LONG HOLLOW BAPTIST CHURCH

EMPLOYEE HANDBOOK
All of the policies contained in our Employee Handbook database and set forth in the English language are reviewed semiannually for compliance with applicable state and federal statutes and regulations as of the date of review, by the law firm of Fisher & Philips, LLP. Paychex understands that clients occasionally may decide to further customize their Employee Handbook, or to ask Paychex to translate some or all of the policies into Spanish. However, please be aware that if you elect to substantively alter the policies that are offered, include your own original policies in your Employee Handbook, or ask that Paychex translate policies into Spanish (collectively the "Changed Policies"), the "Changed Policies" will not be reviewed for compliance with applicable law. This also extends to any additional outside-the-database policies that you may elect to include in future updates of your Employee Handbook. Moreover, Paychex is unable to support these "Changed Policies" outside of our database with our ongoing semiannual compliance reviews or resulting policy updates.

*This disclaimer will be removed when printing or finalizing the employee handbook.*
Welcome!

Welcome to Long Hollow Baptist Church (hereinafter referred to as “the Church”, “Long Hollow”, or “LHBC”). We consider you to be a gift from God and look forward to working with you as a member of our Church ministry team. We appreciate you and the gifts and talents you bring to Long Hollow Baptist Church and we are committed to helping you achieve your highest level of service for the Lord.

As an employee of Long Hollow Baptist Church, you represent the Church in both your work life and private life. As a result, you are expected to always be sensitive to how others may see you spiritually, verbally and ethically. We encourage you to strive toward living a life that serves as an example to others of your personal relationship with God.
Ten Core Values

- We affirm that Jesus is the head of the church, therefore He tells Long Hollow what to do; we don’t tell Him.
- We believe the Bible is THE Word of God, and it is our sole authority for our faith and practice.
- We are convinced that the only way of salvation is by grace through faith in Jesus Christ.
- We are mindful that people matter to God, therefore they matter to us.
- We are broken over the awareness that lost people go to hell, so we will do “whatever it takes” to reach them with the message of the Gospel.
- We will never settle for low impact in our community.
- We fear missed opportunities more than we fear failure, therefore we are not afraid to take risks.
- We believe that change is good and normal for a healthy church.
- We are committed to unity, understanding that the world knows we belong to Jesus because of the way we love each other.
- We want to be and do all that we do as a church for the glory of God!

Ten Commandments of LHBC

1. If you are married, do not go to lunch or run errands alone with someone of the opposite sex other than your spouse.
2. If you are married, do not ride alone in a car with someone of the opposite sex other than your spouse.
3. If you are meeting with someone of the opposite sex in your office, other than your spouse, leave the door open or have a reliable eyewitness, even if your door has a window.
4. Unless you are a part of our counseling team, do not counsel someone of the opposite sex more than once. Counseling is different than meeting to plan or train.
5. Do not be in your office building alone with someone of the opposite sex. One of you must leave.
6. Hug only from the side…and briefly.
7. Unwanted and/or inappropriate texts, emails, phone calls, etc. to someone of the opposite sex is not tolerated.
8. For single staff, do not date someone directly related to your ministry, including both staff and church members. In addition, dating relationships with any other single staff person must be disclosed to both supervisors.
9. On average, spend more evenings with your family than away from your family.
10. With your spouse, 1) Dialogue daily, 2) Date weekly, and 3) Depart quarterly. And don’t hesitate to seek professional counseling.
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SECTION 1: The Way We Work
A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the Church. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the Church. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The Church retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Church. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The Church complies with federal and state law and this handbook generally reflects those laws. The Church also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the Church reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the Executive Pastor of the Church. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the Executive Pastor of the Church.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

OUR CHURCH IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE CHURCH MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CHURCH IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE EXECUTIVE PASTOR OF THE CHURCH.

This Employee Handbook refers to current benefit plans maintained by the Church. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.
**Equal Employment Opportunity**

Our Church is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law.

In Tennessee, the following also are a protected class: race; creed; color; religion; sex; age [40 or over]; national origin; physical, mental or visual disability, National Guard membership, and tobacco use during nonworking hours.

You may discuss equal employment opportunity related questions with your immediate supervisor or any other designated member of management.

**Pregnancy Accommodation**

The Church will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the Church will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The Church may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact your immediate supervisor.
Americans with Disabilities Act

Our Church is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your immediate supervisor of the need for accommodation. Upon doing so, your immediate supervisor may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The Church will not seek genetic information in connection with requests for accommodation. All medical information received by the Church in connection with a request for accommodation will be treated as confidential.

A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

In Tennessee, the following also are a protected class: race; creed; color; religion; sex; age [40 or over]; national origin; physical, mental or visual disability, National Guard membership, and tobacco use during nonworking hours.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term “harassment” as used in this policy includes any of the following activities pertaining to an individual’s protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and

- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

11. Discuss any concern with our Financial Resources Manager at (615) 824-4006 and 3031 Long Hollow Pike, Hendersonville TN 37075.

12. If you are not satisfied after you speak with our Financial Resources Manager, or if you feel that you cannot speak to our Financial Resources Manager, discuss your concern with the Executive Pastor at (615) 824-4006 and 3031 Long Hollow Pike, Hendersonville TN 37075.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The Church will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other Church policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.
Categories of Employment

INTRODUCTORY PERIOD: Full-time and part-time employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

FULLTIME EMPLOYEES regularly work at least a 36-hour workweek.

PARTTIME EMPLOYEES work less than 30 hours each week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, the Financial Resources Manager will notify you of your employment classification.

Employee Classification

Long Hollow Baptist Church’s employment classifications are defined in this Handbook in order to clarify roles and benefits eligibility. The employment classifications do not necessarily dictate salary, denote the employee’s tenure with Long Hollow Baptist Church, or guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship “at will” at any time is retained by both the employee and the Church. If the employee is unsure of their employee classification, see the employee’s supervisor or Human Resources.

Executives

“Executives” are exempt employees whose primary duties consist of the management of multiple ministries and/or departments in their entirety or the management of the business enterprises of the Church as a whole. Additionally, Executives supervise and direct the work of Director-level employees, as well as members of Support Staff.

Directors

“Directors” are exempt employees who oversee and manage a specific department or ministry in its entirety and/or manage a group of employees, volunteers or members within a specific ministry or department. Directors report to an Executive-level staff member and may serve in a supervisory role in relation to employees in the Managers, Specialists, Support Staff, Part-Time Staff and Interns classifications.

Managers

“Managers” are exempt employees who are directly responsible for the management of an entire subsection of a specific department or ministry. Managers are responsible for the management of a smaller responsibility set than Directors, and may serve in a supervisory role over employees and volunteers of a ministry, a department subsection, a project, or a function. Managers may oversee and direct the work of employees who are classified as Specialists, Support Staff, or Interns.

Specialist II

“Specialists II” are exempt employees who specialize in a particular area of expertise or whose job description requires independent discretion; and possesses advanced specialized knowledge, education,
complex training or experience. Specialists II are forward thinkers who are in a lead role with task specific requirements, and are employed as business needs demand. Specialists II may oversee and direct the work of employees who are classified as Specialist I and Support Staff.

**Specialist I**
"Specialist I" are exempt employees who specialize in a particular area of expertise or whose job description requires independent discretion. Specialist I include employees who perform general business office and ministry operations, as well as those employees who perform some manual work. Specialist I may oversee and direct the work of other employees.

**Support Staff III**
“Support Staff III” are exempt salaried employees who serve as administrative / ministry assistants, or other similar ministry or business support roles, which report directly to Executives, Directors, Managers, or Specialists. “Support Staff III” members may have a limited supervisory role over “Support Staff II” or “Support Staff I” employees and increased responsibilities. The duties of Support Staff III may consist of the performance of either manual or non-manual or clerical/office work directly related to general business operations.

**Support Staff II**
“Support Staff II” are non-exempt hourly employees who serve as receptionists, clerks, administrative / ministry assistants, groundskeepers or maintenance employees, childcare workers, or other similar ministry or business support roles, which report directly to Executives, Directors, Managers, or Specialists. Support Staff II members do not have a supervisory role over other employees. The duties of Support Staff II may consist of the performance of either manual or non-manual or clerical / office work directly related to general business operations.

**Support Staff I**
“Support Staff I” are non-exempt hourly employees who serve as receptionists, clerks, administrative / ministry assistants, groundskeepers or maintenance employees, childcare workers, or other similar ministry or business support roles which report directly to Executives, Directors, Managers or Specialists. Support Staff I members do not have a supervisory role over other employees. The duties of Support Staff I may consist of the performance of either manual or non-manual or clerical/office work directly related to general business operations.

**Interns**
“Interns” include any employee who works in a particular department or ministry while he or she is actively enrolled in high school, college, or seminary or is working at Long Hollow Baptist Church as part of an apprenticeship or mentoring arrangement. Interns are not eligible for Long Hollow Baptist Church employee benefits.

**Immigration Reform and Control Act**
In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our Church is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Church.
New Employee Orientation

Upon joining our Church, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to Human Resources. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify Human Resources as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the Church and your job.
SECTION 2:

Your Pay and Progress
Recording Your Time

Non-exempt employees must record their hours on our timekeeping system.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

• Immediately before starting your shift.
• Immediately after finishing work before your meal period.
• Immediately before resuming work after your meal period.
• Immediately after finishing work.
• Immediately before and after any other time away from work.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Sunday and ends on Saturday.

Payday

You will be paid semimonthly on the 15th of the month and the last day of the month for the periods that have ended on the 6th of the month and the 21st of the month.

When our payday is a holiday, you normally will be paid on the last working day before the holiday. If our payday is a Saturday or Sunday, you normally will be paid on Friday.

Please review your paycheck for errors. If you find a mistake, report it to the Financial Resources Manager immediately. The Financial Resources Manager will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

The Church is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the Church that exempt employees' pay will not be “docked,” or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the Church may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

• Absences of one or more full days for personal reasons, other than sickness or disability; or
• Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
• Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
• Suspensions of one or more full days for violations of safety rules of major significance; or
• Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
• Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
• Any unpaid leave taken under the Family and Medical Leave Act; or
• Negative paid-time-off balances, in whole-day increments only.

The Church will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees' pay.

If questions or concerns about any pay deductions arise, discuss and resolve them with the Financial Resources Manager. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

Garnishment/Child Support

When an employee's wages are garnished by a court order, our Church is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our Church will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

As an employee of the Church you are required to have your pay deposited into your bank account through our direct deposit program.

Performance Reviews

Your performance is important to our company. Once each year, your supervisor will review your job progress within our company and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the company.

Job Descriptions

The Church maintains a job description for each position in the Church. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see Human Resources.
Promotion, Demotion and Transfer

It is the general practice of Long Hollow Baptist Church to give qualified Church employees preference over others when filling job openings within the Church. Qualified Church employees, who have expressed an interest in a job opening, may be given consideration before selecting an outside candidate.

If the employee is interested in a particular job position and meets the established criteria, the employee should notify their supervisor or human resources. However, because of the specialized experience, skills, and educational requirements of certain positions, promotions or transfers from within the Church are not always possible.

An employee’s past performance, experience, qualifications and proven potential are important factors that will be considered when making promotion and transfer decisions. The Church reserves the right to promote, transfer, and demote employees, at its sole discretion, with or without cause or advance notice. At all times the employment relationship with the Church remains strictly “at will”.

Overtime

There will be times when you will need to work overtime so that we may meet the needs of our Church members. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in advance by your supervisor.

Non-exempt employees will be paid at a rate of time and onehalf their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the Financial Resources Manager.
SECTION 3:

Time Away From Work and Other Benefits
General Statement of Employee Benefits

Long Hollow Baptist Church has developed a program of employee benefits for all full-time employees. Employees are considered a “full-time” employee for benefits purposes if the employee regularly works 36 or more hours per week. The employee’s benefits are a substantial part of their total compensation and provide the employee with income protection and security in a variety of ways. To get the best value from the benefits, the employee must have a thorough understanding of the plans.

This Employee Handbook describes the current benefit plans maintained by LHBC. They are a summary of benefits, designed only to give the employee an overview of their benefit plan offerings. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The benefits described in this Handbook are subject to change at any time. Please see Human Resources to ensure the employee has the most up-to-date information. New employees or current employees with questions concerning benefits should contact human resources.

Group Medical and Dental Insurance

Long Hollow Baptist Church maintains a comprehensive group medical and dental insurance program for all full-time employees who choose to participate. Part-time employees who are scheduled to work less than 30 hours per week are not eligible to participate in the Church’s group health plans. Full-time employees are eligible for enrollment in the group plans on the employee’s first day of employment. Detailed information about the group medical and dental plan is available at the time of employment and during the open enrollment period at the end of the calendar year.

Holidays

Our Church normally observes the following holidays during the year:

- New Year’s Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- the day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday. If in a given year Christmas Eve falls on a Friday and Christmas falls on a Saturday, Long Hollow management will independently determine which days will be observed as paid holidays at their discretion.

Full-time employees are eligible for eleven paid holidays per year immediately upon hire. Holiday pay for full-time employees is based upon an eight-hour workday. Exempt employees will receive holiday pay in compliance with state and federal wage and hour laws.
Make-Up Holidays
If an exempt employee is scheduled to work over a holiday, the employee will be permitted to take the following day off as a paid holiday. Certain departments and ministries are not able to allow all department employees to make up holidays on the same day. If an entire department or ministry must work over a holiday and employees must coordinate days off, employees may schedule a “make-up holiday” within ten (10) days before or following the designated holiday.

When a Holiday Falls on a Normally Scheduled Day off
Some exempt employees are required to work weekends and have a regular day off during the week. If a paid holiday falls on an employee’s normally scheduled day off, the employee may schedule a “make-up holiday” within ten (10) days before or following the designated holiday by requesting the time away using the online Time and Labor System.

Office Closures
Office Closures due to the decision of management, for events such as severe weather or power outages, will be handled in the same manner as holidays. Employees eligible for holiday pay will receive pay for office closures in the same manner, based on 8 hours per work day.

Vacation
The objective of vacation is to maintain and foster employee health and morale, as well as ensure that each employee has time with his or her spouse and/or family. Vacation time is granted to employees in order to provide employees with time for rest and recreation between periods of work.

The amount of vacation received depends on the employee’s employment classification. Please refer to the Employee Classification section and your Benefits Summary for more details.

The amount of vacation will be prorated in the first year of employment. For example – if the employee starts work on July 1, you will receive 50% of one year’s vacation amount.

The amount of vacation will also be prorated at the beginning of their 5th and 10th year to reflect their increase in vacation days. Human Resources will inform each employee of the number of vacation days the employee is eligible for at the beginning of the year.

Scheduling Vacation Time
Employees may take their vacation in units from one-half day to the total number of days posted to their account in a given calendar year. Vacations must be scheduled and approved by the employee’s immediate supervisor early enough during the year (at least two weeks in advance) to ensure that:

13. arrangements can be made to meet the demands of the particular job, and
14. the employee has adequate time to schedule and take all eligible vacation.

When two or more employees who work in the same department or area request the same period for vacation, seniority of service at LHBC and department needs will be considered when granting authorization.

To request time off, each employee must submit their request using the online time and labor system, at least two weeks before the desired starting date of vacation, when possible. The employee is responsible for ensuring his/her supervisor approves their time off. Unauthorized leave will not be tolerated, and taking unauthorized leave may result in disciplinary action, up to and including immediate termination.

Illnesses or Paid Holiday during Scheduled Vacation
A Church-observed holiday that occurs within an employee's vacation period will be considered a paid holiday rather than a vacation day. If a death in the family occurs during an employee's vacation, the time
allowed away from work for bereavement leave in accordance with Church policies will be recorded as paid bereavement leave, not vacation. However, if an employee becomes ill during their scheduled vacation, the time will still be counted as vacation time.

**Keeping Track of Vacation Balances**
Human Resources keeps track of each employee’s vacation balance for payroll purposes, but not for employee personal vacation planning purposes. Employees are responsible for keeping track of how many days they have used within a given year so they will know their available balance. Employees can also view this information in HR Online.

**No Carry Over of Unused Vacation**
Unused vacation not taken by the end of the calendar year will be forfeited. Employees may not receive cash payment in lieu of taking vacation time during their employment with the church.

Upon termination from LHBC, employees will not be paid for accrued but unused vacation time.

**Sick Days**
Long Hollow Baptist Church provides paid sick time for full-time employees during periods of temporary absence due to illness or injuries.

Sick time accrues at a rate of one (1) day per month for a total of twelve (12) days per calendar year. Employee paid sick time accumulation commences on date of hire. Time will be prorated if the employee begins employment at any time other than January 1.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the start of a scheduled workday to the greatest extent possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician’s statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of three (3) calendar days or more, an employee must provide a physician’s verification that he or she may safely return to work.

On occasion, employees may have to miss work due to a sick child or dependent. Long Hollow Baptist Church understands the importance of family and tries to accommodate where possible. If an employee must stay home with a sick child or dependent, time will be counted as sick time. If sick time is unavailable, the employee must use vacation time.

A total of six (6) sick days can carry over from one calendar year to another, although no employee may ever accrue more than eighteen (18) paid sick days in a calendar year. Upon termination from LHBC, employees will not be paid for accrued but unused sick days.

**Mission Time**
Long Hollow Baptist Church awards Mission Time to eligible full-time employees in employment categories Support Staff II to Specialist II only. Five days is awarded each calendar year, pro-rated if your hire date is after January 1.
We encourage mission trip involvement and have made Mission Time available so an employee may go on a mission trip and still have Vacation time available for personal use. This time cannot be used for any other purpose, unless your supervisor approves a request to use Mission Time to attend one of our own youth or children's camps. That is the only exception allowed.

Unused time does not carry over from one calendar year to the next, and it is not paid out if you do not use the time. Upon termination from LHBC, employees will not be paid for any accrued but unused time.

**Jury Duty**

Employees summoned for jury duty receive their usual wages less any payment received from the court except for seasonal and per diem employees who have completed less than six months of employment. Employees must provide the Church with a copy of the court payment records.

All other employees are granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Make arrangements with the Financial Resources Manager as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

**Voting Leave**

Our Church believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her three consecutive hours to vote while polls are open will be granted up to three paid hours off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify Human Resources of the need for voting leave as soon as possible, before Election Day. When you return from voting leave, you must present a voter’s receipt to the Financial Resources Manager as soon as possible.

**Voting Machine Technician Leave**

A full-time employee who is a part-time voting machine technician appointed by a county election commission will be granted unpaid leave for the day or days required for technical duties. Proper documentation of the appointment and the dates of the required service must be furnished to the Church in advance of the leave.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.
Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation (if any) may be used for this leave if the employee chooses, but the Church will not require the employee to use vacation. Military orders should be presented to the Financial Resources Manager and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Church unless military necessity makes this impossible. You must notify the Financial Resources Manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Financial Resources Manager.

Civil Air Patrol Leave

Employees who serve as a member of the Tennessee Army and Air National Guard on active duty, or the Tennessee State Guard or Civil Air Patrol, and who are called to duty or training are entitled to unpaid leave.

Employees must give as much notice as possible of the need for leave. It is your duty to keep the Financial Resources Manager informed should the time for leave change.

Employees may be required to provide certification of eligibility for the requested leave.

While on leave under this policy, employees will not suffer loss of time, pay not specifically related to leave of absence time, regular leave or vacation or impairment of efficiency rating.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Volunteer Rescue Squad Leave

An employee who serves as a volunteer rescue squad worker will receive unpaid leave for missing work due to responding to an emergency. An employee must make reasonable efforts to notify the Church prior to the scheduled shift that (s)he is responding to an emergency and will be late or absent from work.
The Church may require any employee taking leave under this policy, upon return from leave, to provide a copy of the incident report and certification by the supervisor or acting supervisor of the rescue squad confirming that the employee was actively engaged and necessary for the emergency response. The report should set forth the date, time and nature of the emergency.

Although the Church will not require an employee to use otherwise available paid time off, the employee may choose to do so.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Volunteer Firefighter Leave**

An employee who serves as a volunteer firefighter and is absent from work due to responding to an emergency call during the employee's regular hours of employment, is entitled to an unpaid leave of absence.

If approved by the employee's appointing authority (s)he will be permitted to take the work day off following such response as a vacation day or sick leave day without loss of pay if the employee worked all day or night in fighting such fire.

In addition any employee who is an active volunteer firefighter and who worked all day or night as a volunteer firefighter in an emergency or who was on call all day or night may, with the prior authorization of such employee's appointing authority, be permitted to take the following work day off as a vacation day or sick leave day where available, without the loss of pay.

Employees must submit a written statement from the chief of the volunteer fire department verifying the employee responded to a fire or was on-call and specifying the date, time and duration of such response or required duty.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Witness Leave**

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the Financial Resources Manager of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Bereavement Leave**

Full-time employees are eligible immediately upon hire for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents, parents-in-law, sisters and brothers-in-law.
Paid leave may be granted for an employee’s aunt, uncle, or first cousin, but is limited to the one workday coinciding with the funeral day.

Requests for bereavement leave should be made to Human Resources as soon as possible. Our Church reserves the right to request written verification of an employee’s familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

**COBRA**

You and/or your covered dependents will have the opportunity to continue medical benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact our Financial Resources Manager.

**Federal Family and Medical Leave Act**

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid job-protected leave for certain specific reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

**Employee Eligibility**

To be eligible for FMLA leave, you **must**:

15. have worked at least 12 months for the Church in the preceding seven years (limited exception apply to the seven-year requirement);

16. have worked at least 1,250 hours for the Church over the preceding 12 months; and

17. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

**Conditions Triggering Leave**
FMLA leave may be taken for the following reasons:

18. birth of a child, or to care for a newly-born child (up to 12 weeks);
19. placement of a child with the employee for adoption or foster care (up to 12 weeks);
20. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
21. because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
22. to care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or
23. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Identifying the 12 Month Period

The 12-month period in which 12 weeks of leave may be taken is the 12-month period measured forward from the date FMLA begins. For leave to care for a covered servicemember, the Church calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Church's operations.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the Church may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your FMLA
leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the Church's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the Church will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Church may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

**Notice and Medical Certification**

When seeking FMLA leave, you are required to provide:

24. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the Church if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Church normal call-in procedures, absent unusual circumstances.

25. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Church request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;

26. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and

27. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Church will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

**Employer Responsibilities**

To the extent required by law, the Church will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the Church will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the Church will provide a reason for the ineligibility. The Church will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the Church determines that the leave is not FMLA-protected, the Church will notify the employee.
Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Church's standard leave of absence and attendance policies. This may result in termination if you have no other Church-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the Church's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The Church generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employer's Compliance with FMLA and Employee's Enforcement Rights

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the Church encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of Human Resources, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military-Related Federal FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Definitions

A "covered servicemember" is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a "covered veteran" who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A "covered veteran" is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered
veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.” For current servicemembers, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

**Military Caregiver Leave**

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e.,
birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

**Qualifying Exigency Leave**

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “military member” (i.e. the employee's spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a "single 12-month period"). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

28. **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.

29. **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.

30. **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.

31. **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.

32. **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
33. **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 days of leave for each instance of rest and recuperation.

34. **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member’s active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.

35. **Parental care.** To care for the military member’s parent who is incapable of self-care. The parent must be the military member’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.

36. **Mutually agreed leave.** Other events that arise from the military member’s duty under a call or order to active duty, provided that the Church and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member’s active duty orders or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee’s relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

**Limited Nature of This Policy**

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The Church reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

**Long-Term Disability Insurance**

You may be eligible for long-term disability insurance benefits if you are ill or injured and unable to work. All employees in the following employment categories are eligible to apply for the long-term disability insurance program immediately upon date of hire:

- Managers
- Directors
- Executives

This insurance program is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability. LHBC will continue paying his or her wages during the 90 day waiting period prior to commencement of disability benefits. This policy is classified as a benefit of the disability policy and not income.

Employees must be in an active work status or on an eligible leave of absence (Family & Medical Leave or Personal Leave) to be eligible for benefits under this policy. An employee must meet the definition of disability in order to qualify for salary continuation benefits. Federal law defines a person with a disability as "Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment."
The benefits are calculated as a percentage of your salary up to a monthly maximum of $7,500, for up to age 65 or retirement age set by the government.

The cost of this insurance is paid by the company.

Please check with the Financial Resources Manager for additional information concerning this benefit.

**New Parent Leave**

Full-time employees who have completed 12 consecutive months of full-time employment are eligible to receive up to four months of unpaid leave.

Unless prevented from doing so because of a medical emergency, provide one month's advance notice of your anticipated date of departure, length of leave and intention to return to full-time employment.

Leave may only be used for pregnancy, childbirth, nursing an infant or adoption of a child. If this time is used to pursue other employment opportunities, you may not be reinstated at the end of your leave.

You are entitled to return to your former position or a similar position with like status, pay, length of employment credit and seniority, unless the position is so unique that the employer cannot, with reasonable efforts, fill that position temporarily.

This leave may run concurrently with the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

**Social Security**

During your employment, you and the Church both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

**Workers’ Compensation**

On the job injuries are covered by our Workers’ Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Financial Resources Manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.
SECTION 4:

On the Job
Attendance and Punctuality

Attendance and punctuality are important factors for your success within our Church. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor’s appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the Church, it is assumed that you have voluntarily abandoned your position with the Church, and you will be removed from the payroll.

Confidential Information

As an employee of Long Hollow Baptist Church, the employee will be exposed to confidential information or materials daily. It is important that any information the employee may read, hear, or see be kept confidential from others, except from other Church employees on a need-to-know basis during the course of normal Church business operations.

The employee has a duty to refrain from disclosing confidential information during the course of their employment, as well as any time after the employee terminates their employment relationship with the Church. If it is discovered any employee has improperly used confidential information or has discussed or provided any confidential matters to someone who is not a Church employee, that employee will be subject to disciplinary action, up to and including immediate termination of employment.

Confidential information may include, but is not limited to:

* The names, social security numbers, addresses (e-mail and postal) and telephone numbers of any of the Church employees, members, or volunteers.

* Any other information concerning contributions (either amounts or the fact that contributions have been pledged or made) to the Church of time, money or other things of value;

* Any information of a financial, funding or business nature, including the salaries or compensation of any Church employee, or any contract, agreement or expenditure with or by the Church;

* Any proprietary information learned or revealed while using the Church’s computers, software, telephone systems or other equipment or systems, whether they are provided to the Church by outside sources or otherwise;

* Any proprietary information pertaining to the Church’s development of machinery, computer or telephone equipment, software or other systems; and

* Any other information that may reasonably be deemed confidential by the Church or any other party affected.

To ensure that sensitive information remains confidential, the employee is reminded to:
• Clear their desk of all Church business-related paperwork when they leave work;
• Lock sensitive documents in desks or file cabinets in accordance with proper departmental procedures;
• Control access to file cabinets and file rooms;
• Control access to offices or rooms that contain sensitive information; and
• Ensure that discussions of a confidential nature are not conducted in public areas or in front of other employees who do not need to know the confidential information in order to successfully complete their job functions.

If the employee is unsure as to what constitutes confidential information, the employee must see their immediate supervisor and/or Human Resources.

Meal Time

A 30-minute, unpaid meal break should be taken each day. Your supervisor is responsible for approving the scheduling of this time.

Lactation Breaks

The Church will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law. The Church will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify the Financial Resources Manager to request time to express breast milk under this policy. The Church reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations and in accordance with applicable law.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact the Financial Resources Manager.

Standards of Conduct

Each employee has an obligation to observe and follow the Church's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.
Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the Church. The Church does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the Church's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Church activities or in Church vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate physical contact; harassment; discrimination or retaliation; performing outside work or use of Church property, equipment or facilities in connection with outside work while on Church time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee’s rights under Section 7 of the National Labor Relations Act.

Nothing in this policy is designed to modify our employment-at-will policy.

Access to Personnel Files

The Church maintains a confidential personnel file for each employee. Any information contained in the employee’s personnel file is only shared with those management-level employees who need to know its contents in the context of normal business operations. Human Resources have access to personnel files and are trained regarding the protection of privacy and confidentiality. No health or medical claims information is stored in the employees personnel file.

All information contained in the personnel files is Church property and is not available for review by anyone other than human resources, the employee, the employee's supervisor or Executive Management staff on a strictly need-to-know basis. Executive Management must approve requests for the release of information regarding their employment status. Employees are given copies of Disciplinary Warnings and Counseling Forms at the time of the warning or counseling session. Terminated employees will not be allowed to obtain copies of their personnel records.

Non-Solicitation

The Church believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee’s break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights.
Distribution

Distribution of any type (materials, goods, etc.) is prohibited in work areas at any time, whether or not the employees are on working time. Non-employees are prohibited from distributing materials to employees on Church premises at any time. Inappropriate literature is prohibited, e.g. literature that violates the Church’s non-harassment and discrimination policies; items of a defamatory nature, items that include threats of violence, unprotected literature of a political nature that is highly inflammatory and likely to disrupt facility discipline and order or safety. Nothing in this policy is intended to restrict an employee's statutory rights.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Financial Resources Manager promptly.

HR Online (Self-Service Portal)

A self-service portal is available at https://eservices.paychex.com. You have the ability to view personal and Church information on this portal. You may submit changes to your personal information including address, tax status and dependent information at your convenience. If updates are made, please contact the Financial Resources Manager to ensure those changes are entered into the payroll system. You may also receive important management notices and reminders, such as benefit enrollment deadlines and time-off approvals at this portal.

Please contact the Financial Resources Manager if you need assistance with obtaining login information.

Care of Office Area, Equipment, & Church Grounds

Computers and other office equipment are provided to employees by the Church to further the Church’s mission and goals. Office space, computers, equipment, and supplies are the sole property of the Church. Due care and proper operation is expected when the employee is asked to share this property. Church property is not to be removed at any time for personal use.

Cleanliness of surroundings is also to be enjoyed by all employees. It is every employee’s responsibility to maintain an orderly workplace. Each employee is expected to police his/her workstation and the immediate area surrounding the workstation. In addition, each employee is expected to help maintain the cleanliness and organization of all communal areas, including:

- Kitchen and dining areas (including dishwashers, microwaves and refrigerators)
- Restroom facilities
- Water fountains
- Workroom and copy machine areas
- The reception area and front desk
- Conference rooms and class rooms
- Hallways and open areas
• Church parking lot and grounds

Each employee is expected to clean up communal areas after each use. Out of respect for their co-workers, please keep countertops wiped clean and workrooms organized and maintained properly. If the employee finds something out of place, please put it where it belongs.

If the fax machines, copy machines, or shared printers run out of paper after their use, out of respect for co-workers, load the machine with paper. Report all office supplies shortages to the receptionists for reordering. If the copier, facsimile, or postage machines are malfunctioning, contact the Technology Department.

Break rooms are to be enjoyed and maintained by all employees. All employees are responsible for wiping countertops and tabletops after preparing or consuming coffee or food items. In addition, all employees are responsible for cleaning out the refrigerator, microwave, toaster, or coffee makers. Before storing food items in the refrigerator, mark all food containers with the employees name and the date. On a designated cleaning day, food containers or condiments left in the refrigerator will be thrown out.

Since reception areas are open to the public and seen by our guests, these areas must be kept neat and orderly at all times. In order to avoid excess clutter, employees are not to accept or store deliveries on or behind the reception desk when working the telephones.

Any deliberate action by an employee resulting in damage to the Church's property or the loss of Church property is considered impermissible. Deliberate damage to Church property is cause for disciplinary action, up to and including immediate termination.

**Employment of Relatives**

Family members of Long Hollow employees will receive the same consideration as any other applicant for a job opening and will not be given preferential treatment in employment matters. The Church may require a related employee to transfer or resign, however, if there is a conflict of interest or problem of supervision or management that cannot be resolved. Under no circumstances will the employment of a relative in the Human Resources department be allowed. Relatives may not have a direct supervisory relationship with each other. The Church’s employment “at will” policy applies to all employees, including relatives, which permits the employee or the Church to end the employment relationship for any reason, at any time.

Relatives, as used in this section, will include grandparents, parents, children, grandchildren, brothers, sisters, first cousins, in-laws and any members of the employee's household, whether or not related by blood. The term relative will also include those with a similar relationship which has been established through adoption or remarriage, i.e. stepchild, half-sister, etc...

**Employment of Minors**

Long Hollow Baptist Church recognizes special federal and state employment regulations apply to children under the age of 18. All minors hired by the Church will only be hired in accordance with child labor laws and their restrictions.
Minister Qualifications for Special Tax Provisions

To qualify for the special tax provisions available to ministers as defined by Treasury Regulations, an individual must be a "minister" and must perform services "in the exercise of his ministry."

First, the individual must be a "duly ordained, commissioned, or licensed minister of LHBC". Secondly, services performed by a minister in the exercise of the ministry would include:

- Ministration of sacerdotal functions (i.e. Lord's Supper, baptism, weddings, funerals, etc.)
- Considered to be a religious leader of their church
- Conduct of religious worship
- Control, conduct, and maintenance of religious organizations (including religious councils, societies, and other integral agencies of such organizations), under the authority of a religious body constituting a church or denomination

If the employee so qualifies, then this employee will be classified as a minister and granted the various tax treatments available to him. At no time will a Church employee be allowed to be classified as a "minister" for the sole purpose of receiving tax related benefits.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open must be made up, used as vacation, or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by supervisor or Church Office.

Electronic Mail and Voice Mail Monitoring

We recognize your need to be able to communicate efficiently with fellow employees and Church members. Therefore, we have installed electronic mail (e-mail) and voice mail systems to facilitate the transmittal of business-related information within the Church and with our Church members. The e-mail and voice mail systems are intended for business use only. The use of the Church's e-mail and/or voice mail systems to solicit fellow employees or distribute non job-related information to fellow employees is prohibited to the extent allowed by applicable law.

Our Church's policies against sexual and other types of harassment apply fully to the e-mail and voice mail systems. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.
Employees shall not use unauthorized codes or passwords to gain access to others’ files and or accounts.

All e-mail and voice mail passwords must be made available to the Church at all times. Please notify their supervisor if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the Church’s private e-mail and voice mail systems and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Church's private e-mail and voice mail systems will be disclosed to management. Employees should not assume that communications that they send and receive by the Church's private e-mail and voice mail systems are private or confidential.

**Internet Usage and Monitoring**

As a growing Church, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet.

The Internet is intended for business use only. Use of the Internet for any non-business purpose, including but not limited to, personal communication or solicitation, purchasing personal goods or services, gambling and downloading files for personal use, is strictly prohibited.

Our Church's policies against sexual and other types of harassment apply fully to Internet usage, including the use of instant messaging programs. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal or inappropriate usage will be investigated thoroughly. For business purposes, management reserves the right to search and/or monitor the Church’s Internet usage and the files/transmissions of any employee without advance notice and consistent with applicable state and federal laws. Employees should expect that communications that they send and receive by the Internet will be disclosed to management. Employees should not assume that communications that they send and receive by the Internet are private or confidential.

Employees learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action up to and including discharge.

**Acceptable Use of Electronic Communications**

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using Church communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. “Electronic Communications” include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad, tablet, smart phone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information
on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as “Systems.”

Employees may use our Systems to communicate internally with co-workers or externally with Church members, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in Church Systems are Church records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the Church. The Systems and Electronic Communications are accessible to the Church at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The Church’s right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the Church’s business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the Church at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, No Harassment, Non-Solicitation, Distribution, Electronic and Voice Mail Monitoring, and Internet Usage. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of Church policies or federal, state or local law.

In addition, employees may not use our Systems:

- To download, save, send or access any discriminatory or obscene material;
- To download anything from the internet (including shareware or free software) without the advance written permission of management;
- To download, save, send or access any site or content that the Church might deem “adult entertainment;
- To access any “blog” or otherwise post a personal opinion on the Internet (see Social Media policy);
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the Church or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of the Church or others without appropriate authorization.
All Systems passwords and encryption keys must be available and known to the Church. You may not install password or encryption programs without the written permission of management. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The Church will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-Church systems.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the Church may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask management for advance clarification.

**Social Media**

The Church has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via social media.

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Church, as well as any other form of electronic communication.

The same principles and guidelines found in the Church's Employee Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects Church members, vendors, suppliers, people who work on behalf of the Church or its legitimate business interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

37. Always be fair and courteous to fellow employees, Church members, vendors, suppliers or people who work on behalf of the Church. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages Church members, employees, vendors, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.
38. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate. Nothing that is posted ever truly "expires." Never post any information or rumors that you know to be false about the Church, fellow employees, Church members, vendors, suppliers, people working on behalf of the Church or competitors.

39. Maintain the confidentiality of Church trade secrets and proprietary or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

40. Do not create a link from your blog, website or other social networking site to the Church's website without identifying yourself as a Church employee.

41. Express only your personal opinions. Never represent yourself as a spokesperson for the Church. If the Church is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Church, fellow employees, Church members, vendors, suppliers or people working on behalf of the Church. If you do publish a blog or post online related to the work you do or subjects associated with the Church, make it clear that you are not speaking on behalf of the Church. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Long Hollow Baptist Church".

42. You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by the immediate supervisor, or other member of management; or consistent with the Acceptable Use of Electronic Communications Policy.

43. Do not use any Church email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees are encouraged to report violations of this policy. The Church prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate discharge.

You should not speak to the media on the Church's behalf without contacting the Director of Resources. All media inquiries should be directed to them.

Where applicable, the Church complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

If you have questions or need further guidance, please contact the Director of Resources.

**Dress Policy**

Long Hollow Baptist Church asks our employees to cooperate in maintaining a professional working environment. Our office casual attire dress code policy requires employees to dress in a neat, modest,
and professional manner suitable for an office environment while in the office during regular business hours, and while representing the Church away from the office. The following are unacceptable:

- Low cut or revealing tops
- Sleeveless tops
- Short skirts
- Shorts
- Any pants that have see-through holes or tears
- Flip flops

Office casual attire is not the same as casual weekend attire. Employees are expected to dress in an appropriately modest and professional manner. Please be mindful of appointments with the public, or when meeting and greeting church members and others; be sure to dress in a manner that reflects our organization in a professional way.

An exception to wearing shorts may be made by your Manager if you are involved in a temporary labor project or outside job.

This policy is to be adhered to by all employees, including part-time and seasonal employees.

Reference Checks and Information Requests

To ensure employees hired by Long Hollow Baptist Church are well qualified and have the potential to be responsible, productive, and successful in the completion of their job duties, it is the policy of the Church to check the employment references of all applicants. The Church's application for employment requests the applicant's authorization for the inquiries.

Regarding outside inquiries concerning a particular employee or former employee, LHBC will not provide any employee information in response to a reference request other than confirmation of the name, job title, employment date, and date of separation.

Additional information concerning an employee will be provided only if pursuant to federal or state law, a valid court order, or the employee/former employee's written request. Telephone inquiries for information other than the individual's name, job title, and employment date, and date of separation will not be answered. All requests for additional information must be in writing, signed by the person seeking the information.

If a Church employee or supervisor receives an employee information request, it must be forwarded to the Financial Resources Manager immediately. The employee's supervisor or co-workers are not permitted to respond to a reference request without first obtaining permission from human resources. Any employee violating this policy will be subject to disciplinary action, up to and including immediate termination.
Conflict of Interest/Code of Ethics

A Church's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the Church, or any of its Church members, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The Church adheres to the highest legal and ethical standards applicable in our business. The Church's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the Church shall conduct their personal affairs such that their duties and responsibilities to the Church are not jeopardized and/or legal questions do not arise with respect to their association or work with the Church.

Outside Employment

The Church recognizes the employee may wish to seek additional employment during their off hours. We ask the employee to remember, despite any outside employment obligations, their full-time position with the Church is their primary responsibility. The employee may hold an outside job as long as the employee meets the performance standards of their primary job with LHBC and there is no conflict of interest. All employees will be judged by the same performance standards and will be subject to the Church's scheduling demands, regardless of any existing outside work requirements.

Before the employee undertakes outside employment, we suggest the employee discuss with their supervisor, manager, Executive Pastor or Human Resources whether such employment will present a conflict of interest, interfere with the successful completion of their job functions or their ability to work overtime, or adversely affect their job performance at LHBC. If the Church determines an employee's outside work interferes with his/her performance or ability to meet his/her responsibilities to the Church as they are modified from time to time, the employee may be asked to terminate the outside employment if the employee wishes to remain in the employment of LHBC. At all times, the employment relationship with Long Hollow Baptist Church remains “at will”.

Regarding outside employment, the following rules apply:

• Any outside employment or the operation of a private business that has an adverse effect on the Church or its programs or which constitutes a conflict of interest with the Church is strictly prohibited.

• Employees of the Church are prohibited from conducting business related to an outside job during the employee’s normal working hours at the Church. Employees are expected to successfully and thoroughly perform their duties for the Church when on the job.

• Employees are prohibited from using the Church's assets, equipment, or resources for personal gain or in the conduct of business for an outside employer, even if self-employed. The use of the Church's name, confidential information, equipment, office supplies, postage systems, and computer systems is strictly reserved for Church-related business and is not to be used for outside employment purposes.

• Employees may not receive any income or material gain from individuals outside Long Hollow Baptist Church for materials produced or services rendered while performing their jobs for the Church unless such arrangement has been pre-approved in writing by the Executive Pastor.
Outside Engagements for Pastors

Pastors should request approval, preferably in writing, from the Executive Pastor for outside engagements. These outside engagements include, but are not limited to, such items as radio and television appearances; speaking engagements; conducting seminars or concerts; and writing, editing, and publishing books and magazine articles. Expenses for approved outside engagements are the responsibility of the employee. The Church's staff may not provide services for a Pastor's outside engagement during Church working hours or by using Church resources or equipment. If a Pastor requests the services of a Church staff member for an outside engagement, the work must be done outside working hours and all arrangements for pay must be made between the Pastor and the staff member.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the Financial Resources Manager with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the Church.

Employees, who are rehired following a break in service in excess of six months, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Our Church does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All Church property, including this Employee Handbook, must be returned at the end of employment. Otherwise, the Church may take action to recoup any replacement costs and/or seek the return of Church property through appropriate legal recourse.

You should notify the Church if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.
SECTION 5:

Safety in the Workplace
Each Employee's Responsibility

Safety can only be achieved through teamwork at our Church. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

44. Notify the immediate supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the immediate supervisor immediately.

45. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the Church's property is forbidden.

46. Use, adjust and repair machines and equipment only if you are trained and qualified.

47. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.

48. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the immediate supervisor.

49. Know the locations, contents and use of first aid and fire fighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Church property in the event someone, for whatever reason, may be unhappy with a Church decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the Financial Resources Manager at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the Church's investigation, may result in disciplinary action, up to and including discharge.
Workplace Searches

To protect the property and to ensure the safety of all employees, Church members and the Church, the Church reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the Church's property. In addition, the Church reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the Church, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the Church.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the Church's security procedures or any other Church rules and regulations.

Smoking in the Workplace

Our Church is committed to providing a safe and healthy environment for employees and visitors. Smoking (including the use of e-cigarettes) is not permitted.

Violations of this policy may result in disciplinary action, up to and including discharge.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Church machinery, equipment or vehicles for work-related purposes or while engaged in Church business off premises is forbidden except where expressly authorized by the Church and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to Financial Resources Manager immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

Substance Abuse

The Church has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the Church members we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the Church the following substance abuse policy.
The Church has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on Church paid time, on Church premises, in Church vehicles, or while engaged in Church activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the Church is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the Church maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The Church will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the Church's policies and applicable federal, state or local laws.

The Church further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of Church issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the Church has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to the Financial Resources Manager.
Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Long Hollow Baptist Church Employee Handbook and I understand that it contains information about the employment policies and practices of the Church. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the Church retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Church. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the Church reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the Executive Pastor of the Church. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS CHURCH IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE CHURCH OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CHURCH IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE EXECUTIVE PASTOR OF THE CHURCH.

I understand that this Employee Handbook refers to current benefit plans maintained by the Church and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials ________           Date ________

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling. If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME _______________________________________

DATE ________________________________________

EMPLOYEE SIGNATURE _________________________________
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