



## **EMPLOYEE POLICY MANUAL**

### **NEW LIFE COMMUNITY CHURCH**

#### **INTRODUCTORY STATEMENT**

Welcome to New Life Community Church (NLCC). We trust you will enjoy your ministry here and that you will reach your full potential as a part of this staff team. It is our desire to provide an “eagle atmosphere” so you can reach heights that you never imagined.

We try to be careful to only add staff we feel reasonably sure have the character, qualifications, and attitudes that would allow them to be successful and compatible with the NLCC Team, purpose, and vision.

In this manual we explain what is expected from each staff member and what each staff member may also expect. We have tried to use simple, clear language to avoid misunderstandings. If any statement in this manual is unclear, please feel free to ask questions.

We pray that you will find satisfaction and fulfillment in your ministry here. We will seek to equip and empower you so we both may enjoy a lasting partnership over the years.

#### **NEW LIFE PURPOSE STATEMENT**

To be a family of love that cooperates with God in making fully devoted, fruitful followers of Christ.

#### **NEW LIFE MISSION STATEMENT**

To reach and teach 30,000 people throughout Chicagoland by planting life-giving communities of faith that serve as transformation centers to the neighborhoods where they are located.

#### **NEW LIFE VISION STATEMENT**

God has called us to nurture and build a church that models community, spearheads prayer, leads the way in multi-racial and cross-cultural ministry, is energetic and intentional about making disciples, is a Kingdom bridge-builder, trains and mobilizes people into ministry, has a heart for the poor and needy, and spreads throughout Chicagoland by planting life giving communities of faith and spiritually vibrant small groups.



### **NEW LIFE VALUES - PRICES**

Because Jesus is the head of this church, we expect every leader and staff member to uphold these six core values:

P. Positivity - We value a faith-filled, positive outlook that finds solutions and takes initiative to overcome challenges.

R. Respect - We seek to treat all people with respect and dignity regardless of their position or social status.

I. Integrity - We value integrity of character that allows us to accomplish our mission without compromising our testimony.

C. Cooperation - We seek to demonstrate a spirit of cooperation, not competition, in our language and attitudes.

E. Excellence – We work at maintaining excellence and quality in all that we do since we are a reflection of God.

S. – Spirituality - We value a close walk with Jesus Christ through the Holy Spirit that keeps our soul in line with the heart of God.

As the member of this staff team, I want to assure you that we not only value your ministry but we value you as a person. What a joy it is to see a team pursuing a common vision, united by mutual love and empowered by dynamic faith. We live on the edge of eternity. Let's make our lives count for eternity and finish well in the process.

Your Partner in Ministry,

Pastor Josiah



## **NEW LIFE DECLARATION OF FAITH**

### **1. The Scriptures**

We believe that the Old and New testaments were written by men divinely inspired and are the only sufficient and perfect rule of faith and practice and that this inspiration includes the inerrancy and infallibility of the original writings.

### **2. The Trinity**

We believe that there is one true God, and only one, Who is self-existent eternal, and infinite in every excellence, and Who has revealed Himself as Father, Son, and Holy Spirit, Who are the same in essence though distinct in personality.

### **3. Man**

We believe that man was created innocent, but that by disobedience to the command of God, fell into sin thereby losing his innocence and becoming subject to death and the eternal wrath of God.

### **4. The Way of Salvation**

We believe that Jesus Christ, the Son of God and the Son of Man, came into the World to save men from the guilt and condemnation of sin, offering His blood as a vicarious atonement and making it available to all who exercise faith in Him.

### **5. Justification**

We believe that the result of genuine heart acceptance of Jesus Christ as Savior is justification whereby pardon from sin is secured as we are brought into a state of peace and favor with God, and that the human response by which this state is secured is repentance and faith whereby one turns to God in sincere contrition and accepts Jesus Christ as the only all-sufficient Savior.

### **6. God's Purpose of Grace**

We believe that God has His purposes of grace in salvation of men, and that these purposes are made effectual by the giving of His Son and in the constraining and regenerating power of the Holy Spirit upon all who sincerely believe on Jesus Christ, and that these purposes do not contravene the freedom of man's will nor render inoperative his responsibility to proclaim the Gospel to all.

### **7. The Perseverance of the Saints**

We believe that nothing can separate true believers from the love of God because they are kept by the power of God, through faith, unto salvation and that consequently their persevering attachment to Christ is the one mark which distinguishes them from superficial professors.

### **8. Baptism and the Lord's Supper**

We believe that the ordinances of the Gospel are baptism and the Lord's Supper; that baptism is the immersion in water of a believer in Christ "in the name of the Father, and of the Son, and of the Holy Spirit" to show forth, in a solemn and beautiful emblem, our faith in the crucified buried and risen Savior, with its effect in our death to sin and our resurrection to a new life in Christ; and that the Lord's



Supper is a memorial of the death of Christ with the elements symbolizing His body broken and His blood shed for us; and we encourage all who credibly profess faith in Jesus Christ as their own personal Savior to participate with us in our observances of the Lord's Supper.

#### **9. The Church**

We believe that the Church Spiritual includes the whole company of believers of whatever age, name, or country and that it is known only to God; and that the Church Local is a company of Believers baptized in the name of the triune God and observing the forms, ordinances, and principles laid down in the New Testament.

#### **10. The Lord's Day**

We believe that the first day of the week is to be observed as the Lord's Day in commemoration of our Lord's resurrection.

#### **11. Civil Government**

We believe that civil government is of divine appointment for the interests and good order of human society; and those magistrates are to be prayed for, conscientiously honored, and obeyed, except only in matters opposed to the will of Christ Who is the only Lord of the conscience and the Prince of the Kings of the earth.

#### **12. The Return of Jesus Christ**

We believe in the personal return of the Lord Jesus Christ to take all believers to be with Himself for all eternity, an event to be expected imminently and to be followed by the wrath of God upon unredeemed society, by the restoration of national Israel, and by the millennial reign of Christ on earth.

#### **13. The Resurrection**

We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to everlasting conscious punishment; and in the reality of Heaven and Hell as taught by God



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## **SECTION I – GENERAL PROVISIONS**

### **Employment at Will**

Employment at NLCC is voluntary and at-will. This means that employees are free to leave the church's employment at any time by giving reasonable notice, and the church is free to discharge employees at any time by giving reasonable notice. Nothing in this handbook is intended to create a contract, either express or implied, between NLCC and any employee.

### **Equal Opportunity Employer**

NLCC will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship, including, but not limited to, recruiting, hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits and other terms and conditions for employment.

We will provide equal employment and advancement opportunity within the context of its unique business environment without regard to race, color, citizenship status, gender, age, national origin, disability, or any other characteristic unrelated to the ability to perform essential functions of the job, military status, or any other status protected under federal, state or local law or ordinance.

As a religious organization, NLCC may make religion-based distinctions in employment matters in full compliance with applicable laws.

Reasonable accommodation will be made for employees or applicants with disabilities to the extent required by the ADA or any applicable federal, state or local law or ordinance.

### **Expectations**

NLCC is committed to implementing consistent and effective personnel policies and practices. We will strive to:

- Maintain safe and healthy working conditions.
- Encourage ideas for improving methods, procedures, working conditions, and the nature of the work performed.
- Maintain a congenial working environment.
- Make available the most modern technology and resources that are financially feasible.
- Keep the office comfortable and visually appealing.

NLCC expects all employees to:

- Be productive to the best of their abilities and skills.
- Be courteous and considerate to and cooperate with fellow employees.
- Adhere to NLCC policies and procedures.
- Be respectful of NLCC property and protect proprietary information.



- Communicate to everyone in a manner that reflects favorably on the employee, NLCC, our members, our community, and God.

### **Trial Period**

NLCC has a 90 day trial period during which we will assess the performance of a newly hired employee. This period provides the first real opportunity to assess a new employee's suitability for the job they were selected for and for consideration of their ongoing employment. If an employee's performance and/or attendance prove unsatisfactory during the trial period NLCC may terminate employment.

Completion of the trial period does not change the employment at will relationship and either party may terminate the employment relationship at any time.

## **SECTION II – EMPLOYMENT POLICIES**

### **Employee Harassment**

NLCC requires a working environment free from disrespectful or offensive behavior or illegal discrimination. Such behavior includes inappropriate remarks about or conduct related to, an employee's race, color, religion, citizenship status, gender, age, national origin, disability, or any other characteristic unrelated to the ability to perform essential functions of the job, military status, or other applicable protected class status. Offensive behavior under this policy also includes retaliation for making a complaint under this policy.

Severe and pervasive harassment of any kind that violates a right protected by law, including sexual harassment, is not only illegal but also infringes on an individual's personal dignity. We consider such conduct to be a serious offense. No employee is expected to tolerate harassment, threats or threatening behavior from any employee or non-employee, including any threat or behavior that suggests to an employee that refusal to submit to this conduct would adversely affect the employee's employment, wages, promotions, assigned duties or any other condition of employment.

Any individual determined to have violated this policy will be subject to appropriate disciplinary action, up to and including the possible termination of his or her employment.

### **DEFINITION OF HARASSMENT:**

Harassment is generally defined as unwelcome verbal or physical conduct or communication that is based upon an employee's race, color, religion, citizenship, status, gender, age, national origin, disability or any other characteristic unrelated to the ability to perform essential functions of the job, military status, or other applicable protected class status. All forms of harassment are prohibited by this policy. However, to create a hostile work environment under most laws, the harassment must be so severe and pervasive that it adversely affects a term or condition of an employee's work. Harassment may, depending upon its frequency, severity, and other factors, include the following conduct:



- Epithets, slurs, negative stereotypes, or threats, intimidating hostile acts that are related to race, color, religion, citizenship status, gender, age, national origin, disability, or any other characteristic unrelated to the ability to perform essential functions of the job, military status, or any other legally protected basis; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, citizenship, status, gender, age, national origin, disability, or any other characteristic unrelated to the ability to perform essential functions of the job, military status, or any other legally protected basis and is circulated in the workplace (by any method to anyone) or posted anywhere on NLCC's premises; or
- Any other conduct or action that would have an adverse effect on an individual's employment or employment opportunities which is based on race, color, religion, citizenship, status, gender, age, national origin, disability, or any other characteristic unrelated to the ability to perform essential functions of the job, military status, or any other legally protected basis.

Sexual Harassment may also include unwelcome requests for sexual favors or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an adverse employment decision affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

It is almost impossible for any harassment policy to include an exhaustive list of the behaviors that, depending upon their frequency and severity, may be harassing in nature and therefore prohibited by this policy. The following list of behaviors is not intended to be all-inclusive, but simply provides examples of the type of conduct this policy is intended to prohibit:

- Using suggestive comments, sexual language, obscene gender-related comments or jokes; engaging in unwanted staring; leering.
- Requesting sexual favors.
- Giving unwanted gifts.
- Making sexual remarks about an individual's body or sexual activities.
- Engaging in sexually suggestive physical conduct or touching in a way that is unwelcome; patting; pinching.
- Displaying, storing, or transmitting pornographic or sexually oriented materials using NLCC equipment or facilities.
- Committing physical assault.

Sexual harassment can be physical and/or psychological in nature. There are other types of behavior that could be considered a violation of this policy and result in sanctions, up to and including



termination of employment. NLCC reserves the right to exercise its judgment in determining other types of prohibited behavior.

**REPORTING HARASSMENT, INCLUDING SEXUAL HARASSMENT:** If you believe you have experienced harassment, including sexual harassment, you should contact one of the following individuals:

- Human Resources Administrator
- Location Pastor
- Administrative Pastor
- Lead Pastor

It is not sufficient to report a complaint of harassment or discrimination to any person other than the individuals noted above. You **MUST** notify one of these persons. If the Location Pastor, Administrative Pastor, or Human Resources Administrator receives the complaint, he/she must immediately notify the Lead Pastor of NLCC.

**Complaints should be reported promptly. This is true regardless of whether you believe that you are a target of this conduct or you see others engaged in questionable conduct or perceive the conduct to be a violation of even the spirit of our policy against harassment.**

Upon receipt of a report, NLCC will do its best to investigate and resolve all complaints in a timely and objective manner. Every attempt will be made to use confidential information in a discreet manner.

Cooperation with any investigation is required of all employees as part of their job responsibilities. Any employee who fails to cooperate in an investigation may be subject to disciplinary action, up to and including termination of employment.

NLCC is committed to maintaining an environment in which people feel free to report all incidents of harassment or discrimination. No retaliatory action will be taken against any person who reasonably and in good faith reports conduct which he/she believes may violate this policy. No retaliatory action will be taken against any individual who in good faith assists or participates in an investigation, proceeding or hearing relating to a harassment or discrimination complaint.

#### **Fair Labor Standards Act**

The Fair Labor Standards Act is the federal law containing the minimum wage and overtime pay requirements. The minimum wage and overtime pay protections apply to NLCC "non-exempt" (hourly) employees and guarantees that you will not be paid less than the federal hourly minimum wage and will be paid one and one-half times your hourly rate for work over 40 hours in a week.

#### **Job Descriptions**

Every employee of NLCC should have a written job description outlining his/her basic responsibilities and duties. Every employee has the right to know what is expected of them regarding their job duties, where they fit in the organization, who they report to and, if applicable, who they supervise.



### **Job/Wage Classifications**

Every employee of NLCC is included in one of the following job classifications:

- Pastoral – Individuals who are responsible for Pastoral ministry responsibilities. Pastoral employees are full-time and part-time exempt employees.
- Full-Time – Employees who are normally scheduled to work a minimum of thirty-five or more hours per week.
- Part-Time Plus – Employees who are normally scheduled to work 20 hours or more per week.
- Part-Time – Employees who are normally scheduled to work less than 20 hours per week.
- Temporary Employees – Employees who are scheduled to work a temporary assignment.

Wage Classifications:

- Exempt – Employees paid on the basis of an annual salary. Exempt employees are not eligible for overtime pay if they work more than 40 hours per week.
- Non-Exempt – Employees paid on the basis of an hourly rate and subject to premium pay for overtime if they work more than 40 hours per week.

Whether someone is exempt or non-exempt depends on the type of job duties performed and the extent to which independent judgment and supervisory authority is exercised while on the job. Employees are informed of their job and wage classification at the time they are hired and will be notified if there is a change to their classification. Written documentation of any change will be recorded in your personnel file.

Your classification should not be construed as a guarantee or restriction of the number of hours that you may be scheduled or required to work in any given period of time. Further, none of these classifications should be construed as a guarantee of employment.

### **Outside Employment**

NLCC expects that your full-time position here is your primary employment. Outside activities should not interfere with your ability to properly perform your job duties. You should talk with your immediate Supervisor prior to accepting a second job to make sure that it will not interfere with your job or present a conflict of interest.

### **Personnel Records/HIPAA**

All NLCC personnel files shall be maintained in accordance with governing laws and regulations, including the Health Insurance Portability and Accountability Act (HIPAA), the Illinois Personnel Record Review Act, and other applicable laws.

More specifically, personnel records will be stored in a locked area with access limited to Central Services leadership and the Lead Pastor. Material from personnel files may be shared with the Directional Team but only if necessary and relevant to recommendations or actions required to be made



in accordance with these policies. Information from employee personnel files requested by anyone other than the individuals named above, or delivered to parties outside NLCC, must be authorized in writing by the employee before being released, unless there is a legal exemption from obtaining such authorization. If an employee's file is subpoenaed by court order, the employee (if still employed) will be notified by NLCC before distribution of the personnel file.

Employees are responsible to make sure their personnel records are up to date and should notify Human Resources in writing of any changes to the following:

- Name
- Address
- Telephone Number
- Beneficiary designations for any of NLCC's employee benefit plans
- Persons to be notified in case of emergency

Employees may review their own personnel file by appointment, by making a request to Human Resources. The employee may copy any material therein but may not remove any item from the file. The file itself is the property of NLCC and may not be removed from the personnel file office. Maintenance of these files is the responsibility of Human Resources.

HIPAA, which refers to the Health Insurance Portability and Accountability Act of 1996, only applies to the privacy of medical information learned about an employee during the administration of their health insurance plans. As it applies to NLCC:

1. Those administering NLCC's health insurance plan must treat all information learned about an employee's health through plan administration as confidential.
2. Employees who share their health information with other NLCC employees or members of the church community cannot consider that information as private and protected. For instance, if an employee suffering from an illness shares that illness as a prayer request, it is not protected by HIPAA.

#### **Proof of Citizenship and/or Right to Work**

Federal regulations require that all applicants complete and sign a Federal Form I-9 (Employment Eligibility Verification Form) and present documents of identity and eligibility to work in the United States. These forms and documents must be submitted to HR within three days of an employee's date of hire.

#### **Standard Work Week**

NLCC's work week is Monday through Sunday, and office hours are generally from 8:30 AM to 5:00 PM, Monday through Friday. Ministry needs will determine a NLCC location's ability to offer flexible work schedules to employees, especially those involved in Sunday ministries. Immediate Supervisors will advise their staff members of any options that may be available to them.



### **Terminating Employment**

While NLCC hopes that its employees and NLCC will mutually benefit from your continued employment, it may become necessary for you to leave your job with NLCC. The purpose of this policy is to provide you with general guidelines about resignation procedures in the event you voluntarily end your employment with NLCC.

We request that you provide two weeks' notice of your intent to resign. Failure to provide two weeks' notice will be considered if you apply for reemployment with NLCC in the future. You should submit a written statement to your immediate Supervisor stating your reason for resignation and your last day of work. You will be issued your final paycheck on the next regular payday. It is important that you insure we have current address information for sending future benefit and tax information.

NLCC considers failure to report to work for three (3) consecutive workdays without notification to your immediate Supervisor or HR staff as a voluntary resignation without proper notice.

### **Weapon Free Workplace Policy**

To ensure that New Life Community Church maintains a workplace safe and free of violence for all employees, the church prohibits the possession or use of perilous weapons on church property. A license to carry the weapon on church property does not supersede church policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All church employees are subject to this provision, including contract and temporary employees, visitors and customers on church property.

"Church property" is defined as all church-owned or leased buildings and surrounding areas such as sidewalks and walkways under the church's ownership or control. This policy applies to all church-owned or leased vehicles and all vehicles that come onto church property.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

NLCC reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including a termination.

Anyone with questions or concerns specific to this policy should contact the Human Resources Department.



### **Workers' Compensation**

State law provides for certain statutory benefits, including both medical treatment and compensation for lost income, for employees who suffer an injury arising out of and in the course of employment. NLCC pays the costs of these benefits. In the event that an employee's job causes him/her to be injured or die, or if he/she suffers from an illness that is related to the employee's job, the employee, or his/her beneficiary, is eligible to apply for workers' compensation through NLCC. The workers' compensation benefits available to employees under state law are, for the most part, an employee's exclusive remedy for work-related injuries or death, and employees cannot sue NLCC for any damages relating to their injury or death arising from a work-related incident.

Injuries should be immediately reported to the employee's immediate Supervisor. Failure to do this could result in a loss of or delay in receiving benefits.

NLCC is committed to ensuring that employees obtain appropriate and needed professional medical services, as well as meeting the requirements of state law. The goal is to have employees return to work, or to a temporary assignment, when they are fully released to work. Return to any work assignments will be permitted upon certification of the employee's fitness to work from a medical professional satisfactory to NLCC.

If the injury or illness is very serious – one where the employee will not be able to work for a year or more – the employee may be eligible for additional benefits from Social Security. For information, employees may contact the nearest office of the Social Security Administration. Questions about workers' compensation benefits should be directed to NLCC's HR administrator.

## **SECTION III – SALARY AND BENEFIT ADMINISTRATION**

### **Expense Reimbursement**

Expenses incurred while on church business, and authorized in advance by your immediate Supervisor, are eligible for reimbursement. Completion of a purchase order, submission of a receipt, and a supervisor signature are required for reimbursement. More information regarding the "expense reimbursement" policy can be obtained from the Finance department.

### **Holidays**

NLCC recognizes the following holidays and offices are closed on these days. All full-time and part-time plus employees are paid for these days. Part-time and temporary employees are not eligible for holiday pay.

- New Year's Day
- President's Day
- Good Friday (1/2 Day)
- Memorial Day
- Independence Day



- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve (1/2 Day)

Part-time Plus employees will receive Holiday Pay calculated based on their average weekly hours in the last 6 months divided by 5 days. For example, an employee who has averaged 22 hours per week in the last 6 months will receive 4.5 hours of pay for each Holiday.

Full-time exempt employees who are required to work on one of the designated holidays shall be granted compensatory time off.

Holidays that fall on Saturday will be observed on the preceding Friday; holidays that fall on Sunday will be observed the following Monday.

#### **Lunch and Break Periods**

Non-exempt (hourly) employees who work 7-1/2 continuous hours or longer in a workday, shall be provided with an unpaid lunch period of 30 minutes. Your lunch break should be taken no later than 5 hours into the work day. With your Supervisor's approval, lunch periods may be varied subject to business needs. You are expected to take your full allotted time for lunch and we will not ask you to perform any work during your lunch periods. You are also required to document your lunch breaks on your timecard.

15 minute paid breaks are provided for every 3.5 hours worked. Breaks may not be taken to extend a lunch period or to cover late arrivals or early departures.

#### **Medical Benefits**

Group medical insurance is offered as a part of NLCC's benefit program for Pastoral and full-time employees. More information outlining the benefits is available from Human Resources.

#### **Overtime**

From time to time, it may be necessary to perform overtime work in order to complete a job on time. Employees who are classified as non-exempt (hourly) will be paid at the rate of one and one-half times their regular rate of pay for all hours worked over forty (40) hours in one work week. NLCC's work week is from Monday to Sunday. ALL OVERTIME MUST BE APPROVED IN ADVANCE BY YOUR IMMEDIATE SUPERVISOR.

Employees classified as exempt are ineligible for overtime pay.



### **Pay Days**

NLCC pays employees by check or direct deposit and employees are paid bi-weekly on Fridays. Hours worked through the last day of the pay period are paid the following Friday. If the regular pay day occurs on a holiday, employees will be paid on the last working day immediately preceding the regular pay day. Pay advances are not permitted.

### **Payroll Withholdings and Deductions**

NLCC is required by law to make certain withholdings for taxes from non-pastoral employee's paychecks. Among these are federal, state and local income taxes and employees' contributions to Social Security as required by law. These withholdings will be itemized on your check stub. The amount of the withholdings may depend on your earnings and the information you have furnished on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to payroll to ensure proper credit for tax purposes.

NLCC will provide, by January 31 of each year, a W-2 statement showing the total amount of your taxable earnings in addition to all withholdings taken from your pay during the previous year.

NLCC will notify employees of any other mandatory deductions to be made from their paychecks, such as court-ordered garnishments or attachments.

### **Performance Evaluations**

NLCC will strive to maintain a performance evaluation system that allows you to:

- Be aware of what duties are expected of you;
- Understand the expected level of performance; and
- Receive timely feedback about your performance.

During the first ninety days of your employment, you will meet several times with your immediate Supervisor for the purpose of monitoring job performance. At the end of this period, a performance discussion will occur. To the extent possible, each employee will be formally evaluated each year. In addition, your Supervisor will strive to provide you with timely feedback about your performance on an ongoing basis.

### **Retirement Plan**

New Life provides full-time employees the opportunity to make contributions into a 403B retirement plan through payroll deductions. This benefit is voluntary and there is no employer contribution matching benefit. Please contact Human Resources if you would like information regarding this benefit.

### **State and Federal Unemployment Insurance Exemption**

Because churches are exempt from participation in state and federal unemployment insurance programs, NLCC does not provide unemployment insurance as an employee benefit. Therefore, upon termination, employees are not eligible to receive unemployment benefits.





### **Tuition and Conference Reimbursement**

NLCC provides a program of subsidized conference attendance for exempt, full-time staff provided the conferences and training are related to work performed by the employee. The amount of subsidy is subject to budget provisions and approval. This provision does not alter work hours and attendance requirements.

Exempt staff members have the opportunity to enroll in graduate courses provided that:

- The courses have a direct relationship to the work of the church.
- Only one course may be taken at a time.
- Approval has been given by the Lead Pastor or his designee prior to the start of the course.

NLCC will reimburse tuition for approved courses after verification of course completion has been submitted to the employee's personnel file indicating a passing grade.

### **Vacation**

All Pastoral, full-time, and part-time plus employees are eligible for vacation pay after one (1) year of continuous employment at NLCC. Part-time and temporary employees are not eligible for vacation pay.

- In 1<sup>st</sup> through 5<sup>th</sup> year of employment – 10 days/2 weeks (part-time plus employees' vacation hours are based on average hours worked from prior 6 months)
- In 6<sup>th</sup> through 10<sup>th</sup> year of employment – 15 days/3 weeks (part-time plus employees' vacation hours are based on average hours worked from prior 6 months)
- In 11<sup>th</sup>+ year of employment – 20 days/4 weeks (part-time plus employees' vacation hours are based on average hours worked from prior 6 months)

The following conditions will apply:

- The amount of vacation earned is based on unbroken service with NLCC;
- Employees who have worked less than one year but more than six (6) months are entitled to one week of prorated vacation time with approval from your immediate Supervisor;
- Part-time plus employees will receive vacation pay calculated based on their average weekly hours in the last 6 months divided by 5 days. For example, an employee who has averaged 22 hours per week in the last 6 months will receive 4.5 hours of pay for each vacation day.

Vacations are applied on a calendar year basis and all days are available at the beginning of the year. Vacation days must be used in 1/2 day or full day increments.

Payout of unused vacation days at employment separation will be prorated based on the amount of time worked in the year of separation. Example 1 – employee earns 10 vacation days on January 1<sup>st</sup>, separates from employment on July 1, and has not used any vacation days. They are entitled to 50% or 6/12ths (worked 6 months) of their unused vacation days/hours. Example 2 – employee earns 10 days on January 1<sup>st</sup>, separates from employment on April 1<sup>st</sup> (worked 3 months), and has 5 vacation days remaining. They are entitled to 3/12ths of their remaining vacation days/hours.



New Life believes it is important for employees to regenerate by using their earned vacation time. Unused vacation days are not eligible for carry over and will be forfeited at the end of each calendar year (also referred to as “use it or lose it”).

#### **SECTION IV – ATTENDANCE AND AUTHORIZED ABSENCES FROM WORK**

##### **Attendance and Punctuality**

The successful operation of NLCC depends in large part on the faithful attendance of our employees. Consistent and punctual attendance is an essential element of your job. Unless you are on leave, you are expected to report to work on time every day and to be at your work station ready to work at the beginning of your assigned daily work hours and, with the exception of break and lunch periods, until the end of your assigned work hours.

While we understand that it may be necessary to occasionally be absent from work due to emergencies, illnesses, or pressing personal matters, please try to keep unscheduled absences, late arrivals and early departures to a minimum. Unscheduled absences in excess of our sick pay allowances will be grounds for disciplinary action. Additionally, tardiness more than 3 times in a 3 month period will be grounds for disciplinary action.

If you will be absent or cannot report to work on time, please telephone your immediate Supervisor as far in advance of your starting time as possible but no later than one hour prior to your scheduled start time. Employees who do not report to work or notify their immediate Supervisor of their absence on three (3) consecutive work days will be considered to have voluntarily resigned their employment and will be terminated without further notice.

##### **Bereavement Leave**

NLCC recognizes the importance of family and the difficulties that employees may face following the loss of a loved one. For this reason, we will grant paid bereavement leave to full-time and part-time plus employees based on the following provisions:

- If a member of your immediate family dies, you will receive up to 3 workdays of paid bereavement leave. Immediate family means your spouse, parent, child, spouse’s child by a former marriage, brother or sister, whether related by blood, adoption or marriage.
- Up to one workday of bereavement leave will be paid to attend the funeral of a grandparent, grandchild or any member of your extended family.
- In the event you require additional time off for one of the above-described events, you may request personal time or leave without pay. Leaves for hardship may be granted at the discretion of your immediate Supervisor.



### **Family Medical Leave Act (FMLA)**

The Family and Medical Leave Act of 1993 was created to assist employees in balancing family needs with job requirements. The FMLA provides eligible employees up to twelve (12) weeks of job-protected leave during any twelve (12) month period.

NLCC complies with the FMLA. The following information will provide an overview of the various components of the FMLA, including, but not limited to, eligibility, FMLA events, use of paid and unpaid leave, notification responsibilities, and the NLCC resource to contact for specific details in accessing the leave policy.

You must meet all of the following conditions to qualify for an FMLA leave of absence:

- You must have been employed by NLCC for twelve (12) months or fifty-two (52) weeks; this period of time does not need to have been consecutive. You will be considered to have been employed for an entire week even if you were only on payroll for part of that week or if you had an approved leave (holiday, vacation, sick or any other approved paid leave) during that week.
- You must have worked for NLCC at least 1250 hours during the 12 month or 52 week period immediately preceding the date when the leave would begin.

The FMLA policy allows eligible employees to take unpaid leaves of absence for the following qualifying events:

- Birth or adoption of a child, or the placement of a foster child; or
- The serious health condition of any employee's spouse, son, daughter or parent; or
- Inability of an employee to perform the functions of his/her job due to a serious health condition; or
- Qualifying exigency leave (as defined in the regulations under the FMLA) for employees who are the spouse, son, daughter or parent of a service member on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or
- The serious injury or illness or injury requiring the employee to care for a service member (as the spouse, son, daughter, parent or nearest blood relative of a service member) whose injury or illness was incurred in the line of duty in the Armed Forces.

For purposes of computing the twelve (12) month period for FMLA leaves of absence, NLCC will measure backward from the first date that the FMLA leave is used by the employee.

If an eligible employee experiences one of the FMLA qualifying events, he/she is required to provide thirty (30) day notice of his/her intent to use leave under this policy. If circumstances prevent you from providing the thirty day notice, you should give as much notice as possible.



You are required to provide your immediate Supervisor with certification of your serious health condition or the serious health condition of a parent, child or spouse. We may also require recertification of a serious health condition during your leave period.

Should you be on FMLA medical leave due to your own serious health condition, you must provide a “fitness to return to work” document from your attending physician.

There are additional guidelines for an FMLA leave of absence which include but are not limited to, factors such as the definition of a serious health condition, physician certification, job restoration, continuation of health benefits, various forms to be completed and other leave entitlement procedures. Employees should contact an HR administrator for further information on FMLA provisions.

#### **Inclement Weather**

If NLCC facilities are closed due to inclement weather, full-time and part-time plus staff will receive their regular pay for the day/s of closure. If our facilities remain open on an adverse weather day and you elect not to report to work, you must use vacation, sick, or personal time or you will not be paid for the day. In either case, as a courtesy to your manager or supervisor, please contact them and advise of your status for the day.

#### **Jury Duty**

NLCC will provide time off if you are required to serve jury duty. If you receive a court summons to serve jury duty, you should notify your immediate supervisor and provide a copy of the court summons. In addition to the court-awarded compensation you may be paid while serving jury duty, you will also receive your normal wages during this time. You should submit your statement from the court certifying the dates/times of your jury duty to payroll.

**Maternity Leave** (Applies to employees who do not meet the eligibility requirements stated in the Family Medical Leave Act)

Employees are allowed up to six weeks of unpaid leave after they have given birth to or following the adoption of a child. Additional time may be allowed under extraordinary circumstances with Supervisor approval.

#### **Military Leave of Absence**

NLCC adheres to the provisions within the Uniformed Services Employment and Reemployment Right Act of 1994 (USERRA) as well as any other applicable federal, state and/or local regulations related to military leave.

In the event you enter full-time military service, you are eligible for unpaid military leave. You must notify your Supervisor immediately upon receiving orders for military service and must provide copies of your duty orders and a written request for military leave. You may use any available vacation/personal time to provide compensation for a portion of the military leave. Contact HR for more information about your benefits and employment rights related to your military leave.



Employees who are members of the National Guard or Reserve Units are eligible for unpaid leave for training. You will retain all of your legal rights for continued employment under existing laws. You may use any unused vacation/personal compensation for apportion of your military leave. You should notify your immediate Supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

**Personal Leave of Absence** (Applies to employees who do not meet the eligibility requirements stated in the Family Medical Leave Act)

Employees may request a personal leave of absence from their immediate Supervisor. To be granted, the requested leave must not interfere with the operations of your department. The request will be submitted for final approval to the Location Pastor.

**Sick Pay**

NLCC will pay for six (6) days per year of absences due to illness, injury, or medical appointments for the employee, the employee's child/children, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. This benefit is for all part-time, part-time plus, and full-time employees. Sick pay for part-time and part-time plus staff will be paid based on the average weekly hours in the last 6 months divided by 5 days. Up to 40 hours of unused sick pay may be carried over into future years. Unused sick pay is not eligible for payout if an employee leaves New Life's employment.

**Voting Leave**

NLCC encourages employees to exercise their voting privileges in local, state and national elections. Since the polls are open for extended hours, you are encouraged to vote before or after regular working hours.

If necessary, you may take up to two (2) hours of unpaid leave from work to vote in a governmental election or referendum. However, should your working hours with NLCC begin less than 2 hours after the opening of the polls and end less than 2 hours before the polls close, you may receive time off with pay, provided it is arranged prior to the elections. You are expected to notify your immediate Supervisor at least one week in advance if you meet the requirements stated in this paragraph and need leave during the scheduled work hours to vote.

**SECTION V – EMPLOYEE CONDUCT**

**Children in the Workplace**

NLCC values an atmosphere that fosters a work-life balance between work and family responsibilities. We believe in an environment that is conducive to work and in which health and safety concerns of employees are respected and disruptions are minimized.

To that end, we do not permit the presence of children in the workplace in lieu of child care arrangements. The presence of children during work hours, except for an occasional brief visit, is to be avoided. Employees are responsible for their childcare arrangements and planning alternatives for childcare. Employees may use vacation or personal time when childcare issues arise.



It is important to note that due to some work environments and the duties of the parent, children cannot be permitted in the work area at any time. There are areas of our facilities where materials or equipment are located that may be of risk to those unfamiliar with these areas or safety requirements.

### **Code of Ethics and Business Conduct**

This Code of Ethics and Business Conduct section outlines expected behavior for all NLCC employees in carrying out their responsibilities. You have an obligation to understand and follow this code and help other employees do the same. By acting at all times with unquestionable integrity and adhering to uncompromising ethical standards, we will sustain a culture of honesty and accountability.

- You must not engage in any illegal, unfair and/or unethical practice, including but not limited to the following:
  - Engaging in prohibited harassment or discrimination
  - Accessing or disclosing protected health information or personal information
  - Using, without authorization, copyrighted materials or making, acquiring or using unauthorized copies of computer software
  - Improperly recording hours worked
  - Taking company property/supplies for personal use
- NLCC employees must protect NLCC assets.
  - You must endeavor to protect NLCC assets and ensure their efficient use. Theft, carelessness and waste have a direct impact on NLCC. Equipment must not be used for non-company business, although incidental personal use may be permitted. Church vehicles are strictly prohibited for personal use.
  - You have an obligation to protect NLCC's assets including its proprietary information, use of networks, email and internet services. Proprietary information includes trademarks and copyrights as well as church and ministry programs, database records, salary information and any unpublished financial data and reports. Unauthorized use or distribution of this information violates NLCC policy.
- NLCC employees must protect and safeguard confidential and proprietary information.
  - You must also maintain the confidentiality of information entrusted to you by NLCC and any other confidential and proprietary information about NLCC, its members, visitors, or vendors, except when disclosure is authorized or legally mandated. You shall not use confidential information for your personal benefit or to benefit persons or entities outside of NLCC. This obligation to maintain the confidentiality of proprietary information remains even after you are no longer here. For purposes of this code, "confidential information" includes all non-public information about NLCC and any non-public information provided by a third party with the expectation that the information will be kept confidential and used solely for the ministry purpose for which it was conveyed.
- All NLCC employees with reporting responsibilities must record and report information that is accurate, complete, timely, and represents material facts.

- We require honest and accurate recording and reporting of information in order to make responsible business decisions and provide an accurate account of our performance. It is a violation of law and NLCC policy for any employee to attempt to improperly influence or mislead any person engaged in preparing NLCC's audit.
- All of NLCC's books, records, accounts and financial statements must be maintained in reasonable detail, must appropriately reflect NLCC's transactions and must conform both to applicable legal and accounting requirements and NLCC's system of internal controls. The accurate and timely reporting of the NLCC's financial results and financial conditions requires that all financial information be recorded promptly and accurately and that the systems for recording and reporting that information be subject to regular and thorough evaluations.

Additional examples of misconduct that NLCC considers serious are:

- Repeatedly violating any NLCC rule.
- Stealing NLCC property.
- Failing to observe NLCC security or safety rules; tampering with NLCC equipment or security equipment.
- Performing work unsatisfactorily or carelessly; failing to meet production or quality standards as explained to you by your immediate Supervisor.
- Engaging in prohibited harassment or discrimination, including creating a hostile work environment.
- Leaving work before the end of a work day, or not being ready to work at the start of the work day, without the approval of your immediate Supervisor.
- Sleeping on NLCC premises during work hours.
- Excessive use of NLCC internet and telephone for personal activities.
- Posting, removing or altering notices on any bulletin board on NLCC property without permission of your immediate Supervisor or NLCC Leadership.
- Failing to report an absence or late arrival; having a record of excessive absences or lateness.
- Reporting to work under the influence of alcohol or drugs; or the use, sale, dispensing, or possession of alcohol or drugs on NLCC premises.
- Using obscene or abusive language toward anyone; exhibiting indifference or rudeness toward a customer or fellow employee; engaging in any disorderly or antagonistic conduct on NLCC premises.
- Providing inaccurate information on an employment application or other work records; submitting inaccurate time records or attendance documents; altering another employee's time sheet or records; giving inaccurate information about vacation, sick or personal leave; giving inaccurate reasons for a leave of absence or other data requested by NLCC; altering NLCC records or other NLCC documents.
- Failing to immediately report damage to or an accident involving NLCC equipment.
- Unauthorized solicitation during working hours and in working areas.



NLCC will determine what behavior constitutes unacceptable conduct under this policy and has the right to decide what type of disciplinary action may be imposed.

#### Reporting Violations of the Code of Ethics and Business Conduct (also known as Whistleblower Policy)

- Any employee who suspects or knows of violations of this code or illegal or unethical business conduct or believes that a violation or unethical conduct may take place in the future should contact a location pastor, the Administrative Pastor, or the Lead Pastor of NLCC.
- Reported or suspected violations of this code will be investigated, addressed promptly and treated confidentially, to the extent feasible consistent with the need to conduct an adequate investigation.
- Anyone filing a complaint concerning a violation or suspected violation of this code must be acting in good faith and have reasonable grounds for believing the reported information indicates a violation of this code. No one who in good faith reports a violation shall be subject to retaliation or adverse employment consequences. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

#### **Conflict Resolution**

A common interest exists in preventing and resolving any misunderstandings or differences that may arise between two or more persons operating under the authority of NLCC's policies. If an employee has a question about interpretation or application of the NLCC Employee Policy Manual, is in disagreement with a co-worker or supervisor, feels that he or she has been treated unfairly, or has a problem that has not been resolved to his or her satisfaction (other than harassment complaints which may be addressed separately under the NLCC harassment policy), the employee should take action to resolve the dispute. The following recommended process should start within 10 working days of the incident or problem.

The employee should talk to the supervisor or other person with whom he or she has a dispute in good faith to seek resolution of the conflict personally, confidentially, and directly with each other. These steps should include a) prayer; b) statements by each person explaining and clarifying the issues involved; c) opportunities for the other person to respond; d) a discussion of each party's responsibility; e) discussion of appropriate solutions; f) agreement on a solution; and g) closing comments and prayer.

If the employee feels that such a process is not effective to resolve the dispute, he or she may request mediation through someone selected by NLCC in order to bring about a voluntary resolution.

If the matter cannot be resolved, the grievance should be escalated to a Location Pastor, Administrative Pastor, or Lead Pastor of NLCC.

#### **Dress Code**

Dress and personal appearance are fundamentally important for quality performance of ministry functions in keeping with the church mission and biblical standards. Appearance must reflect the tasteful and moderate position we choose to take. Furthermore, employee dress should reflect a





professional attitude, consciously projecting quality services to our visitors, co-workers, members of the congregation and community. Employees are expected to maintain a neat, well-groomed, and professional personal appearance at all times.

Special work attire/uniforms may be required for certain positions. This attire should be worn during working hours when on the job site. Employees wearing improper attire may be asked to leave the work site and not permitted to work.

### **IDs**

Your NLCC location may provide and require that IDs be worn at all times while on the job.

### **Privacy/Confidentiality of NLCC Information**

In the course of your work, you may have access to confidential information about NLCC's policies, employees, members, business accounts, proprietary information and other sensitive data about our organization. It is very important that you protect the privacy and confidentiality of all information, during and after your employment with NLCC.

We expect all employees to honor the trust placed in them. This means that you must not share confidential information with any individual, inside or outside of NLCC, except in the normal course of conducting business on a "need to know" basis and consistent with NLCC's policies and procedures.

Anything that is created, developed, improved, written or designed by an employee within the scope of his/her employment with NLCC is regarded as the property of NLCC and is proprietary to NLCC. Upon termination of employment for any reason, all such materials must be returned to NLCC including correspondence, written memoranda or other data of a confidential nature about any aspect of NLCC's business/ministry, whether prepared by the employee or others.

### **Use of Computer Services and Equipment**

NLCC's purpose in publishing an acceptable use policy is not to impose restrictions that are contrary to our established culture of openness, trust and integrity, but rather to protect NLCC, its employees and our ministry from illegal or damaging actions by individuals, either knowingly or unknowingly. Inappropriate use exposes NLCC to risks including virus attacks, the compromising of network systems and services, and legal issues.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing and file transfer protocol are the property of NLCC. These systems are to be used for business/ministry purposes in serving the interests of NLCC and our members in the course of normal operations.

Effective security is a team effort involving the participation and support of every employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly. This policy applies to all NLCC employees



(including temporary and seasonal employees), contractors, consultants and all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by NLCC.

#### POLICY

While NLCC's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate system remains the property of NLCC. As such, there should be no expectation of privacy for any personal information stored on any network device belonging to NLCC.

Employees are expected to keep personal use to a minimum. Individuals should consult with their immediate Supervisor if there is any uncertainty about the department's policy on personal use.

For security and network maintenance purposes, authorized individuals at NLCC may monitor equipment, systems and network traffic at any time. NLCC reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

#### SECURITY AND PROPRIETARY INFORMATION

Employees are responsible for making sure that information that is considered confidential is stored appropriately on the network. Shared folder access is secured by department, employee classification, and workgroup. In the event an employee recognizes that information is subject to inappropriate access via the shared folder system, that employee should notify their immediate Supervisor.

All PCs, laptops and workstations should be secured when left unattended. Because information contained on portable computers is especially vulnerable, special care must be exercised. Laptops should not be left unattended in non-secure locations. Other electronic devices that communicate with the network need to be configured to require a password before accessing the data. In the event that devices are lost or stolen, you must notify the IT administrator immediately in order to terminate the connection and remotely purge any data that was delivered to the device.

All systems used by employees that are connected to NLCC's Internet/Intranet/Extranet shall be continually executing approved virus-scanning software with a current virus database. Although NLCC employs rigorous virus scanning methodology, you should exercise caution when opening email attachments received from unknown senders which may contain viruses.

#### UNACCEPTABLE USE

The following activities are, in general, prohibited. Any limited exceptions must be approved by the IT administrator. This list below is not exhaustive but provides a framework for activities that fall into the category of unacceptable use.

- Violating the rights of any person or company protected by copyright, patent, or other intellectual property including, but not limited to, installing "pirated" or other software products that are not appropriately licensed for use by NLCC.

- Unauthorized copying of copyrighted materials including, but not limited to, photographs, magazines, books, music, or any software for which NLCC or the end user does not have an active license.
- Installing software to NLCC-owned computers without the review and approval of the IT administrator.
- Exporting software, technical information or technology in violation of international or regional export control laws.
- Introducing malicious programs into the network or server (e.g. viruses, worms, Trojan horses, etc.).
- Revealing your account password to others (including family and other household members when work is being done at home), or allowing use of your account by others.
- Making fraudulent offers of products, items or services originating from any NLCC account.
- Accessing data of which you are not the intended recipient or logging into a server or account that you are not authorized to access.
- Providing information about, or lists of, NLCC employees or members to parties outside of NLCC.
- Sending unsolicited non-company-sponsored email messages and/or faxes including the sending of “junk mail” or other material to individuals who did not specifically request such material.
- Participating in “chat rooms”
- Accessing inappropriate, offensive or sexually explicit web sites.



TO ABIDE BY EMPLOYEE POLICY MANUAL

"I acknowledge that I have received a copy of the New Life Community Church Employee Policy Manual and have been given the opportunity to read and understand each of the policies in it. I agree to abide by each of New Life Community Church's policies as a condition of my continued employment, including its code of conduct policies, information and confidentiality policies, and conflict resolution policy. I understand that any violation of these policies can result in loss of privileges up to and including employment termination."

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_