

Welcome to SHCC

Thank you for joining the Staff at Stone's Hill Community Church! From this point on we will refer to Stone's Hill Community Church, Inc. as SHCC. We hope you agree that you have a great contribution to make to the Christian ministry by way of SHCC, and that you will find your employment at SHCC a rewarding experience. We look forward to the opportunity of working together to create a more successful outreach and support for our community and the world. We also want you to feel that your employment with SHCC will be a mutually beneficial and gratifying one.

You have joined a church that has established an outstanding reputation for equipping people for ministry. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of SHCC's team, you will be expected to contribute your talents and energies to further improve the environment and quality of SHCC.

This Employee Manual will provide answers to most of the questions you may have about SHCC's benefit programs, as well as church policies and procedures. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss the matter with your supervisor. You are also responsible to be familiar with the church handbook, which covers general church policies.

We extend to you our personal best wishes for your success and happiness at SHCC.

Sincerely,

The Elders of SHCC

Notice

This Employee Manual has been prepared to inform you of SHCC's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

Some Things You Must Understand

The policies in this Employee Manual are to be considered as guidelines.

- SHCC, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the board of elders of SHCC may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.
- No statement or promise by a supervisor or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces (supersedes) any and all other or previous SHCC Employee Manuals, or other SHCC policies whether written or oral.

This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor SHCC is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time. **This “at will” arrangement may not be varied except in writing by the Elders of SHCC.**

Receipt and Acknowledgment of SHCC Employee Manual

This page is to remain in the manual. We will furnish you with a duplicate copy of this that you are to read, sign and return to the Chairman of the Elders.

Understanding and Acknowledging Receipt of SHCC Employee Manual

I have received and read a copy of the SHCC Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of SHCC at any time.

At-Will Employment

I further understand that my employment is at will, and unless specified in writing, neither SHCC nor myself has entered into a contract regarding the duration of my employment. I am free to terminate my employment with SHCC at any time, with or without reason. Likewise, SHCC has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of SHCC. No employee of SHCC can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the board of elders.

Employee's Printed Name

Position

Employee's Signature

Date

OVERVIEW

History of SHCC

In 1982, 41 people separated from the Cromwell United Methodist Church in order to pursue a vision God had placed in the hearts and minds of this group of believers. After much prayer, all were in agreement and decided to start a new congregation of believers, which eventually became Stone's Hill Community Church. Their goal was a lofty one: to evangelize the entire West Noble area by providing a place for people of all backgrounds to come together as one body of believers to worship and grow together in Christ.

On March 7, 1982, the new congregation began meeting in the basement of the American State Bank. Some time later, a local businessman and entrepreneur, Merrill Frick, donated the land for the church building. After many trials and troubles during the construction process were overcome, the first service was held on September 5, 1982 in a new building built by Monroe Yoder.

The congregation was striving to put God first and during this time the Statement of Faith, Purpose of the Church, and Bylaws were adopted. The congregation grew in faith and numbers. Several very meaningful baptism services were held at Saggars' Campground.

In 1983 the second part of the building was finished, which added new classroom and office space. In the next few years, the congregation experienced more growth, adding missionaries, ministries, and many new attenders. God was changing people's lives and there were many special events, including a concert by The Cathedrals.

In 1992, the people of SHCC worked together to build the north addition. The pole barn was added and the prayer garden was started, along with the gazebo and donated playground equipment.

Several years of learning and refining of the congregation at Stone's Hill Community Church has led to the current explosion of growth at SHCC. In 2001, discussion about a new aggressive phase of building at SHCC began to be discussed. On June 9, 2002 the first service was held in a new 650-seat multi-media sanctuary. In conjunction with the new building project was a renovation to the existing facilities for youth and children's ministries.

On September 22, 2002 SHCC formally celebrated 20 years of ministry and service. Former pastors Steve Leinbach and Eric Hall were on hand to help with the celebration! The highlight of the 20-year celebration was the presence of national recording artist Ray Boltz, who helped make the 20-year festivities memorable. Present for the concert were over 800 people from the West Noble and surrounding area.

Stone's Hill Community Church has had the opportunity to see dozens of people saved and baptized into the faith in recent years. Marriages and families being restored, stories of miraculous healing and restoration, freedom from addictions and sin, are all things we have come to expect at SHCC!

The history of SHCC is filled with stories of people praying and trusting God to do great things. Along the journey there have been stumbling blocks and mountains to climb, but God has been faithful to the vision given to the Stone's Hill founders. Many great victories have also been claimed! We are praying for many more victories in the years ahead!

SHCC Policies

For more general policy guidelines, see the church handbook.

What You Can Expect From SHCC

SHCC believes in creating a harmonious working relationship between all employees. In pursuit of this goal, SHCC has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, color, race, creed, national origin, or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees according to their effort and contribution to the success of our ministry.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound Christian business practices.
5. Provide paid time off and holidays to all eligible employees.
6. Provide eligible employees with health insurance.
7. Assure employees, after talking with their supervisor, an opportunity to discuss any issue or problem with the board of elders of SHCC.
8. Take prompt and fair action concerning any complaint that may arise in the everyday conduct of our ministry, to the extent that is practical.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide a facility and offices that are comfortable, orderly and safe.
12. Make promotions or fill vacancies from within SHCC whenever practical.
13. Keep all employees informed of the progress of SHCC, as well as the church's overall goals and objectives.
14. Promote an atmosphere in keeping with SHCC's vision, mission, and goals.

What SHCC Expects From You

SHCC needs your help in making each working day enjoyable and rewarding. Your first responsibility is to exemplify the Christian walk in your personal and family life. Secondly, you are to know your own duties and do them promptly, correctly and pleasantly. Thirdly, you are expected to cooperate with Elder and Staff leadership and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom SHCC serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire ministry offered by SHCC. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed SHCC expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to leaders. We are dedicated to making SHCC a church where you can approach your supervisor, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of SHCC. We're all human, so please communicate with each other and with supervisors.

Remember that you help create the pleasant and safe working conditions that SHCC intends for you. The result will be better performance for the church overall, and personal satisfaction for you.

Open Communication Policy

SHCC encourages you to discuss any issue you may have with a co-worker directly with that person. Matthew 18:15-17 is the model for Christian conflict resolution. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. If the problem still exists, see the elders. Retaliation against any employee for appropriate usage of open communication channels is unacceptable. Please remember it is counter - productive to a harmonious workplace for employees to create or repeat rumors or office gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

Outside Employment

To protect and enhance our reputation, SHCC requires that all employees be guided by the highest standard of conduct in their business contacts and relationships. The following examples have been deemed to involve a conflict of interest, which violates Church policy:

1. Please check with the board of elders before serving as an employee, officer, director, or consultant of another church or other outside interest.

2. Borrowing money from or lending money to any other staff person or member, other than recognized financial institutions, i.e., banks, credit unions, etc.

It is important to avoid any situation that is an obvious conflict of interest such as those listed above, but also any situation that might give the appearance of being a conflict of interest or compromise in Christian walk.

If you have any questions concerning this subject, please contact your supervisor.

Employment

At-Will Employment

Your employment with SHCC is at-will. This means that neither you nor SHCC has entered into a contract unless specified in writing by the board of elders regarding the duration of your employment. You are free to terminate your employment with SHCC at any time, with or without reason. Likewise, SHCC has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of SHCC

No employee of SHCC can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the board of elders.

Separation of Employment

Termination of Your Employment

SHCC will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from SHCC,
2. Fail to return from an approved leave of absence on the date specified by SHCC, or
3. Fail to report to work or call in for three (3) or more consecutive workdays other than approved leaves or approved vacation.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of SHCC policies. However, your employment is at-will, and you and SHCC have the right to terminate your employment for any or no reason.

Termination

SHCC operates under the principle of at-will employment. This means that neither you nor SHCC has entered into a contract regarding the duration of your employment. You are free to terminate your employment with SHCC at any time, with or without reason. Likewise, SHCC has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of SHCC

SHCC hopes and expects that you will give at least two (2) weeks notice in the event of your resignation. Any accrued but unused Paid Time Off will be paid out at the time of employment termination.

Return of Church Property

Any SHCC property issued to you, such as books purchased by the church, computer equipment, uniforms, tools, keys or church credit card(s) must be returned to SHCC at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

Former Employees

Depending on the circumstances, SHCC may consider a former employee for re-employment. Such applicants are subject to SHCC's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with SHCC

Employee Termination Guidelines

The elders of Stone's Hill generally concur that it is the Senior Pastor's decision as to who is employed on staff. If the Senior Pastor no longer feels there can be a working relationship with a staff person for whatever reason, then the employee will not be beneficial to the church.

These guidelines are in place should the Senior Pastor come to the point where they believe employment of a person is no longer a workable situation.

If the Senior Pastor has had ongoing problems with the employee, it would be suggested that the Senior Pastor keep a written journal of times when the employee was instructed, what was the result of the instruction and if they were warned of loss of employment. If this is a sudden occurrence, there may be no record to present.

1. If in the Senior Pastor's opinion the situation is not threatening to the peace and security of the church, the Senior Pastor should call a meeting of the elders to discuss the issue. It will be the Senior Pastor's discretion as to whether or not to include the employee. The elders will agree on what action, if any should be taken.

2. If in the Senior Pastor's opinion the situation is threatening to the peace and security of the church, the Senior Pastor has the right to suspend that employee immediately with pay. The elders should be called into a meeting as soon as possible to discuss the issues.

Confidential Information

This means that you will not disclose or use any SHCC confidential information, either during or after your employment. We sincerely hope that our relationship will be long-term and mutually rewarding.. However, your employment with SHCC assumes an obligation to maintain confidentiality, even after you leave our employ.

Additionally, our members and board of elders entrust staff with important information relating to themselves or the church. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, SHCC earns the respect and further trust of our members and community..

If someone questions you and you are concerned about the appropriateness of giving him or her certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove or make copies of any SHCC records, reports or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Public Relations

The success of SHCC depends upon the quality of the relationships between SHCC, our employees, church attenders, suppliers and the general public. Our community's impression of SHCC and their interest and willingness to turn to us or from is greatly formed by the staff people who serve them. In a sense, regardless of your position, you are SHCC's ambassador. The more goodwill you promote, the more our members and potential members will respect and appreciate you, SHCC and SHCC's ministries.

Below are several things you can do to help give those you come in contact with a good impression of SHCC These are the building blocks for our continued success.

1. Act competently and deal with people in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide Christian, yet businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

Equal Employment Opportunity

SHCC will recruit, hire, train, and promote persons in all job titles without regard to race, color, national origin, age, or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law). SHCC will make employment decisions so as to further the principle of equal employment opportunity. SHCC will ensure

that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and non-discretionary requirements for promotional opportunities. SHCC also will ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, terminations, Church-sponsored training, education, tuition assistance, and social and recreation programs will be administered without regard to race, color, age, national origin, or disability.

All employees are expected to comply with our Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting our equal employment opportunity objectives and their overall performance will be evaluated accordingly.

Management is primarily responsible for seeing that SHCC's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to discipline, up to and including termination.

Harassment Policy

SHCC intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical and or visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All SHCC employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, should report it to their immediate supervisor or the designated management representative with whom they feel comfortable.

Reporting

While SHCC encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment should be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action up to and including termination. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

SHCC accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. SHCC may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Policy Statement on Sexual Harassment

It is the policy of SHCC to maintain a working environment free of all inappropriate conduct of a sexual nature. Sexual harassment in any form is expressly prohibited.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or behavior of a sexual nature, when (1) submission to such conduct either explicitly or implicitly is made a condition of employment or is used as a basis for employment decisions, or (2) such conduct has the purpose or effect of unreasonably interfering with work performance (including through creation of a sexually hostile work environment).

Any individual who engages in any conduct that constitutes sexual harassment or that creates a sexually offensive and/or hostile working environment will be subject to appropriate action, up to and including disciplinary action or immediate termination.

Management will promptly and thoroughly investigate all incidents of sexual harassment and will take appropriate corrective action.

Any individual who believes that a violation of this sexual harassment policy has occurred has the responsibility to report the alleged violation immediately to his or her supervisor or to any other representative of management. No adverse action will be taken against any individual who reports incidents of sexual harassment, and all reports will be treated confidentially.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to SHCC and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but

rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. **Nothing in this list alters the at-will nature of your employment; either you or SHCC may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.**

1. Teaching doctrine that violates the statement of faith as listed in the church directory. This includes insubordinate behavior toward the Sr. Pastor or the board of elders. The elders are the final rule in any matter.
2. Violation of any church rule; any action that is detrimental to SHCC efforts to operate efficiently and responsibly.
3. Violation of security or safety rules or failure to observe safety rules or safety practices or tampering with SHCC equipment or safety equipment.
4. Negligence or any careless action, which endangers the life or safety of another person.
5. Substance abuse as outlined later in this handbook.
6. Unauthorized possession of firearms, weapons or explosives on church property.
7. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone; fighting, or provoking a fight on or off of church property, or negligent damage of property.
8. Insubordination or refusing to obey instructions properly issued by your manager pertaining to your work; refusal to help out on a special assignment.
9. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
10. Engaging in an act of sabotage; negligently causing the destruction or damage of church property, or the property of fellow employees, church attenders, suppliers, or visitors in any manner.

12. Theft or unauthorized possession of church property or the property of fellow employees; unauthorized possession or removal of any church property, including documents, from the premises without prior permission from management; unauthorized use of church equipment or property for personal reasons; using church equipment for profit.
12. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by SHCC; alteration of church records or other church documents..
13. Violating the non-disclosure agreement; giving confidential or proprietary SHCC information to anyone including but not limited to other organizations or to unauthorized church employees will be considered a breach of confidentiality of information.
14. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
15. Immoral conduct or indecency.
16. Conducting a lottery or gambling.
17. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
18. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
19. Hourly employees leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
20. Excessive use of church telephone for personal calls.
21. Posting, removing or altering notices on any bulletin board on church property without the permission of an officer of SHCC.
22. Failure to report an absence or late arrival; excessive absence or lateness.
23. Obscene or abusive language toward anyone; indifference or rudeness towards anyone; any disorderly/antagonistic conduct.
24. Speeding or careless driving of church vehicles.
25. Failure to immediately report damage to, or an accident involving, church equipment.

26. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on church premises.
27. For hourly employees, failure to use your time sheet; alteration of your own time sheet or records or attendance documents; punching or altering another employee's time sheet or records, or causing someone to alter your time sheet or records.
28. It is against SHCC policy to download inappropriate pictures or materials from computer systems.

Disciplinary Actions

We believe that our employees are and will continue to be good Christian citizens, both in the community and on their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, or the Church. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. **The degree of discipline in each case, up to and including discharge, will be determined by the Board of Elders as to the severity of the situation involved.**

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Employee Manual. **Ninety days after your anniversary date, your supervisor will discuss your job performance with you. This review will be similar to the job performance review that is held for all full-time or part-time employees on an annual basis.**

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, SHCC may be obliged to terminate your employment.

Work Schedule

Business Hours

Office Staff

Our regular church office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday. The normal workweek consists of five (5) days, each eight (8) hours long for office staff, Monday through Friday.

Pastoral Staff

Pastoral staff usually takes off one weekday as Sunday is considered a workday. This will need to be coordinated so everyone is not off the same day. We understand ministry work can involve unusual hours. There will be some freedom as to time off after an unusually heavy workload such as a weekend retreat or busy holiday weekend or other events or heavy schedules. If a person works an extended workweek, they may opt to take some additional time off to compensate for this. There is a general consensus that the important thing is that you get your work done in a professional manner and are available as needed. Saturday is not considered a normal workday, but will be expected as needed. Staff will be expected to attend scheduled staff meetings. Pastoral staff should prepare a written monthly summary of their activities for the month and file this with the elder board. This report should be emailed to each board member, senior pastoral staff member(s) and the secretary before the monthly elders meeting.. Non-pastoral staff may be requested to give monthly verbal or written reports. The facilities manager will give an oral report of work done to the trustees monthly.

Ministry is an unusual work field as hours are often flexible due to circumstances. Should you have any questions concerning your work schedule, please ask your supervisor.

Attendance

Punctual and regular attendances are essential functions of each employee's job at SHCC. Any tardiness or absence causes problems for fellow employees and supervision.

In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. Except in extenuating circumstances, an employee must call in advance of his or her regular starting time on any day on which the employee is scheduled to work and will not report to work.

Excessive absenteeism (excused or not) may be grounds for discipline up to and including termination. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated the employment relationship.

Note: Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section of this Employee Manual.

Employment Classifications

At the time you are hired, you are classified as full-time, part-time or temporary. All other policies described in this Employee Manual and communicated by SHCC apply to all employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

Full-Time Employees

An employee who works at least 30 hours per week is considered a full-time employee.

Unless otherwise specified, the benefits described in this Employee Manual apply only to full-time employees.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than 30 hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

Regular Employees

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full- or part-time.

Temporary Employees

From time to time, SHCC may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

Personnel Records and Administration

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your supervisor as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Driving record or status of driver's license, if you operate any SHCC vehicles (copy of drivers license will be kept on file)
8. Military or draft status
9. Exemptions on your W-4 tax form
10. Training Certificates
11. Professional License

Upon experiencing a family status change, please notify supervisor immediately for benefit modifications, if necessary.

You may examine the records in your own personnel file relating to wages, hours, benefits, discipline, or other terms and conditions of employment at any reasonable time during regular working hours. You may request and receive copies of all documents you have signed.

Your Medical Records File

All medical records, if any, will be kept in a separate confidential file. SHCC maintains this information in the strictest confidence and will not disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure, except as permitted by law.

Furnishing Information to Third Parties

SHCC assumes no obligation to furnish information about any employee to any third party (other than to verify current employment). An employee who desires that SHCC furnish certain information to a third party may file a written request to that effect. The employee may be required to execute a release before SHCC will disclose certain information to third parties.

Compensation

Wage and Salary Policies

Compensation Philosophy

It is SHCC's desire to pay all regular employees wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and job performance and in compliance with all

applicable statutory requirements. SHCC applies the same principles of fairness to all employees.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items SHCC considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what SHCC pays their employees in comparable positions (internal equity), and individual as well as SHCC performance.

Pay Period and Hours

All employees are paid twice monthly (24 pay periods yearly). (26)

Changes will be made and announced in advance whenever SHCC holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

Paychecks will be distributed by your payroll supervisor on the pay dates specified above.

Mandatory Deductions From Paycheck

SHCC may be required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your payroll supervisor immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever SHCC is ordered to make such deductions.

Note: Please see "Wage Garnishments" later in this section for further information.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your payroll supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are an hourly employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty (40) hours in one

(1) week. (We are all considered salary. We take time off if we had a longer than normal week.) Or you would need to do the overtime. See below...

Compensatory Time Off

SHCC does offer compensatory time off, ("comp time"), to any SHCC employee in lieu of overtime pay for overtime hours worked. It also allows compensatory time off for if you have been involved in an extended work period.

Time Records

By law, we are obligated to keep accurate records of the time worked by hourly employees. This is done by daily time sheets and weekly time summary time sheets.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard or time sheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your payroll supervisor immediately. (No timecards.)

Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

SHCC acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Note: Please see the Mandatory Deductions from Paycheck Policy earlier in this section for further information.

Performance and Compensation Reviews

Performance Reviews

SHCC performs periodic written performance reviews. Your review will be conducted by your supervisor who will discuss it with you. Your first evaluation will be conducted 90 days after your hire date. After that review, performance evaluations will be conducted semi-annually, in March and August. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties, or recurring performance problems. The senior pastor will be reviewed by the SHCC Board of Elders following this same schedule.

During a formal performance review your supervisor may cover the following areas:

- The quality and quantity of your work
- Strengths and areas for improvement

- Attitude and willingness to work
- Initiative and teamwork
- Attendance
- Your attitude and relationship skills with staff and church attenders
- Problem solving skills
- Ongoing professional growth and development

Additional areas may also be reviewed as they relate to your specific job.

Your review provides a golden opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job at SHCC more fulfilling.

Your performance evaluation will be reviewed by the SHCC Board of Elders during the meeting on the month following your evaluation, (March and September). Your supervisor can answer any questions you may have about the performance review process.

Compensation Reviews

Compensation reviews will be presented to the SHCC Board of Elders in September for review. Wage increases will be considered during the October meeting and any wage increase approved will be effective on the first pay period of January. Having your compensation reviewed does not necessarily mean that you will be given an increase due to individual and/or church performance.

Benefits

SHCC is committed to sponsoring a benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible for other benefits, which will enhance your job satisfaction.

A good benefits program is a solid investment in SHCC's employees. SHCC will periodically review the benefits program and will make modifications as appropriate to the church's condition. SHCC reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Coverage's are available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

Insurance Coverage

SHCC has no group health insurance. Compensation for actual insurance claim needs may be partially covered at a yearly set rate. The elders will establish this in writing for each employee. **We don't do.**

Retirement Plan

No retirement plan is offered at SHCC.

Leaves

Paid Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your supervisor for further information.

Holidays

All full-time employees will receive their regular straight-time compensation for each holiday. The following holidays are recognized by SHCC as paid holidays:

New Year's Day

Good Friday

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and the following day

Christmas Day and the following day

Holiday Policies

All national holidays are scheduled on the day designated by common business practice.

As this is a church, Christian Holidays may require pastoral staff to work on these days. The senior pastor will determine the schedule.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay if you are an hourly employee, or an extra day off if you are salaried.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Paid Time Off

Paid Time Off (PTO) may be taken as vacation time, to allow you to rest, relax, and pursue special interests. PTO may also be used during an employee's own illness, to care for an ill child, or for medical, legal or other personal business appointments which can only be scheduled during business hours. SHCC has provided PTO as one of the many ways in which we show our appreciation to our employees.

Full time employees will start with two (2) weeks PTO beginning the first year. Please negotiate when you will be taking this PTO with your supervisor. The senior pastor should be consulted for scheduling purposes. Vacation is as follows:

Start to 3 years:	2 weeks
4 to 6 years:	3 weeks
7 years +:	4 weeks

Other Paid Leaves

Funeral (Bereavement) Leave

Up to three (3) working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's immediate family or any relative living in the household of the employee.

With your supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused paid time off may be used for this purpose.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

SHCC will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. SHCC will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. The court issues this document.

Unpaid Leaves

A full-time employee who has completed at least one year of service with SHCC may request a leave of absence for injury, illness or disability, including pregnancy or pregnancy-related

conditions, for a period of up to 90 days or an unpaid personal leave of absence for a period of up to 30 days. This leave is unpaid and is in addition to any paid time off to which the employee may be entitled.

Requesting Leave

Employees must submit their request in writing to their supervisor at least 30 days before the leave would begin, unless necessitated by an emergency, in which case oral notification should be followed by a written request for leave.

Personal leave may be granted for any justifiable reason at SHCC discretion, provided the leave does not seriously disrupt the Church's operations.

Returning to Work

Whenever possible, SHCC will attempt to meet the personal needs of the individual; however, the needs of the organization must also be met. SHCC can make no guarantee that the employee will be reinstated at the conclusion of a special leave.

SHCC reserves the right to replace an employee on leave to maintain necessary services, except where prohibited by law. When this occurs, the employee should be notified in writing.

Accepting Other Employment or Going Into Business While on Leave of Absence

If you accept any employment or go into business while on a leave of absence from SHCC, you will be considered to have voluntarily resigned from employment with SHCC as of the day on which you began your leave of absence.

Safety

General Employee Safety

SHCC is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

SHCC will maintain safety and health practices consistent with the needs of a church. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

SHCC strongly encourages you to communicate with your supervisor regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents that occur during the workday. The Indiana State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all SHCC activities. We want to protect you against injury and illness.

Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor may post other safety procedures in your department or work area.

Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Immediately report any suspected hazards and all accidents to your supervisor.

Break Area

For your convenience and comfort, SHCC provides a break area. This area is for everyone's use. It is your responsibility to do your share in keeping this facility clean and sanitary.

Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Trash Disposal

Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in approved containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

Handling Tools

Exercise caution when handling objects and tools. Do not use broken or defective tools. Use tools for their intended purpose only.

Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders. Use only ladders furnished by the church. Under no circumstances is an employee to use an aluminum ladder! Electrocution may occur! **Any damaged ladder should be removed from the work area immediately and labeled as damaged.** This includes structural damage or rubber feet damaged or missing. Report this to your supervisor.

Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets. GFI (Ground Fault Interruption) devices will be used on all extension cords at the origin of the power supply. Check to see if the circuit is already GFI protected before using the church GFI cord. Two GFI's in one circuit are not acceptable and should be avoided. **Any damaged electrical cord should be removed from the work area immediately and labeled as damaged.** Report this to your supervisor.

Report Injuries

Immediately report all injuries, no matter how slight, to your supervisor.

Ask Questions

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task that may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once. **It is the policy of SHCC that we are never in such a hurry as to risk the safety of any employee.**

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is SHCC's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember that failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Weapons

SHCC believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, SHCC prohibits all persons who enter church property or during working hours from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by SHCC to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination. Is this still our policy?

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Fire Prevention (In Case of Fire)

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

In Case of Fire

If you are aware of a fire, you should:

- Dial 911 or the local fire department.
- If possible, immediately contact your supervisor. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.

Do not re-enter the building until instructed to do so.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor that may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Property and Equipment Care

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and SHCC. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

Security

Maintaining the security of SHCC buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave SHCC's premises make sure that all entrances are properly locked and secured, including arming the security system.

Alcohol, Illegal Drugs and Tobacco

The use of any form of tobacco is very strongly discouraged for any employee and forbidden while working for SHCC or on church property. The use of any form of alcohol is discouraged for any employee and forbidden to be partaken of or under the influence of while working for SHCC or on church property. We would suggest that any addictions would hinder your ministry and that you would want to be an example to the church body. Anyone dealing with major addictions would be in risk of losing their employment with SHCC. Any employee using illegal drugs will face immediate termination.

Workplace Policies

This Employee Manual is designed to answer many of your questions about the practices and policies of SHCC. Feel free to consult with your supervisor for help concerning anything you don't understand.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all SHCC methods of communication, including this Employee Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, training sessions, and church e-mail and internet.

In addition, you may receive letters from SHCC There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information that will keep you up-to-date on the events here at SHCC

Computers, Electronic Mail, and Voice Mail Usage Policy

SHCC makes every effort to provide the best available technology to those performing services for SHCC In this regard; SHCC has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by SHCC's employees with the use of SHCC's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by SHCC

SHCC property, including computers, electronic mail and voice mail, should only be used for conducting church business.

Incidental and occasional personal use of church computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Involvement in pornography on a church computer will be grounds for termination.

Although SHCC provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as church records.

SHCC also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, SHCC must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because SHCC reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that SHCC or its designated representatives will not have a need to access and review this information. Individuals using SHCC's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

SHCC has the right to, but does not regularly monitor voice mail or electronic mail messages. SHCC will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by SHCC if necessary within or outside of SHCC

Given SHCC's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

SHCC's Elders will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Contributions

From time to time, SHCC makes donations to worthwhile charities and in its own name. Contributions are made only in communities where our employees will benefit. The elders of SHCC will make all decisions concerning contributions.

Dress Code and Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with church attenders or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on those we come in contact with. Suitable attire and grooming are expected during working hours or when representing SHCC. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our church image. Ask your supervisor if you have questions on this policy.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action. Keep in mind the discomfort your supervisor would feel if she/he had to address this issue with you.

Substance Abuse Policy

See Alcohol, Drugs and Tobacco in this manual. We expect all employees to live their lives substance-free. SHCC reserves the right to test any employee for possible substance abuse.

Substance

Substances are defined as alcohol, illegal drugs, prescription, and over-the-counter drugs which hinder the safety and job performance of oneself, co-workers, or guests.

Policy

The unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs or controlled substances and the unauthorized use or possession of alcohol while on the job or on Church property is strictly prohibited and will result in administrative or disciplinary action up to and including termination of employment. As a condition of employment, all employees must abide by the terms of this policy.

Testing

Candidates who are considered for employment are required to successfully pass a substance test. Tests will be performed at a medical establishment, which SHCC has chosen. The test will be provided at the Church's expense. Candidates who refuse to be tested or test positive will be refused employment.

Employees who are involved in a worker's compensation accident, which requires medical treatment, must submit to a substance test, if required by management. This test must be taken immediately following the accident. If the medical establishment is not open, tests must be taken on the following morning. The test will be provided at the Church's expense.

Specifics

A. Types of substance test required by the Church:

1. Drug Test: Will require the employee or prospective employee to provide a urine sample for testing purposes. Urine samples will be provided at the Church-determined collection site *using* Church approved/selected procedures. Drug tests will be administered for any suspected drug-related incident or accident and to meet DOT requirements.
2. Alcohol Test: Will require the employee to provide a blood sample for testing purposes. Blood samples will be provided at the Church-determined facility capable of performing such testing. Alcohol tests will be administered for those specific accidents/incidents in which alcohol use or abuse is suspected.

NOTE: Drug and/or alcohol tests will be given as soon as possible after an accident, incident,

etc. However, in all cases those tests must be administered within the 24-hour period following the accident or incident.

B. Employees must submit to a drug/alcohol test if, in management's opinion, there exists "reasonable cause" to suspect drug/alcohol use or abuse. Reasonable cause, for purposes of policy enforcement, will be defined as follows:

1. Work-related injuries: any work-related injury that requires off-site medical treatment.
2. Accidents: any personal or vehicular accident involving Church vehicles or private vehicles on Church business.
3. Equipment damage: any damage to Church property or equipment that results in that piece of equipment being removed from service for repairs of the church property (buildings, etc.) needing repairs.
4. Near misses, unsafe acts, employee-caused unsafe conditions: any situation involving potential injury or equipment/property damage resulting from employee neglect ~ carelessness, etc.
5. Abnormal actions, behavior, etc.: any actions of employees considered out of the normal realm of that employee's usual demeanor as witnessed and documented by at least two members of Management.
6. Any other incidents/actions not covered-above, which in Management's opinion would give the Church reasonable cause to require a drug test, will subject the individual employees to such a drug/alcohol test.

Discipline

- A. If any employee tests positive for drug/alcohol use he or she will be subject to immediate disciplinary action up to and including termination. Full disclosure of the positive test results will be provided to the employee, including identification of the drug(s) that caused the positive test result.
- B. Refusal to submit to a medical test is an act of insubordination and/or an admission of guilt. Additionally, the Church may inspect the person and personal belongings of any employee suspected of possession of alcohol or drugs on Church property or at any time while on duty. Illegal substances confiscated will be turned over to the appropriate law enforcement agency.
- C. Any employee who is found to have tampered with the collection sample, collection sample equipment, and/or process will be considered to have committed misconduct and will be terminated. Prospective employees who tamper with the sample, sample process, or sample equipment will forfeit their right to considerations for potential employment.

- D. Disciplinary action for an employee who tests positive for drug/alcohol usage will be retroactive to the date and time at the test, not the date and time of receipt of the test results by the Church.
- E. Any employee involved in an accident in the course of performing church work or during scheduled working hours, including accidents that result in injury or death to another person, must submit to a drug/alcohol test. A positive test result or refusal to take the required drug/alcohol test will result in termination of employment. In addition, any employee involved in a near-accident or near-injury will also be subject to drug/alcohol testing at the discretion of management.
- F. In most states, if a person involved in an injury, accident and tests positive for drug/alcohol use, he or she is not eligible for Workers' Compensation benefits.
- G. Those employees terminated for gross/serious misconduct related to drugs/alcohol may not have the option of electing COBRA coverage ~ continuing medical and dental insurance coverage after termination)
- H. Per Federal regulations, any employee driving a church vehicle, who tests positive for drug use shall be considered medically unqualified to perform his/her job.
- I. Any employee convicted of a crime with respect to possession, sale, use, intent, or transfer of illegal drugs, whether inside *or* outside the work place, will be subject to immediate disciplinary action up to and including termination.
- J. Any employee *incarcerated* pending trial will have those days away from work during the incarceration treated as unexcused absences for purposes of administering our attendance policy.
- K. As a condition of employment, any employee who is convicted of a drug statute violation arising out of conduct occurring on the job or in the work place must notify the Church of such conviction no later than five days after such conviction. Any failure to notify the Church will result in the immediate discharge of the employee convicted of the drug statute violation. Depending upon the circumstances surrounding the conviction - including the nature of the conviction, the employee's present job assignment, the employee's record with the Church, and other factors relative to the impact of the employee's conviction upon the conduct of Church business -- any employee convicted of a drug statute violation arising out of conduct occurring in the work place will be subject to disciplinary action up to and including termination.

SHCC has the right to search its premises and property at all times to discover the presence of prohibited drugs. The Church will vigorously pursue this right to insure that the illegal use, possession, sale, distribution, exchange, or consumption of prohibited drugs does not take place on church premises or have anything to do with the job performance of its employees. Persons discovered to be violating the criminal laws of the applicable jurisdiction will be

reported to police authorities, and dealt with by such authorities in the fashion others are treated that have violated the criminal laws.

Expense Reimbursement

If you are an employee and have been approved by the board of elders, you may spend up to \$200.00 for church related items without elder permission. You are asked to check with the church treasurer to be sure funds are available.. **If at all possible, contact the treasurer before spending any funds. Just because the money is budgeted does not mean we have it to spend. You must turn in a receipt and a budget form that is correctly filled out including the budget line item number. Anyone not complying with this will risk losing their spending privileges and may be responsible for spending that cannot be tracked or is not necessary. This is a privilege, not a right. This \$200.00 spending option without elders permission is not applicable to any church member! Do NOT tell your teams or helpers this is available for them! Is this 300.00 now?**

Please submit your expense voucher each week, as you incur authorized expenses. In order for SHCC to keep records and accounting accurate and current, vouchers and receipts older than one (1) month old may not be honored.

If you are asked to conduct certain church business using your personal vehicle, you may be reimbursed at the rate of thirty-one and one-half (31.5) cents per mile. This payment may or may not be granted by the board of elders for training seminars, etc. This will be at their discretion.. Please submit this expense on your weekly expense report or voucher.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a church attender, supplier or vendor representative. Employees are not permitted to give unauthorized gifts to customers or suppliers, except for certain promotional "premiums" (such as T-shirts, coffee mugs, pens or key chains) imprinted with the SHCC logo or sales information.

Personal Use of Church Property

In some instances, employees may be allowed to borrow certain SHCC tools or equipment for their own personal use while on our premises. In no instance may this be done off our premises, or without prior management approval. You understand and agree that SHCC is not liable for personal injury incurred during the use of church property for personal projects. As a SHCC employee, you accept full responsibility for any and all liabilities for injuries or losses that occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Use of Church Vehicle

If you are authorized to operate a SHCC vehicle in the course of your assigned work, you must adhere to the following rules:

1. You must be a state-licensed driver.

2. You must present and maintain a valid Drivers License and a driving record acceptable to our insurer. You may be asked from time to time to submit a copy of your driving record to SHCC. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including possible termination.
4. SHCC provides insurance on church vehicles, however, you will be considered completely responsible for any accidents, fines, moving or parking violations incurred.
5. You must keep the vehicle clean at all times. You must also wash and vacuum the vehicle as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursement and file them with the financial secretary with the appropriate form and budget line item.
6. Persons not authorized or employed by SHCC cannot operate a church vehicle unless they have permission from the board of elders.
7. Prior to operation of any church vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident - filling out the accident report, getting names of witnesses and so on.
8. Employees will be responsible for (but not limited to) insurance deductible if the driver is found to be under the influence of alcohol or drugs.
9. Church vehicles shouldn't be used for any purpose other than church business unless agreed upon each instance by a supervisor.
10. If the vehicle becomes disabled and you are in the local area, call Campbell's Garage in Ligonier for towing. The phone is 260-894-4512.
11. No towing of the vehicle with straps that have hooks attached. This is too dangerous. Never allow a chain to be jerked. This can cause the chain to snap and cause personal injury and or damage to the truck.
12. Fuel may be purchased by an employee with a church credit card in an emergency situation. A receipt must be filed for such purchases.
13. Please take care in putting the proper fuel in the vehicle.
14. Please use Diesel Fuel Additive in Diesel vehicles as necessary in the winter.
15. Please use gas line freeze additive in gas vehicles as necessary in the winter.
16. No alcohol, tobacco (including smokeless tobacco) or non-prescription drugs are allowed to be used or transported in a church vehicle. The employee is responsible for

enforcing this for any passengers.

17. Employees will be responsible for making judgment calls when roads are unsafe to travel and should not drive until conditions are better (regardless of deadlines). Call your supervisor if possible to discuss the situation.

Violence in the Workplace Policy

SHCC has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect SHCC or which occur on SHCC property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at SHCC, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on SHCC's premises, regardless of the relationship between SHCC and the parties involved.
2. All threats or acts of violence occurring off SHCC's premises involving someone who is acting in the capacity of a representative of SHCC

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destruct SHCC's property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

SHCC prohibition against threats and acts of violence applies to all persons involved in SHCC's operation, including but not limited to personnel, contract, and temporary workers and anyone else on SHCC property. Violations of this policy by any individual on SHCC property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor.

