recuperation or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness;

..... **OR** .....

**2 A veteran of the Armed Forces who**

- Incurred or aggravated a qualifying injury or illness in line of duty on active duty; and
- Is undergoing medical treatment, recuperation or therapy for a serious injury or illness; and
- Was a member of the Armed Forces at any time during the 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

In a year in which the employee uses leave to care for a covered service member, 26 weeks is the maximum amount of FMLA leave that the employee may use in total for all types of FMLA leave.

Definition of a Serious Health Condition: A “serious health condition” for FMLA purposes is an illness, injury, impairment, or physical or mental condition that involves either:

**1** An overnight inpatient stay in a medical care facility, or

**2** Continuing treatment by a health care provider for a condition that either prevents the employee from performing the essential functions of the employee’s job, or prevents the qualified family member from participating in work, school, or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by:

- A period of incapacity of more than 3 consecutive full calendar days combined with either (a) at least 2 visits to a health care provider within certain time frames, or (b) one visit to a health care provider within a certain time frame and a regimen of continuing treatment;



- Incapacity due to pregnancy or prenatal care;
- Incapacity due to a chronic condition that continues for an extended period and requires at least two visits to a health care provider per year for treatment; or
- Permanent or long-term incapacity, or conditions requiring multiple treatments.

**Intermittent Leave:** When medically necessary, leave may be taken on an intermittent basis or by arranging a reduced work schedule. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Church's operations.

**Employee's Responsibility to Give Notice of the Need for Leave:** If an employee needs to take FMLA leave for any purpose, he or she must notify the Executive Pastor. If the employee's need for FMLA leave is foreseeable, he or she must give this notice at least 30 days in advance of the leave. If it is impossible to give 30 days' advance notice, the employee must notify the Executive Pastor as soon as practicable. The employee must provide enough information for the Church to determine whether the leave qualifies as FMLA leave, and the anticipated timing and duration of the leave.

After the employee requests FMLA leave, the Church will inform the employee whether he or she is eligible to take FMLA leave and will explain the employee's rights and responsibilities under FMLA. After the employee returns some required forms, the Church will inform him or her whether or not the leave is approved as FMLA leave.

The employee must also follow Church rules for calling in to report absence, tardiness, or early leaving.

After the employee requests FMLA leave, the Church will inform the employee whether he or she is eligible to take FMLA leave and will explain the employee's rights and responsibilities under FMLA. After the employee returns some required forms, the Church will inform him or her whether or not the leave is approved as FMLA leave.

**Medical Certification:** When the Church requests it, the employee must provide complete and sufficient certification from a health care provider verifying the need for leave. The Church will provide a form for this purpose, but the employee is responsible for any charges for the provider to complete it. The employee must return the completed certification form within 15 days.

Failure to do so may result in the delay or denial of FMLA leave. The Church may require subsequent opinions from a different health care provider, or periodic re-certifications of the need for leave.

**Wages and Insurance Benefits During FMLA Leave:** Wages are not paid during FMLA leave. If an employee has health coverage under a group plan, the Church will maintain that coverage during FMLA leave as long as the employee maintains his or her contributions during the leave. Arrangements for making these contributions can be coordinated through the business office.

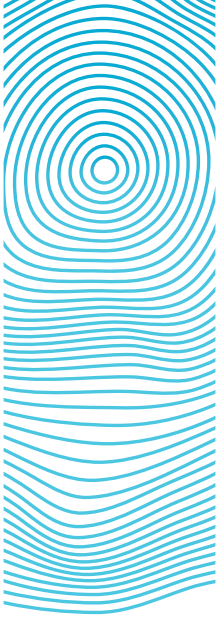
**Using Paid Leave Time During FMLA Leave:** The employee may elect to use paid leave (vacation or sick) available at the time of the leave, according to the terms of the Church's policy. The Church may require that the employee use available paid leave. Whether or not paid leave is available, all time off which is covered by FMLA will be charged against the employee's yearly FMLA allowance.

**Returning to Work:** Before returning to work from a leave due to the employee's own serious health condition, the employee must provide medical verification of his or her fitness for duty. The Church will provide a list of the essential functions of the employee's job for that purpose. If the employee is taking leave intermittently or on a reduced work schedule, a fitness-for-duty certification may be required in some cases.

Upon return from FMLA leave, most employees will be returned to their original position or an equivalent one, with equivalent pay, benefits and other employment terms. Use of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the leave. Employees will not continue to accrue benefits while taking FMLA leave.

**Termination of FMLA Leave:** FMLA leave and accompanying benefits will cease if:

- The employment relationship would have terminated if the employee had not taken FMLA leave;
- The employee informs the Church of his or her intent not to return from leave;
- The employee fails to return a medical certification as required;
- The employee fails to return to work (with any required certification) at the end of an approved FMLA leave;
- The employee continues on unapproved leave after exhausting his or her FMLA leave entitlement;
- The employee obtains FMLA leave fraudulently;
- The employee engages in conduct on FMLA leave that is inconsistent with the need for that leave;
- The employee begins employment with another employer, or engages in self-employment without the Church's approval, during FMLA leave.



**Enforcement:** If an employee believes that his or her FMLA rights have been violated, report this immediately to the Executive Pastor of Operations. Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint. The FMLA also states that employees can file a complaint with the U.S. Department of Labor or in an appropriate court.

### **OTHER LEAVES OF ABSENCE (NOT COVERED BY FMLA)**

Employees may request leaves of absence for reasons that are not covered by the Family and Medical Leave Act. For example, an employee who is not eligible for FMLA leave may request a leave of absence for family or medical reasons. Leaves of absence for personal reasons, or leaves in excess of 12 weeks for family or medical reasons, may also be requested.

Any request for such a leave should be submitted in writing to the Executive Pastor, stating the reasons for the leave and its anticipated duration. The Executive Pastor provides Absentee Forms for use by employees seeking a leave of absence. Approval will be at the Church's discretion, and any decision approving a leave will be provided to the employee in writing by the Executive Pastor. (If written approval is not issued, the leave is not approved.) Approval of any leave of absence will be for a specific period of time, and is deemed to begin on the first day of the employee's absence.

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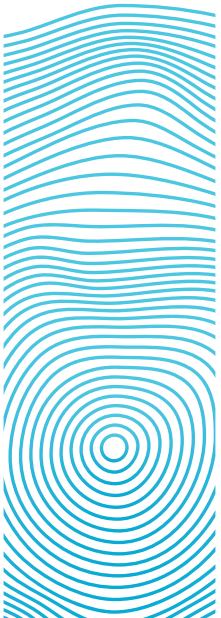
For medical leaves, written proof from a physician that the medical leave is necessary may be required. Upon returning to work from a medical leave of absence, the employee is required to provide a physician's statement certifying his or her ability to perform normal job duties. The Church reserves the right to use a physician of its choice to verify any disability that prevents an employee from working at the Church, and to verify an employee's ability to return to work and assume prior job duties.

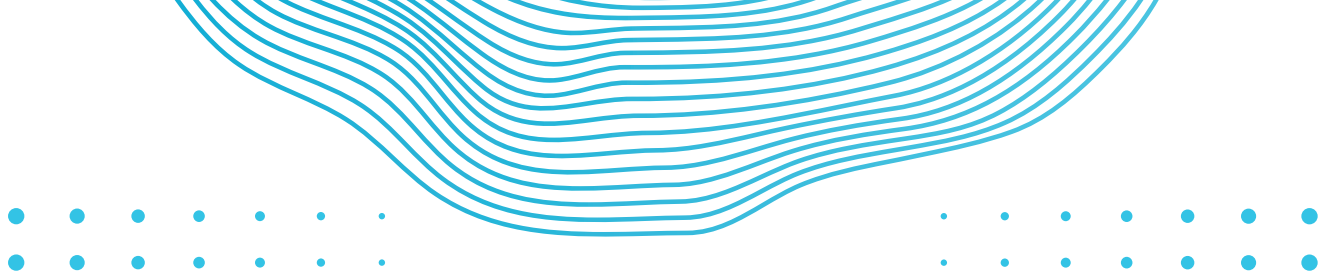
An employee who takes a leave of absence will be required to exhaust all available vacation and sick time. If no such paid time is available, or if it has been exhausted, the leave of absence will be without pay.

The Church does not pay for an employee's health coverage during a non-FMLA leave, but the employee may be eligible to purchase continued coverage under COBRA.

Failure to return to work on the expiration of a leave, or accepting other employment while on leave, will be considered a voluntary resignation from employment, unless the employee receives prior written approval from the Executive Pastor.

At the end of a non-FMLA leave of absence, there is no guarantee that the employee will be placed in his or her previous position. If the employee's previous position is not available, the





Church may offer the employee another position the employee is able to perform (if such a position is open). If the employee rejects an offered position, the employee will be considered to have voluntarily quit. If no position is available at the end of the leave of absence, the employee may be placed on layoff status and given preference in the event of a subsequent job opening he or she is able to perform.

### **Maternity Leave**

After 12 months of continuous employment, an employee is eligible for Maternity leave benefit as per below:

- Full Time 6 weeks paid, up to 6 additional weeks unpaid under FMLA, see page 23, (or instead of unpaid, can use any earned vacation and sick days.)
- Part Time 6 weeks paid, up to 6 additional weeks unpaid.
- Both FT and PT pay, (hourly), will be based on average numbers of hours worked per week, over the past 12 months; or the number of hours per week listed on the Annual Compensation agreement, whichever is smaller.

### **Paternity Leave**

The birth of a baby, and the adoption of a child require special attention for a family. In this spirit, we will encourage and provide a week\* Paternity leave for dads on our staff to help with the transition home. We believe these days should be taken in the first 4- 6 weeks after the child's arrival, with each family determining the best timing for themselves. \*This is defined as 5 days, a typical work week. The days may include one Sunday, and it is intended to be taken consecutively.

### **Adoptive Parent Leave**

Welcoming a new child into a family through adoption is close to God's heart. We support and affirm our staff in their openness to adoption. In cases where a child is adopted, our policy is to grant three (3) weeks paid leave for employees, per the following:

- Full time status
- Child is newly born, brought home directly from birth hospital
- In cases where both parents are full time employees, only one spouse may use this benefit.
- Because the policy is intended to provide specific time for care of a newborn, Step-child adoptions and adoptions of other relatives are not covered under this policy.
- Unpaid leave may be requested under the FMLA (see appropriate section in this handbook for guidelines and limitations).

## **VACATION TIME**

Non-exempt employees accrue paid vacation hours based on the number of hours they work or are paid. Sick time, holiday time, and vacation time all count as work time for purposes of determining accrued vacation.



Non-exempt employees will not be permitted to take vacation time that they have not earned; however, vacation may be taken as soon as it is earned.

Non-exempt employees may accrue vacation time up to one week beyond their normal vacation package. In other words, an employee who has a vacation package of two weeks may accumulate up to a total of three weeks of vacation before the vacation time will stop accruing. It is important for employees to be aware of this policy since vacation hours accrue as time cards are processed and once an employee reaches the maximum accrual limit vacation hours no longer accrue.

**Listed below is the schedule for qualifying for vacation hours and assumes a 5 day work week:**

Upon completion of 1 year of service, .019608 hours of vacation will accrue for each hour worked (40 hours per year equals one week of vacation)

Upon completion of 3 years of service, .040000 hours of vacation will accrue for each hour worked (80 hours per year equals two weeks of vacation)

Upon completion of 8 years of service, .061224 hours of vacation will accrue for each hour worked (120 hours per year equals three weeks of vacation)

Non-exempt employees must receive approval from the employee's supervisor before taking vacation time. Any unused vacation days will be paid at termination.

Vacation increases will be given in May (on the employee's compensation agreement) for any employee whose triggering anniversary date falls between January and December of that year.

**SICK DAYS**

Full-time, non-exempt employees accrue 5 paid sick days per fiscal year with a maximum accrual of 180 days. Two of the five sick days may be used as personal days during the fiscal year. The Church will not pay an employee for unused sick days upon termination of employment.

**HOLIDAYS**

Except where noted, the following days are recognized as paid holidays. Employees are not typically expected to work on holidays. However, there may be situations when holiday work is required.



New Year's Day  
Good Friday (unpaid day off)  
Memorial Day  
4th of July

Labor Day  
Thanksgiving Day  
Friday following Thanksgiving Day  
Christmas Day

Holiday schedules may vary from year to year depending on when the holidays fall. When any of these holidays fall on a normal non-working day, a different day may be taken as a holiday within one week of the holiday, provided the employee's supervisor gives approval. Holiday schedules for the fiscal year are distributed annually.

### **BEREAVEMENT**

In the event of the death of a family member, the following bereavement pay will be provided upon request:

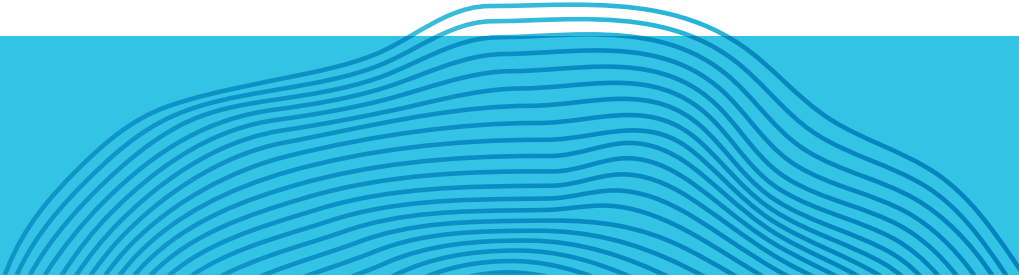
- Husband or wife: one week
- Son or daughter: one week
- Mother or father: three days
- Brother or sister: three days
- Grandparent: three days
- Grandchild: three days
- Mother-in-law or father-in-law: three days
- Brother-in-law or sister-in-law: one day

Bereavement pay applies to step relationships in the same manner as listed above. The Church may grant additional paid time off in its discretion in appropriate circumstances. Requests for additional time off should be submitted to the Executive Pastor.

### **JURY OR WITNESS DUTY**

An employee summoned for jury duty or called as a witness will be granted a leave of absence for the time necessary to fulfill his or her duties. The employee should promptly bring the summons or subpoena to his or her supervisor so that scheduling arrangements can be made.

A full-time employee will be compensated for necessary time lost, less any amount paid to the employee for jury duty or for serving as a witness. The total number of days for which jury duty or witness duty is payable is limited to 10 in any calendar year.



The employee must report for work if jury duty does not conflict with work hours. For example, an employee required to serve a half day of jury duty must report to work for the remainder of the scheduled work day. However, the total time spent on both jury/witness duty and work in a day should not be more than the employee's customary work hours.

The employee's supervisor may submit a request for temporary help if the jury/witness duty is protracted. Each request will be considered on a case-by-case basis by the Executive Pastor.

### **MILITARY DUTY**

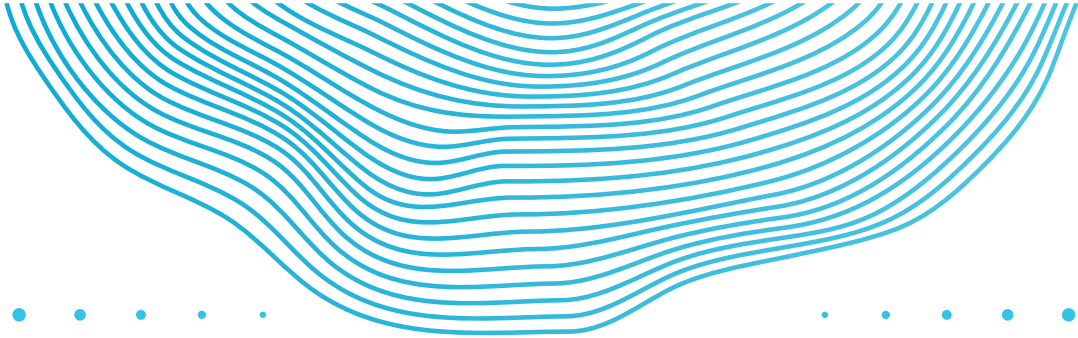
A leave of absence to enter the United States armed forces or for required military duty, and reinstatement from such a leave, will be handled according to the provisions of applicable State and Federal laws. If you intend to enter the military, or otherwise need a military-related leave of absence, notify the Executive Pastor as far in advance as possible.

### **TUITION ASSISTANCE**

After 2 years of continuous service a full-time non-exempt is eligible to apply for reimbursement of tuition for continuing education under the following conditions:

- 1 The course is related to the area of the service in which the employee is currently serving.
- 2 Reimbursement will be 100% of tuition for a grade of C or greater. No reimbursement for below a C. There is no reimbursement for books, travel or lodging.
- 3 The course and the educational institution must be approved in writing by the Executive Pastor of Ministry prior to the course being taken.
- 4 The Church will reimburse 100% of the tuition for FLAME and other denominational study courses for ordination, subject to successful completion. There will be no reimbursement for books, travel or lodging.
- 5 The Church has a limited budget to reimburse individuals. Money is allocated annually. The Executive Pastor of Ministry may approve up to the limit of the total reimbursement budget but is free to deny approval, even if money is available, based on the other factors described above. Decisions by the Ministry Director are subject to the review of the Personnel Committee.
- 6 Each qualified exempt employee may be approved up to \$2,000 per year if the ceiling of the total budget has not been reached.





**PERSONAL/FAMILY COUNSELING**

Employees and their immediate family members are eligible to receive two free counseling sessions per year per family unit with a Christian counselor subject to the written approval of the Pastor of Operations.

**TRAVEL REIMBURSEMENT**

Time spent commuting to and from work is not paid time, even if the employee is driving a Church-provided vehicle.

Once an employee’s work day has commenced, time spent traveling during the work day for a business-related purpose that does not involve an overnight stay will be paid at the employee’s regular hourly rate, and should be reported on the employee’s time card.

A non-exempt employee who participates in business-related events or assignments involving an out-of-town, overnight stay will be paid for any time spent traveling during regular business hours, and should record this time on his or her time sheet. Additionally, the employee will be paid for any travel time spent driving (but not riding as a passenger) outside of regular business hours. However, if the Church offers to pay for the employee to take public transportation (such as a train or airplane) and the employee decides to drive instead, the employee will not be paid for his or her voluntary decision to drive.



## SAFETY

### **CENTRAL WESLEYAN CHURCH ENVIRONMENT, HEALTH & SAFETY VISION**

At Central Wesleyan Church our vision for safety and environmental health is that the Church, each department and every employee will demonstrate safety at all times. The safety of our employees is of primary importance to the Church. Many accidents are preventable through safe work practices. We need everyone's cooperation to have a safe workplace.



**SAFETY & ENVIRONMENTAL LEADERSHIP. . .**  
**BY DEPARTMENT . . . BY EMPLOYEE**



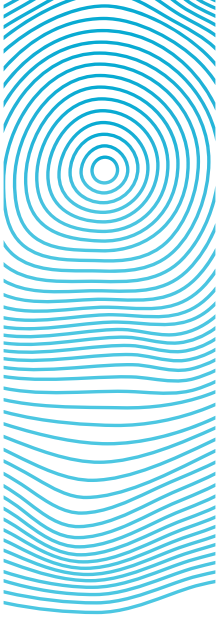
### **GUIDING PRINCIPLES**

- Central Wesleyan Church will be a leader in safety in the areas of low incident rate, low injury/illness costs and innovative solutions.
- Safety will be a core value.
- All employees will view accidents as failures of our systems, not as “fate.”
- There will be strong employee input and positive involvement.
- The safety program and activities will positively impact Central Wesleyan Church's core competencies.
- All employees will be proud of their safety program and efforts.

### **WORK SAFELY & PARTICIPATE**

You owe it to yourself, your family, your co-workers and the Church to be on alert to prevent incidents. Observance of the following safety guidelines will help.

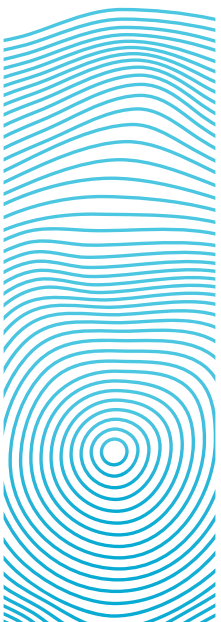
- Think before you act. Many accidents are caused by unsafe acts. You will be held accountable for your unsafe actions.
- Report unsafe conditions immediately to your supervisor.
- Keep work areas clean. Never block aisles, exits, fire extinguishers.
- Never engage in practical jokes or horseplay; they lead to incidents.
- Store flammable liquids in proper containers and locations.
- Give us your ideas to improve safety and the environment. We appreciate your support and participation in making the Church safer and more environmentally friendly.



## INCIDENT REPORTING REQUIREMENTS

If you have a work-related injury or illness:

- Immediately report the illness or injury to your supervisor and the Pastor of Operations. It is essential that you do so, regardless of how minor you may think the injury or illness is. If an emergency arises and supervision is not available, get the necessary medical attention, then notify your supervisor as soon as possible. Failure to immediately notify your supervisor of an injury or illness arising at work may result in disciplinary action, as well as additional, unnecessary medical expenses for you.
- Your supervisor will assist in making any necessary first aid or medical arrangements. The Church has designated physicians to handle work-related injuries and illness.
- Complete an incident report within 24 hours.
- Whenever possible, light duty work will be made available. Contact your supervisor to coordinate this effort. If your supervisor cannot find work for you in your department he or she will contact the Pastor of Operations to see if appropriate light duty work is available in other departments.
- Keep your supervisor and the Pastor of Operations informed of your health status and ongoing medical treatment. Good communication is important to avoid delays in compensation and to keep your attendance records in order.



## RULES OF CONDUCT

### **CONDUCT**

Each employee of Central Wesleyan Church represents the Church in the Holland community. Impressions given by employees are very important. For this reason behavior should be pleasant, courteous and helpful to everyone at all times. He or she should present himself or herself as a proper role model.

### **CONFIDENTIALITY**

It is inevitable that Church work will, at times, involve dealing with confidential information. All employees are expected to protect this confidentiality at all times, both during and after employment with the Church. All confidential records and information remain the property of the Church during and after your employment. Employees are not permitted, under any circumstances or any time, to disclose to any third person or organization any confidential information acquired in the course of employment with the Church unless you have received written permission to do so from the Executive Pastor. Violations of this policy may lead to discipline, up to and including termination of employment.

### **DISCIPLINE**

Central Wesleyan Church is an “at will” employer. The Church or the employee may terminate employment “at will” with or without notice, with or without cause. The disciplinary procedures outlined below do not alter an employee’s status as an “at will” employee. The Church retains the right to discipline an employee at its discretion, and to terminate any employee with or without cause or with or without notice.

**Disciplinary Procedures** - Whenever it is determined that an employee has committed a disciplinary offense, the Executive Committee and, when necessary, an Elder will decide upon an appropriate disciplinary action.

The range of disciplinary action may include a verbal warning, written warning, suspension or termination. The appropriateness of the penalty in each case will be determined by the Executive Committee Member in consultation with the Elders and/or the Personnel Committee depending on his judgment as to the seriousness of the offense.

**Written Warning** - The supervisor or Executive Committee Member will prepare a written warning memo, stating the facts leading to discipline and the disciplinary action taken. The supervisor will then review the written warning memo with the employee, ask the employee to sign it and send one copy to the Pastor of Operations' office to be placed in the employee's personnel file.

**Termination of Employment** - The Church takes termination of employment seriously. The Church believes that most performance or conduct issues can be resolved through open and constructive communication, or through disciplinary action short of termination. However, there may be cases where, in the Church's discretion, the frequency or seriousness of the issue or offense warrants termination of employment.

## **TITHING**

All paid employees are required to tithe (10%) to the General Fund. Pastors and Directors will also be expected to participate in Missions Giving & Capital Campaign giving. Confirmation will be required that there is participation in Missions Giving prior to funding any mission trip expenses for people, including staff. For any staff who fails the annual tithing measurement the following will be the result:

- a. The first failure results in a verbal warning.
- b. The second failure results in a written warning from their supervisor and notification of the Elders.
- c. The third time results in termination of employment.



## **CONFLICT OF INTEREST**

**Duty of Good Faith** - Elder Board members, committee members and all employees are bound to act in the highest good faith toward Central Wesleyan Church and may not obtain any economic advantage over the Church by slightest misrepresentation, concealment, threat or adverse pressure of any kind.

**Conflict of Interest** - Each member of the Elder Board and each employee or agent of the Church shall fully disclose all actual and potential conflicts of interest. A person shall not vote on any issue (nor be present during discussion) if the person has an actual or potential conflict of interest (except for the right to make a short statement or answer questions relating thereto prior to leaving the meeting).

**Conflict of Interest Defined** - A conflict of interest exists when a person has an interest adverse to that of CWC, whether the interest is present or contingent. A conflict of interest also exists when a person acts as an agent for anyone with an interest adverse to that of CWC. For example, a person has a conflict of interest if the person (or a close relative) is selling something to the Church or will benefit from a proposed action by the Church.

**Conflict of Interest Statement** - Each member of the Elder Board, Pastors, and Directors of Central Wesleyan Church is required to sign a conflict of interest statement.

## **LIFESTYLE REQUIREMENTS**

Staff members of Central Wesleyan Church are visible and viewed as a member of leadership. Leadership means a commitment to a certain lifestyle expectation. The minimum would be to understand the importance of, and commit to: tithing, attendance at services, participation in ministry, sexual purity, refraining from illegal drug consumption, subjecting self to accountability from a Body of Believers, and membership to Central Wesleyan Church.

# ACKNOWLEDGMENT



**1.** I acknowledge receipt of the Central Wesleyan Church Non-Exempt Employee Handbook. I understand that it is my responsibility to read and understand its contents. I understand that my employment with the Church is subject to the policies and procedures outlined in the Handbook. I further recognize that this Handbook supersedes prior handbooks and policies and understandings concerning the same subject matter.

**2.** I acknowledge that I am an at-will employee as described in the Handbook. I understand that no one is authorized to modify the terms of the Handbook or make any agreement that is different than the terms of this Handbook, except by (1) a written agreement signed by the Executive Pastor, or (2) the church's authorized publication of a new Handbook.

**3.** I agree that I may have access to records, papers, information, documents, and software during the course of my employment that is confidential, and I will treat them as strictly confidential during and after my employment. When my employment ends, or when requested by the Church, I will return all Church property in my possession, including any records, papers, information, documents, and software owned by the Church or containing confidential Church information. I will not, during or after my employment, disclose to any person or organization any confidential information that I acquired in the course of my employment with the Church, and I will not use such information for the benefit of any person or organization other than in the proper performance of my job duties on behalf of the Church.

**4.** I consent to the Church's monitoring and recording of my conversations, email communications, or other communications on Church equipment for business purposes, or whenever the Church suspects that the equipment is being or has been used for inappropriate purposes or activity.

**5.** I authorize the Church to deduct from my final paycheck (or from any other amounts that may be due me when my employment with the Church ends) any amounts that I may owe to the Church on account of loans, advances of wages, benefits paid to me by the Church that I had not earned or accrued, unpaid insurance premiums, or other debts or obligations.



**6.** I agree that any claim or suit that relates to my employment with the Church must be brought within 180 days after the events giving rise to the claim, or within the time limit specified by statute, whichever period is shorter; except that any claim filed with the U.S. Equal Employment Opportunity Commission must be filed within 300 days after the events giving rise to the claim. I waive any statute of limitations that exceeds these time limits.

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Date

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Employee Signature

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Employee Name (print)

