



**Employee Handbook**

**Revised 01/2023**

## FORWARD

We believe in keeping staff members fully informed about our policies, procedures, practices, benefits—what staff members can expect from the church and the obligations assumed as a staff member of this church. This practice is designed not only to provide fair treatment of staff members but also to outline the church's obligation to its staff members—a two-way street. All permanent salaried staff members are expected to become familiar with the policies, procedures, practices and benefits of the church.

Nothing contained in this handbook is intended to create a contract (express or implied), or otherwise to create legally enforceable obligations on the part of Crossroads Church and its staff members.

Because Crossroads Church is a growing church, it reserves full discretion to add, modify or delete provisions of this handbook at any time without advance notice. For this reason, team members should check '*Inside Crossroads*' ([crossroadsabc.com/inside](http://crossroadsabc.com/inside)) to obtain current information regarding the status of any particular policy, procedure or practice. No individual other than the Lead Pastor or Senior Pastor has the authority to enter into an employment agreement or any agreement that modifies church policy. Any such modification must be in writing and must be signed by the Lead Pastor or Senior Pastor.

This handbook includes some basic information about general personnel subjects such as: confidentiality, salary, pay periods, office hours, overtime and other information you may find useful. This handbook attempts to clearly spell out the obligations of the parties and church policy, to eliminate misunderstandings, questions, and/or confusion and resultant animosity or morale loss. Should the descriptions in this book differ with any formal agreement or document involved, the formal agreement or document shall prevail. The provisions contained herein are to be observed/administered and construed in accordance with all applicable local, state and federal laws and statutes now or hereafter in effect and such provisions/procedures are to be modified without notice accordingly.

**The policies, procedures, practices and benefits described in this handbook replace all earlier written and or unwritten ones.**

## **WELCOME**

### ***Our Vision and Mission***

Our Mission at Crossroads Church is to serve people toward, and connect people to Jesus.

### ***Orientation***

Welcome to Crossroads Church! We consider you to be a gift from God and we look forward to working with you as a member of our Ministry Team. We appreciate you and the gifts and talents you bring to this ministry. We are committed to helping you achieve your highest level of service for the Lord in this ministry.

As an employee of Crossroads Church, you represent this ministry in both your work life and your private life. Representing Crossroads is a privilege. It is also a responsibility more substantial than most employees in the private sector confront. You are expected to always be sensitive to how others view you spiritually and ethically and to abide by the minimum standards of conduct set forth in the Conduct Code contained herein.

We encourage you to strive toward living a life that is an example to others of your relationship to Jesus and your adherence to the Crossroads' Vision and Mission Statement and Statement of Faith found in the constitution of the church.

Following the acceptance of employment, the appropriate supervisor will discuss job duties and areas of responsibility with a new employee. Church policies and procedures will also be reviewed. A copy of the handbook will be given to each team member to read and review.

After reviewing the handbook, each staff member must sign the statement acknowledging his/her receipt of and his/her understanding of the information contained in the handbook.

### ***Core Values***

1. We're all about Jesus
2. We treat the Bible like we believe it
3. We love being generous
4. We're serious about serving

### ***Culture Shaping Values***

1. We collaborate to accelerate (kingdom minded)
2. We check ourselves before we wreck ourselves (healthy)
3. We love a good roast (humble)
4. We storm the beach (innovative)
5. We pass the ball (team players)

## **General Policies & Procedures**

### ***Equal Opportunity Employer***

Crossroads Church is dedicated to the principles of equal employment opportunity for qualified individuals regardless of race, national origin, age, gender, or disability. In addition, policies that affect employees will be carried out without regard for these factors including, but not limited to: recruiting, hiring, training, promotions, and compensation. Crossroads Church expects all employees to show respect and sensitivity toward others and to demonstrate a commitment to this Equal Opportunity Policy. Employees who observe a violation of this policy must report it immediately to their supervisor or to the Business Administrator.

Crossroads Church reserves the right to discriminate on religious grounds in all areas of employment policy including, but not limited to: employment actions taken as a result of conduct prohibited in the Conduction Code.

### ***Immigration Law Compliance:***

The church is committed to employing U.S. citizens and aliens who are authorized to work in the United States and will not unlawfully discriminate on the basis of citizenship or national origin.

As a condition of employment and in compliance with the Federal Immigration Reform and Control Act (IRCA) of 1986, each team member must complete an Employment Eligibility verification form (Form I-9) and present documents that establish identity and employment eligibility.

Identity can be established by providing documentation such as a current state-issued driver's license, state-issued identification card or similar document such as a school ID with photograph, voter's registration card or military service record.

An employment eligibility document is a Social Security card, birth certificate (with a raised seal) or an immigration document. If proper identity and employment eligibility documents are not provided, employment may be terminated.

### ***Categories of Employees:***

Employees are divided into the following categories for the purpose of compensation and benefit eligibility. Church policies apply to all categories of team members.

#### **Full-time**

Employees hired full-time (30 hours or more) on a full workweek basis for a continuous and indefinite period of time are considered full-time employees for compensation and benefit purposes. The benefits in this handbook refer to full-time employees unless otherwise stated in your employment agreement.

Salaried employees are classified as exempt from overtime compensation. Hourly employees are eligible with approval from the Business Administrator in accordance with the Fair Labor Standards Act.

### **Part-time**

Employees whose work schedule is less than full-time (less than 30 hours per week) on a full workweek basis for a continuous and indefinite period are considered part-time employees for all compensation and benefit purposes. Part-time employees are eligible for some benefits by specific reference only.

### **Temporary**

Employees hired as temporary replacements for full-time or part-time employees or for short periods of employment such as employment for summer months, peak periods and vacations are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

### ***Employee Records:***

The church is required to maintain current information on all employees. You are responsible for notifying the office of changes in address, telephone number or family status (birth, marriage, death, divorce, legal separation, etc.) as income tax status may be affected by these changes. Your personnel file is maintained in the church office with the above information along with performance reviews. Contact the Business Administrator with any questions you may have concerning your file.

An employee should contact the Business Administrator whenever a change occurs that affects employment records, such as change to the following:

1. Name (original documentation required)
2. Social Security Number (original documentation required)
3. Home address
4. Home telephone or cell phone number
5. Email address
6. Marital status (if you have dependent benefits coverage)
7. Whom to contact in case of emergency (with phone number and address)
8. Number of dependents (if you have dependents benefits coverage)
9. Beneficiary of your Church-sponsored life insurance.

### ***Hiring Family Members***

No employee shall be under the direct supervision of a member of his or her immediate family or someone living in his or her household. No supervisor shall hire a member of his or her immediate family or someone who lives in his or her household to work under his or her direct control without the specific approval of the Church Council.

***Introductory Period:***

All new employees must go through a 90 introductory period. During the introductory period and at all times thereafter, all employees serve on an “at will” employment basis. The introductory period is considered a trial period in which the employee and the employer can evaluate the job relationship. This also involves an evaluation of performance. The introductory period can be extended to a maximum of six (6) months.

***Performance Reviews:***

The purpose of the performance review system is to evaluate your past work performance and set goals for the coming year. The review allows your supervisor to discuss your overall performance, review your strengths and suggest methods of improvement. Reviews are done on a bi-annual basis.

***Recording Time Worked:***

Government regulations require that the church keep an accurate record of time worked by team members in order to calculate pay and benefits. When necessary we will provide you with a timesheet that you must fill out to the best of your knowledge.

***Church Membership:***

Crossroads Church depends upon the full participation of all employees in accomplishing the mission of our church community. Because each employee has such an important role in our ministry, the church requires all staff employees to be active members of Crossroads Church. New employees who are not church members will be required to join and actively participate in church activities and worship. Current employees who may decide, for any reason, to leave Crossroads Church, or who, in the opinion of Church Leadership, are no longer active members of Crossroads Church, will also be required to resign from employment with the church.

***Ethics & Conduct Policy:***

The church expects employees to conduct themselves personally and professionally according to the highest ethical and moral standards of conduct. Biblical revelation, as interpreted by Crossroads Church, is the primary guidepost for employee conduct. Out of respect for the conscience for Christians within our community and concern for the message conveyed to the community at large, all employees are expected to use good judgment in accordance with Biblical values in their choices of dress and entertainment.

***Drug and Alcohol Use:***

Employees under the influence of drugs and alcohol on the job pose serious safety and health risks to themselves and others and may be in violation of local laws and regulations. Therefore, being under the influence of alcohol or other controlled substances on Crossroads Church premise while on duty is strictly forbidden unless the employee has medical authorization.

***Safety and Accidents:***

The church strives to provide safe working conditions for all employees. No one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility. Notify management with any concerns of potentially dangerous conditions.

***Professional Dress:***

The church staff should dress in such a way that their appearance in the office and at church would appear neat, clean, and in congruence with the culture of our congregation.

***Attendance and Punctuality:***

Punctuality and regular attendance are essential to the proper operation of the church. If for any reason, you will be late, unable to work your scheduled time, or must leave prior to the end of your scheduled time, please notify your supervisor immediately.

We ask that you keep us informed of your status when you are off work for any reason. If you fail to notify your supervisor after three (3) consecutive days absent, we will presume that you have resigned and you will be removed from the payroll.

***Searches***

There may be times when it is necessary to search the premises for information or items and these searches may be extensive, including: desks, filing cabinets, parcels or packages, offices, purses, pockets, briefcases, computers and the information they contain, and automobiles which are on church property. In the case of suspected illegal activity, all of these locations may be reviewed or inspected by the Business Administrator or investigators at any time, with or without prior notice.

***Standards of Conduct and Corrective Action:***

The church may terminate employment with or without cause and without notice at any time. We also reserve the right to use intermediate disciplinary measures. This can include verbal warnings, written warnings, suspension and termination. Disciplinary action will be taken when, in the opinion of management, inappropriate behavior is exhibited or any violation of church policies, rules or regulations occur. Once a supervisor has determined that an employee's behavior or actions are unacceptable, the supervisor shall determine what course of action should be taken to resolve the problem.

In arriving at a decision for proper action, the following among other matters may be considered:

- The seriousness of the infraction
- The employee's past record
- The circumstances surrounding the matter

***Resignations:***

We realize that at one time or another, employees leave the church. When resigning, we ask that the employee give at least two (2) weeks notice, preferably in writing.

***Workers Compensation:***

Employees of the church are covered by Workers Compensation insurance which is purchased by the church in the state in which it operates. This insurance provides compensation to an employee for lost wages caused by illness, accidental injury or death suffered in the course of or as a result of his/ her employment with, thereby, in accordance with the laws of the state in which employment occurs.

1. Eligibility—for benefits under Workers Compensation Insurance is automatic and is effective on the date of hire.
2. Reporting—must be filed by employee within twenty-four (24) hours of the onset of illness or injury.
3. Benefits provide weekly payments based on a statutory specified amount of the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury.
4. Effect on Continuous Service Date—lost time by an employee due to an occupational illness or injury covered by Workers Compensation Insurance will be credited as active service for all church benefits.

The church will comply with all state and federal laws regarding Workers Occupational Diseases and Workers Compensation.

***Security:***

All doors, files, desks and other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Lost keys must be reported to the Business Administrator immediately.

***Outside Employment:***

The church makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100 % of his/her effort is required. If an employee chooses to work outside of his/her job and the outside employment competes with what is expected of him/her as an employee of the church, opportunities for promotion and advancement with the church may be limited by his/her decision.

***Using The Telephone:***

Each time an employee makes or receives a telephone call he/she represents the church. We have a limited number of telephone lines at the church and it is essential that those lines are open for calls pertaining to church business.

Personal use of the telephone during working hours is limited to a reasonable number of messages. Employees will be required to reimburse the church for any charges resulting from their personal use of the telephone. Excessive/frequent personal phone conversations are unacceptable.

***Conflicts of Interest:***

Employees shall avoid outside employment, activities, investments and other interests that involve obligations which may compete with or be in conflict with the interests of the church. A conflict of interest can arise in dealing with anyone that the church transacts business: i.e., members, owners, suppliers, banks, insurance companies and people in other organizations with whom we contract and make agreements.

Conflicts of interest should be avoided and may include the following examples:

1. Working for any group mentioned above for personal gain.
2. Engaging in part-time activity for profit or gain in any field in which the church is engaged.
3. Borrowing from or lending money to individuals representing organizations with whom business dealings are conducted.

***Harassment, Including Sexual Harassment:***

No harassment of any kind will be tolerated by the church.

The church strongly supports the policy that allows all employees to work in an environment free from unwelcome attention by supervisors or fellow employees. This policy includes not only sexual harassment but also harassment relating to individual race, color, national origin, age or physical or mental handicap/disability. If you feel that you are being or have been harassed, please notify management at once. The Business Administrator must be informed of harassment. Employees should not assume that others are aware or that it is somebody else's duty to report.

***Anti-Violence***

We believe that employees should work in an environment without intimidation, threats, or violence. Any action which, in management's opinion, is inappropriate to the workplace will not be tolerated. Such behaviors may include, but are not limited to; physical and/or verbal intimidation, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons and/or carrying weapons on to Church property.

Employees should immediately report any such occurrences to their supervisor or to the Business Administrator.

## ***TRANSFER OF EMPLOYEE'S SEPARATION FROM EMPLOYMENT LEAVE OF ABSENCE***

### **Separation From Employment:**

An employee may be separated from employment voluntarily or involuntarily by retirement, voluntary resignation, lack of work, or termination. Usually before an employee is terminated, he/she will be told the reason(s). However, if any misconduct warranting discipline is severe enough, the Lead Pastor has authority to discharge the employee immediately.

All church property in the employee's possession must be returned to the Lead Pastor upon separation from employment before the final paycheck is released.

### **Exit Interview:**

An employee planning to leave the church may be asked to participate in an exit interview. In addition to discussing his/her decision to leave the church with his/her supervisor, the Lead Pastor may meet with the staff member prior to the termination. Discussions concerning the reasons for leaving will assist the church in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview, matters relating to final pay, severance and any other personal considerations will be arranged.

### **Pay at Time of Separation from Employment:**

The church will determine if the terminating employee has any outstanding debt owed to the church and whether the individual has in his/her possession any church credit cards, keys, or other church property. Once all property is returned a final paycheck will be issued.

Upon termination we do not offer unemployment benefits. Religious, educational, scientific, charitable, and other organizations described in section 501(c)(3) are exempt from tax under section 501(a) and are not subject to FUTA tax. Nor does the church pay for accrued personal/vacation time.

### **Severance Pay**

Severance pay will be at the discretion of the Executive Team subject to the approval of the Trustee Board.

### **Rules To Help Us All:**

It is the policy of the church to expect all employees to abide by certain work rules of general conduct and performance at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of the church, its employees and its members.

Accordingly, a violation of these regulations constitutes misconduct on the part of the employee and disciplinary action will be initiated. These rules are guidelines only and are not all inclusive. Disciplinary action may include, but is not limited to, verbal reprimand,

written notice, and suspension from work without pay and immediate termination of employment.

***Examples of Misconduct:***

The following are examples of misconduct for which an employee may be subject to disciplinary action and these examples do not constitute a complete list of the circumstances for which discipline will be warranted.

1. Falsification of any records or reports pertaining to absence from work, claims provided by the church, communications, or records including personnel records.
2. Disclosing confidential information to outsiders or unauthorized employees.
3. Unethical conduct or serious conflicts of interest.
4. Being under the influence of alcohol or illegal drugs; possession, sale or use of marijuana or illegal drugs or chemicals while working at the office.
5. Stealing church property, another member's property or anyone's property. Hiding, concealing or misappropriation of church property or the property of others.
6. Gross negligence or willful acts in the performance of duties resulting in damage to church property or injury to others.
7. Gross insubordination - a willful and deliberate refusal to follow reasonable orders by a member of the church leadership.
8. Willfully misusing church property or equipment.
9. Violation of equal opportunity or sexual harassment policies.
10. Serious safety violation resulting in injury.
11. Not following a reasonable order or failure to perform work assigned or to comply with work and safety rules
12. Gaining unauthorized access, viewing or using church records.
13. Use of threatening, profane or abusive language.
14. Demonstration of lack of courtesy to others.
15. Not completing assignments up to the quality required by the church.
16. Failure to report personal injury resulting from an on the job work situation.
17. Making comments, remarks disparaging to the church or its officers to outsiders.
18. Engaging in "grapevine" gossip, untruths or speculations to the detriment of the church or morale of its members.

***Expense Records:***

An expense report form must be properly completed and submitted. Documentation for all expenses is required. Reporting must include date, destination, and purpose. Employees are not usually reimbursed for entertainment in their home unless such events involve large groups or serve a specific church purpose, with pre-approval from a supervisor.

Expenses related to use of personal vehicles shall be paid at the maximum IRS approved rate. Reporting must include date, destination, purpose of travel, and type of expense or number of miles driven, as applicable.

All expenses must be turned in as required by the IRS, within 60 days of the date on which the expense was incurred.

## ***Computer Use Policy***

### **Purpose**

Crossroads Church relies on its computers and computer network to conduct its business. To ensure that its computer resources are used properly by its employees, independent contractors, agents and other computer users, Crossroads Church has adopted this Computer Use Policy.

The rules and obligations described in this Policy apply to all users of Crossroads Church's computers and computer network, wherever they may be located. Violations will be taken very seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

### **Definitions**

From time to time in this policy, we refer to terms that require definitions: The term Computer Resources refers to the Crossroads Church's entire computer network. Specifically, computer resources include, but are not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files and all internal and external computer and communications networks (for example, internet, commercial online services, value-added networks, email systems) that may be accessed directly or indirectly from our computer network.

The term Users refers to all employees, independent contractors, consultants, temporary workers and other persons or entities who use our computer resources.

### **Policy**

Crossroads Church Computer Resource Policy is as follows:

1. All computers are the property of Crossroads Church.
2. Crossroads Church only purchases and supports Apple personal computers.
3. Users will be given a choice to receive either a laptop or a desktop computer based on position at the church.
4. In case of accidental damage that is not covered by Apple Care, the cost is split between the user and the church on a pro-rated basis.
5. All software is at the discretion of the ministries and to be purchased by the ministries.
6. At the end of the "life-cycle" the user will have first right to buy, then it will be made available to staff, then recycled.

7. If the user leaves the church for any reason, they will have the right to buy the computer at a price determined by the Pastor of Operations.
8. Users are permitted access to computer resources to assist them in performance of their jobs. Use of the computer system is a privilege that may be revoked at any time.

The following is important information that you will need to know.

In using or accessing our computer resources, users must comply with the following provisions:

### **No Expectation of Privacy**

The computers and computer accounts given to users are to assist them in performance of their jobs. Users should not have an expectation of privacy in anything they create, store, send or receive on the computer system. The computer system belongs to Crossroads Church.

### **Waiver of privacy rights.**

Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the internet or any other computer network. Users consent to allowing authorized personnel of Crossroads Church to access and review all materials users create, store, send, or receive on the computer or through the internet or any other computer network. Users understand that Crossroads Church may use human or automated means to monitor use of its computer resources.

### **Prohibited Activities**

Inappropriate or unlawful material. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, threatening, abusive or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored on computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

### **Passwords**

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account.

Passwords do not imply privacy. Use of passwords to gain access to the computer system or encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system.

## **Compensation & Benefits**

### ***Payroll Information:***

Following the acceptance of employment, each new team member will be given federal and state tax forms along with insurance forms to complete. The completed forms, the employment application form and information regarding starting pay, starting date, and other pay or benefit information will need to be filled out prior to start date or on the first day of work.

### ***Pay Period and Payment:***

Employees are paid through direct deposit on the second and fourth Friday of the month. The payroll periods begin at 12:01 am on the second Wednesday of the month and end at 11:59 on the fourth Tuesday of the month. The next pay period begins at 12:01 am on the fourth Wednesday of the month and ends at 11:59 pm on the second Tuesday of the month.

### ***Time Records***

All hourly employees are expected to use the official time clock in order to keep accurate daily records of time worked.

### ***Payroll Deduction From Gross Pay:***

The church will make arrangements (if applicable) for payroll deductions for the following:

1. Federal, state and local income taxes
2. Social Security taxes
3. Garnishments (inc. child support) or other court ordered wage deductions.
4. Employee portion of insurance premiums

### ***Error In Pay:***

The church takes precautions to ensure that employees are paid correctly; however, if an error does occur, the employee should notify the Business Administrator. The church will make every attempt to adjust the error no later than the employee's next regular pay period.

### ***Wage and Salary Increases:***

Wage and salary rates are reviewed once a year and adjusted if necessary. More frequent reviews may occur based on exceptional circumstances.

### ***Benefits***

The church provides a well-balanced program of benefits designed to meet the needs of employees and provide protection from financial hardship. These benefits will be reviewed periodically to ensure that they keep pace with area practice.

The information contained in this handbook regarding team member benefits is not a contract to provide these benefits to any team member. Full-time staff members are eligible for benefits provided by the church. The terms of the benefit plans described are subject to change at any time by the insurer(s) or the church. Due to the above mentioned items, the current health insurance provider may change from time to time.

**Health Insurance (Full time employee):**

The church offers new employees individual health insurance policies, dental insurance and retirement for full time employees based on position hired. Employees are eligible for health care benefits after 30 consecutive days of service. Plan covers the employee only but can be set up to cover spouse and family if the employee desires such coverage. Crossroads Church will pass along any increases for additional and/or family health insurance cost to the employee. Any increase will be deducted from the employee's weekly payroll when the increase takes effect.

**Housing Allowance**

As part of a compensation package Crossroads Church may provide a housing allowance for ordained or licensed ministers. According to the IRS publication #517, ministers are defined as individuals who are duly ordained, commissioned, or licensed by a religious body constituting a church or church denomination.

According to the IRS, pastors are considered self employed and are eligible for a housing allowance benefit. The benefit cannot exceed what is reasonable to maintain his or her residence.

***Paid Time Off (PTO)/Leave Policy***

*We encourage every employee to take vacation. Vacations are for rest. For this reason, you cannot carry days into the next year or receive payment in lieu of time off. Each employee will be allotted paid personal days based on length of time employed by the church as follows (based on hire date):*

	<u>Full-time</u>	<u>Part-time</u>
0—1 year	14 days	7 days
1—3 years	20 days	10 days
4—7 years	26 days	13 days
8 + years	32 days	16 days

**Days the offices are closed:**

New Years	January	2 days
Good Friday	March / April	1 day
Memorial Day	May	1 day
Independence Day	July	2 days
Labor Day	September	1 day
Thanksgiving	November	2 days
Christmas	December	2 days

**Personal Days:**

Crossroads Church does not distinguish between sick, emergencies, and vacation days. In addition, we do not give half-days. Your vacation days are counted from January through December and you are encouraged to use them up.

All staff will turn in a personal leave request form to the CEO and Supervisor for extended time off (5 or more days) for recording and approval purposes. Personal leave may be denied if...

- o It conflicts with strategic events at the church at the discretion of the CEO
- o If it causes you to exceed your allotted number of days off

At the beginning of a new calendar year the CEO will create a calendar and inform staff which holidays they are required to work. In addition, it will show which Sundays require all staff to be present.

***Jury Duty***

The employee must notify their supervisor upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence. A document from the court, which shows the time spent by the employee and the amount paid to the employee must be submitted to the Business Administrator.

Verification of an employee being seated on a jury, being detained in a jury pool or subpoenaed as a witness is required.

If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular workday comprised of civic time and time on the job.

Should the employee's work duties with the church be vital to its operation, the church and the employee shall request the court to excuse the employee from jury duty or to delay commencement of jury duty.

***Funeral Leave:***

In the event of a death in an employee's immediate family, the employee will be allowed time off with pay in order to assist with arrangements or to attend the funeral according to the following schedule:

<b>Family Member</b>	<b>Time Off Allowed</b>
Spouse/child/step-child	14 days
Parent/Step-parent	7 days
All other	5 days

If additional time is necessary, personal time may be used provided the employee is eligible for personal time. Should you need to travel out of town, additional time may be granted.

Employees who must take time off due to the death of an immediate family member should notify his / her immediate supervisor as soon as possible. The supervisor will notify the church of the employee's time off.

***Maternity & Paternity Leave:***

Employees are eligible for maternity leave if they have worked for at least one year. It is the policy of the church to allow maternity leave for **up to 2 weeks** as a paid benefit. Anytime after that period Below are your rights under "The Family & Medical Leave Act of 1993"

**YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

***Family/Medical Leave:***

In general, an employee who has completed at least twelve (12) months of continuous service with the church is eligible to receive unpaid family medical leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). The following provisions apply with regard to the family / medical leave policy for team members of the church.

Family/medical leave may be taken only if it is made necessary due to one of the following reasons:

1. Within twelve (12) months of the birth of a child of the employee in order to care for the child.
2. Within twelve (12) months of the placement of a child with the employee in connection with adoption or foster care in order to care for the child.
3. A serious health condition of an employee's child, parent or spouse
4. A serious health condition of the employee which prevents him/her from performing the essential tasks of his /her job.

In no instance does the Federal Law require the church to grant more than a total of twelve (12) weeks of unpaid leave in any consecutive twelve (12) month period. Under this law, because of a serious health condition of a family member, leave may be taken consecutively or intermittently depending on the legitimate needs of the employee. The employee must make every effort to schedule such leave so as not to disrupt the church's operations.

Any leave granted due to the birth or adoption of a child must be taken consecutively unless otherwise agreed by the church and must be completed within one (1) year of the adoption or birth.

During the leave, the employer will maintain the employee's health care coverage under the same conditions as coverage would be provided if the employee were continuously working during the entire leave period. Both the employer and the employee will be responsible for payment of their share of the premiums during the leave period. Eligible employees must provide reasonable prior written notice to the church when requesting a leave of absence under the law. The church may require an employee to provide certification issued by a licensed health care provider in order to ensure that the employee meets the eligibility requirements.

In the event of conflict between provisions of the FMLA (as may be revised) and the provisions herein, FMLA shall prevail. For more information about family/medical leave, contact the Executive Pastor.

***Military Leave:***

It is church policy to grant a leave of absence without pay to team members who participate in the U.S. Armed Forces Reserve or National Guard training programs in accordance with the provisions of the Universal Military Training and Service Act.

***Social Security:***

Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65 and death at any time.

The church is required by Federal law to withhold employee's share of social security taxes and the church matches the amount of social security taxes paid by each employee. Contact the local Social Security office for details.

***Dispute Resolution***

As Christians, employees of Crossroads Church believe that the Bible commands every effort to be made to live at peace and to resolve disputes with each other in private or with the church (Matt 18:15-20, 1 Cor 6:1-8).

## ACKNOWLEDGEMENT OF UNDERSTANDING OF EMPLOYEE HANDBOOK

I have received and have access to a copy of the Employee Handbook of Crossroads Church. I have read the entire Employee handbook and understand its contents. I further recognize that all previously issued handbooks and statements of policy are revoked and now have no force or effect.

I understand that Crossroads Church has the right to amend, alter, interpret and make exceptions to policies anytime without notice and that the policies herein are summaries and not complete policies and benefits. I also understand and acknowledge that this handbook does not constitute a legal agreement and creates no contractual obligations on the part of Crossroads or its associates and does not alter the "at will" employment relationship.

I agree that...

1. The statements contained in the handbook are intended to serve as general information concerning the church and its existing policies, procedures, practices of employment and benefits.
2. Nothing contained in the handbook of the church is intended to create a contract of employment (express or implied) or guarantee employment for definite or indefinite term.
3. From time to time, the church may need to clarify, amend and or supplement the information contained in the team member handbook of the church and that the church will inform me when the changes occur.
4. I have received and reviewed a copy of the handbook for the church and understand the information outlined in the book. I have asked questions concerning its contents and will comply with all policies and procedures to the best of my ability.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee printed name

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date