



A CALIFORNIA CORPORATION

Glenkirk is a member of the Covenant Order of Presbyterians (ECO)
with 501(c)3 status.

EMPLOYEE HANDBOOK

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Approved by:

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Chair of Personnel

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ABOUT GLENKIRK

MISSION STATEMENT

Glenkirk Church is a worshipping community, inviting everyone to join in the journey of becoming fully devoted followers of Christ, loving God and his world.

WELCOME

Welcome to Glenkirk Church (Glenkirk)! It is Glenkirk's philosophy to recognize the individual rights of all employees and congregants and to treat each person with courtesy, dignity, and respect. Glenkirk believes it can accomplish this by maintaining an atmosphere of mutual trust in which the employee and the supervisor may discuss shared problems and arrive at satisfactory solutions.

As an employee of At Glenkirk, the employees are our most important resource. The key to success for Glenkirk is a well-trained, enthusiastic work force offering superior service to its congregation. Employees are the backbone of the church and each employee's job is vital. Glenkirk is committed to having each employee fulfill his or her potential as part of the Glenkirk team. This is essential to the success and continued growth of the church.

This Handbook has been printed to act as a guide for employees during their working day and to help them get acquainted with Glenkirk. The hope is that it will serve as a useful reference document throughout one's employment with Glenkirk. All previously issued handbooks and any inconsistent policy statement or memoranda are superseded.

Glenkirk reserves the right, without prior notice, to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the current chair of the Personnel Committee of Glenkirk Church.

Please keep this handbook readily available and insert any updated material promptly so that it is always current. No oral statements or representations can in any way change or alter the provisions of this handbook.

EQUAL EMPLOYMENT OPPORTUNITY

Glenkirk is committed to equal employment opportunity reflecting its belief that the ability to do the job is the key element in the selection of any employee for a position. It is Glenkirk's belief that equal employment opportunity is clearly consistent with good business practices.

Glenkirk is firmly committed to providing equal employment opportunities for all applicants and employees. Hiring, compensation, benefits, training, use of all facilities, participation in all church-sponsored activities, promotions, transfer and job assignment practices, including counseling, discipline and termination are consistent with equal employment opportunity regulations including those pertaining to race, color, creed, gender, marital status, age, pregnancy, national origin or ancestry, physical or mental disability, medical condition, veteran status or any other consideration based on applicable laws.

The effective implementation of equal employment opportunity is the responsibility of management and every employee. Questions concerning this policy should be referred to the Head of Staff (Senior Pastor) or the Personnel Committee.

MANDATED REPORTER

Glenkirk Church follows the Child Abuse and Neglect Reporting Act (CANRA), which is part of the

California Penal Code. California law requires that those who have "reasonable suspicion" of child or elder abuse or neglect are mandated to report it. If an employee has knowledge of or observes a child or elder **who** is suspected of being the victim of abuse or neglect, the employee must report it immediately to the county welfare department or to a local law enforcement agency. The employee is not required by law to notify a supervisor or Human Resources, but it will help the church to know of any incident and they can help file the report.

HARASSMENT POLICY

It is the policy of Glenkirk to provide a work environment **free** from all forms of intimidation, retaliation or harassment, including harassment that is based on sex (including pregnancy, childbirth or related medical conditions), gender, race, color, national origin or ancestry, genetic information, physical or mental disability, medical condition, marital status, age (40 and older), sexual orientation, religion, military or veteran status, status of a victim of domestic violence, assault or stalking, political activities or affiliation, or any other basis protected by applicable law. Glenkirk's commitment is to treat one another with respect. Therefore, **no form of harassment will be tolerated.**

Sexual harassment is sometimes not completely understood. To help clarify what constitutes sexual harassment, below are some guidelines based on the federal Equal Employment Opportunity Commission's criteria:

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature."

- When submission to such conduct is made or implied to be a term or condition of employment.
- When submission to or rejection of such conduct affects employment decisions.
- When such conduct has the purpose of, or effect of creating an intimidating, hostile or offensive working environment.
- Sexual harassment includes, but is not limited to a) verbal harassment, such as derogatory comments, slurs, teasing or jokes, b) physical harassment, such as interference with an individual's normal work or movement, impeding or blocking movement, or physical contact, such as patting, pinching, or brushing against another's body, and c) visual harassment, such as posters, cartoons or drawings of a sexual nature.

If an employee believes they are the victim of sexual harassment, they should follow the complaint procedure explained below.

To protect victims and accused alike, all management personnel are charged with the responsibility of using the utmost discretion in investigating complaints.

Each complaint will be confidentially investigated as soon as possible to determine whether it is founded. No notation of the complaint will be included in the employee's personnel file. All records and documentation will be kept separately, and the complaint will receive immediate attention. If a formal investigation finds an accused person guilty of harassment, corrective disciplinary action will be taken which may become a part of the accused's personnel file.

Complaint Procedure

Employees or congregants who feel that they have been the victim of any form of harassment should follow this procedure in bringing the matter to the church's attention:

Employees - Report it immediately to a supervisor, the Executive Team or the Personnel Committee. The report may be verbal or written.

Congregants - Report immediately to any elder, staff person or member of the Personnel Committee.

Upon receipt of the complaint, and as appropriate, the Senior Pastor, the Personnel Committee, elder and/or supervisor, will investigate the complaint thoroughly to determine whether harassment has occurred. The people involved will be notified of the decision. Glenkirk is committed to protecting the rights of the individual who reported the complaint.

If a determination is made that harassment has occurred, appropriate disciplinary action, which may include termination of the offender, will be taken. The severity of the discipline will be determined by the degree and/or frequency of the offense.

To provide a harassment free environment, this policy must also extend to non-employees operating in the workplace, such as volunteers, vendors, contractors, etc. Violations of the policy by non-employees will be referred to a supervisor, the Executive Team, or the Personnel Committee for appropriate corrective action.

Training

All supervisors and employees will receive harassment and abusive conduct prevention training according to California State law.

OPEN COMMUNICATION

Supervisors at Glenkirk always have an open door for employees to come to them and discuss concerns. Employees have the right to deal directly with management regarding church policies, job assignments, working conditions, or any other concern that may affect his/her performance and relationship with the church.

Employees are not required to utilize any other person or organization to represent them in any question, discussion, or complaint regarding employment at Glenkirk. The supervisor, or anyone on the Personnel Committee, is here to answer questions and work with the employee in all matters for the best interests of the employee and the church. Employees have the right to bring business concerns to their attention. Supervisors and the Personnel Committee desire to aid and assist employees, whenever possible, in the resolution of employee concerns.

AT-WILL EMPLOYMENT

Glenkirk employs its employees "at-will" which permits the church to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. There is no agreement, express or implied, between anyone affiliated with Glenkirk Church including the Executive Team, pastors, or individual members of the Personnel Committee and the employee for continuing their long-term employment. While supervisors have certain hiring authority, no one other than the Personnel Committee of Glenkirk has any authority to alter the at-will relationship. Any such agreement must be in writing and signed by the chair of the Glenkirk's Personnel Committee.

RIGHTS AND RESPONSIBILITIES OF THE SESSION, STAFF, AND MANAGEMENT

RIGHTS OF SESSION: To be administered by Glenkirk's Personnel Committee.

1. To establish positions and personnel qualifications for functions and to determine who are qualified and qualifiable to perform such functions.
2. To establish and administer processes for compensations, career development, benefits, working conditions, promotions, transfers, disciplinary action, and dismissals, etc.
3. To expect staff to be productive in their assigned functions.
4. To exercise suitable discipline consistent with this manual.

RESPONSIBILITIES OF SESSION: To be administered by Glenkirk's Personnel Committee

1. To provide adequate and equitable compensation. In the case of ordained staff, this is the responsibility of the congregation and the session within the guidelines of ECO.
2. To ensure regular performance reviews and evaluations that relate staff work objectives to the Mission, Vision and Goals of Glenkirk are conducted by Management.
3. To meet with each staff member annually to promote open lines of communication.
4. To conduct a performance review and evaluation for the Sr. Pastor.
5. To establish and administer procedures for the hearing and resolution of complaints and grievances.

RIGHTS OF STAFF:

1. To receive adequate information from which to develop an understanding of their roles and functions in the total life of the church.
2. To be kept informed of changes in personnel policies and procedures and to participate in their development and administration where appropriate.
3. To have working conditions that promote the general welfare and encourage productivity and to receive adequate compensation and other benefits through a fair and open process.

RESPONSIBILITIES OF STAFF:

1. To understand their roles and functions in the context of the Mission, Vision and Goals of Glenkirk and of the Presbytery of Southern California.
2. To honor their commitments to goals and objectives agreed upon.
3. To give their best possible performance in their assigned functions.

RESPONSIBILITIES OF MANAGEMENT:

1. To conduct performance reviews of direct reports.
2. To ensure coverage/cross-training of job responsibilities for staff in event of absence.
3. To schedule time and attendance for direct reports to ensure adherence to Glenkirk policy and State and Federal labor laws.

PAY PRACTICES AND WORK HOURS

CLASSIFICATION OF EMPLOYEES

Glenkirk employees are grouped into two basic categories for pay purposes:

NON-EXEMPT employees are primarily engaged in work that is non-supervisory, mechanical or clerical in nature and are covered under the overtime provisions of the Federal Fair Labor Standards Act (FLSA) and applicable state law. These employees are entitled to overtime pay.

EXEMPT employees are described by California FLSA. These employees are exempt from the overtime pay provisions of the FLSA and applicable state law.

Within these basic categories, employees are further identified as follows:

PROBATIONARY A non-ordained employee who is in their initial 90-day employment period. At Glenkirk's discretion, the probationary period may be extended one or more times.

REGULAR FULL-TIME A non-ordained employee who has been removed from the probationary period and who is regularly scheduled to work a minimum of 30 hours per week for a period of 30 days or more within a year.

REGULAR PART-TIME A non-ordained employee who has been removed from the probationary period and who is regularly scheduled to work less than 30 hours per week for an undefined period. Regular part-time employees are **not** eligible for church benefits, such as vacation, holiday pay on scheduled days off (unless the employee has a pre-determined schedule of hours and would have been at work on the holiday), paid medical insurance, etc., but are entitled to workers compensation.

TEMPORARY/INTERIM EMPLOYEE A non-ordained temporary employee is an individual employed for a specific period, with a scheduled termination date, or an employee only hired to complete a specific project. Temporary employees are **not** eligible for any church benefits such as medical insurance, vacation, holiday pay, but are entitled to workers' compensation.

ORDAINED CLERGY A position on staff in accordance with the Fair Labor Standards Act (FLSA) as amended and the Covenant Order of Evangelical Presbyterians: ECO personnel policies, as amended, that is self-employed in the exercise of his/her ministry.

INDEPENDENT CONTRACTOR An Independent contractor **is not** an employee. They are generally in business for themselves, usually performing work that requires a specialized skill or trade for multiple clients, setting their own fees, working from home or their own place of business, and providing their own tools and equipment. The church may provide specifications or deadlines for the work, but the independent contractor decides how much time to spend and how best to do the job.

HOURS OF WORK

The days and times an employee works are documented in their personnel file and follows all State labor laws. When required by public health order, employees whose duties allow are encouraged to work remotely.

Working hours are subject to change as necessary to meet the requirements of the congregation. Shift changes will be made in writing and should be on file in Human Resources. Reasonable advance notice will be given of any overtime work required. There is no unauthorized overtime, meaning employees may not work beyond scheduled hours without prior supervisor approval.

REST & MEAL PERIODS FOR NON-EXEMPT EMPLOYEES

Church policy and state labor laws require that employees who work 6 or more hours per day take a minimum 30-minute unpaid meal period daily. In addition to lunch, there is also a 15-minute paid rest break every four hours.

Rest breaks are "church time" and are subject to church policies and regulations. If an employee is required to remain on church premises during a meal period, that time will be considered time paid as stated in the state labor laws.

There are designated employee areas provided for the benefit of employees to take rest breaks and meal periods. There are coffee machines and microwaves for use by employees. The areas should be maintained in a clean and presentable manner by all employees using them.

PAYDAY AND PAYCHECKS

It is the policy of Glenkirk that employees be paid promptly and in accordance with all applicable laws. Our payroll is bi-weekly, and the pay period begins on Sunday and ends on Saturday. The Business Office will post pay periods by January 1 of each year. Through a direct deposit system, paychecks for the pay period will be available at the employee's bank at the opening of the business day on Friday following payroll close. If a holiday should occur on a regular pay day, the last working day before the holiday will serve as the payday.

Paychecks will not be given out to anyone other than the employee without arrangements made in writing and in advance.

Certain deductions are required by law according to the Employee's classification and include:

1. Federal Income Tax
2. State Income Tax
3. Federal Insurance Contributions Act (FICA- Social Security)
4. Medicare
5. Other deductions required by applicable state or local regulations

Deductions will also be made as appropriate at the request of the employee.

Paychecks are confidential and should not be discussed with other employees. Questions regarding paychecks should be directed to the HR Director.

TIMECARDS FOR NON-EXEMPT EMPLOYEES

All non-exempt employees are required to track their time IN upon arriving at work, and OUT upon leaving the church at the end of the workday or at any other time. The time that an employee works each day is recorded with a punch timeclock located in their work area. It is the record from which pay is calculated. If it is not recorded properly, pay may be computed incorrectly.

Employees shall not punch in more than five (5) minutes before the start of a shift or punch out more than five (5) minutes after the close of a shift, unless overtime has been authorized by the Supervisor. If an employee leaves the premise for any reason, including a meal break, they must punch out on the timeclock. They are to punch out and back in from lunch, even when eating on premises. In no event should an employee punch a card other than their own or allow anyone else to punch their card. Timecards must be signed by the employee and turned in no later than Monday following payroll close. Violation of these rules may result in disciplinary action which could lead to termination. Any problems must be reported to a supervisor or HR Director.

OVERTIME FOR NON-EXEMPT EMPLOYEES

To serve the Glenkirk congregation and be willing to meet its needs employees must be willing and able to work overtime. When scheduled to work overtime, the church expects employees to commit to it as if it were regular work time. Failure to work assigned overtime without requesting and being excused in advance by management, may be subject to disciplinary action that could lead to termination.

The church will attempt to give as much notice of the overtime work requirement as it can. Generally, an employee be notified by the end of the shift that overtime will be required at shift end on the next day, and they will be notified by noon on Friday of Saturday overtime work.

Overtime is paid only if it is authorized by the supervisor in advance. The supervisor **must approve and initial** the overtime worked as shown on the employee's timecard. Overtime will be paid to all eligible employees based on currently applicable state and federal laws.

Paid sick time, holiday and vacation pay are not considered in the computation of actual hours worked for the purpose of computing overtime. For example: If an employee works on a Saturday after a holiday, the hours worked on Saturday will be paid at the regular hourly rate, not at the overtime rate.

Overtime is considered hours in excess of 8 hours per day or in excess of 40 hours per week. Overtime is paid at 1 1/2 (one and one half) of the regular pay. Hours worked in excess of 12 hours per day or in excess of 49 hours per week are paid at double time.

MAKE-UP TIME/CALIFORNIA NON-EXEMPT EMPLOYEES

From time to time, non-exempt employees would like to take a few hours off work to attend to a personal matter without losing pay for the week. For this reason, Glenkirk allows employees the occasional use of make-up time, although Glenkirk does not encourage or solicit its use.

Employees must request make-up time in writing, and employees may not work more than 10 hours in a day or more than 40 hours in a work week **because of** making up time that was or would be lost due to a personal obligation. Make-up time is paid at the employee's regular hourly rate; it is not paid as overtime.

GARNISHMENTS

A garnishment is a legal levy by a creditor against an employee's wages. Glenkirk must honor and fulfill all garnishments and other wage attachment orders as required by law. However, because of the time and cost involved in processing such orders, it is the responsibility of all employees to prevent such garnishments. All state/federal guidelines will be followed.

BENEFITS

GROUP INSURANCE PLANS

Medical insurance benefits for full-time staff are provided by the church through an independent broker. As of the date of this revision, the plan covers medical, life and disability plans that are fully paid by Glenkirk for the employee only. Glenkirk reserves the right to change the employer-paid portion to a lesser percent, not to subceed State or Federal requirements. Voluntary medical and dental coverage for dependents, and additional life insurance, may be purchased by the employee through this plan.

DISABILITY INSURANCE

Employees unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, may be eligible for disability insurance benefits. As a non-profit, religious organization, Glenkirk is not eligible to participate in the State Disability insurance program. Glenkirk has purchased short- and long-term disability through a third party for its full-time employees. There is a two-week elimination period and employees may choose to use accrued vacation and sick time to make up the difference in their pay.

To apply for this benefit, employees must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.

This program does not create a right to a leave of absence, job protection, or job reinstatement.

Employees are responsible for filing the claim and other forms promptly and accurately with the third party. To learn more about this program, including eligibility requirements and benefits, or to make a claim for disability insurance benefits, contact Human Resources.

Glenkirk Church will be notified that the employee has submitted a disability insurance claim.

WORKERS COMPENSATION

Glenkirk is committed to safety and quality in the workplace. It is also important that each employee takes responsibility for preventing accidents on the job by using appropriate equipment, caution and taking positive steps to report any unsafe condition. However, if a work-related injury or illness occurs, the employee may be entitled to workers' compensation benefits.

Workers' compensation provides coverage for disability, death or medical treatment as a result of work-related injuries suffered on the job. Employees do not contribute toward this coverage.

Benefits are paid by the church even though this compensation is a state administered law. This compensation covers only industrial injury and illness. Workers' compensation benefits may not apply to any injury that arises from other employment or out of voluntary participation in any off duty recreational, social or athletic activity that is not part of work-related duties.

Employees must report all accidents, injuries or illnesses **IMMEDIATELY** to their supervisor.

A written report must be completed by the employee and given to the supervisor. The supervisor will direct the employee to appropriate medical care. Since by law, **all injuries or illnesses must be reported**, failure to immediately notify the supervisor may result in the denial of the claim and will also be grounds for discipline which may lead to dismissal.

The church will investigate, reject and possibly report to proper authorities any fraudulent claims as new laws prohibit submission of fraudulent claims. These claims may result in criminal penalties. Failure to follow established safety procedures and/or use equipment properly may result

in the rejection of a claim.

Any time required away from work due to an occupational injury or illness is determined by the treating physician. The employee's progress will be monitored by the physician until they return to full duty. Any salary continuation benefits will be paid through the church's workers' compensation insurance carrier. The church will make every effort to keep the position open until the expected return date and will consider the need for an extension of that date. To serve the needs of Glenkirk's congregation, the position may need to be filled before the employee recovers. In no event will employment be continued longer than one (1) year after the date of injury. Workers' compensation benefits would continue, even after termination, if applicable.

SOCIAL SECURITY

Employees are covered under the provisions of the federal social security law (F.I.C.A.). The amount of the deduction from wages for social security taxes and the amount contributed by the church are dictated by current tax laws. The total contribution by the employee and Glenkirk is credited toward the employee's social security benefits, which may be available at retirement.

Ordained Staff are not required to participate in Social Security; however, they must follow current IRS laws to opt out of Social Security taxes. If they do not opt out of Social Security, Ordained Staff must also pay the employer's share of the taxes.

CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), terminating employees are eligible to continue their medical insurance benefits at a cost of 102% of the church premium for up to eighteen (18) months (or longer in some cases).

At the time of termination, continuation information and procedures will be given or sent to the employee. It is the employee's responsibility to maintain benefit premiums if conversion is elected.

At the conclusion of continuation of benefits under COBRA, the employee may convert the insurance to an individual plan by contacting the insurance carrier directly.

TIME AWAY

VACATION

Glenkirk believes that it is vital for employees to enjoy the relaxation and revitalization of a vacation. To this end, regular full-time employees accrue paid vacation.

Vacation is accrued in hours and based on years of service:

| Yrs. of Service | Hours accrued for every 1 hour worked | Equivalent annual days/wks. |
|-----------------|---------------------------------------|-----------------------------|
| 0 - 4 | .03846 | 10 / 2 |
| 5 - 9 | .05769 | 15 / 3 |
| 10+ | .07692 | 20 / 4 |

Vacation is also scheduled in hours and may be taken upon accrual. At the time of **separation** ~~termination~~, all accrued, but unused vacation hours will be paid out to the employee on their final paycheck. This is the only instance that pay will be made in lieu of vacation.

Earned vacation time can accrue up to a maximum of one and a half (1.5) times the annual allotment, or a maximum of 240 hours, whichever is less. Once this cap is reached, no further vacation time will accrue until some vacation is used. Once vacation is used, vacation time will begin to accrue again.

Requests for vacation must be made as far in advance as possible and must be made no later than 14 days before the scheduled start date of vacation. All vacation requests must be approved by an employee's supervisor. Glenkirk reserves the right to designate when some or all vacations may be taken, particularly around Easter, Vacation Bible School and Christmas.

HOLIDAYS

Glenkirk observes twelve (12) paid holidays each year (see below). When established holidays fall on a Sunday or create a burden on the staff, it will be replaced by a Floating Holiday for that year only.

| | |
|------------------------|-------------------------|
| New Years' Day | Martin Luther King, Jr. |
| President's Day | Good Friday |
| Memorial Day | Independence Day |
| Labor Day | Thanksgiving Day |
| Day After Thanksgiving | Christmas Eve |
| Christmas Day | Employee Birthday |

Due to business reasons, the above holidays might not be observed on the actual day. Holidays falling on a Saturday will be backed up to Friday and holidays falling on a Sunday will be pushed to Monday. A schedule of church holidays will be **published on the church database calendar**.

Work on a holiday shall be at the regular rate (or overtime rate if applicable) for hours worked, plus holiday pay at the regular rate equal to the scheduled workday. For exempt and non-exempt regular full-time employees, if the holiday falls on a regularly scheduled day off, the employee may take a day off in lieu of the holiday during the same pay period.

SICK LEAVE FOR EXEMPT AND NON-EXEMPT EMPLOYEES

Glenkirk recognizes that there may be times when an employee needs to be absent from work for personal or family illness or medical/dental appointments. Effective July 1, 2015, Glenkirk follows the

Healthy Workplaces/Healthy Families Act of 2014, Paid Sick Leave.

Sick leave is only to be used for actual sickness, medical/dental appointments or family emergencies and is not to be considered as vacation time.

All employees who work 30 or more days within a year are entitled to paid sick leave. Paid sick leave accrues at the rate of 1 hour per every 30 hours worked. Accrual for part-time employees shall begin on the first day of employment or July 1, 2015, whichever is later. Accrual for full-time employees begins on the date of hire.

Sick leave accrues as follows:

Part-time – maximum 48 hours

Full-time – maximum 30 days

RESTRICTIONS: Employees must contact their supervisor by 9:00 A.M. each day they are out. Failure to contact the Supervisor may forfeit eligibility for sick leave. Advance notice of the need for sick time off, as in the case of a scheduled doctor appointment, must be given to the supervisor as soon as it is known, ~~so they can schedule the workload.~~

There will be no payout of unused sick leave at time of termination.

OTHER LEAVES OF ABSENCE

ALCOHOL AND DRUG REHABILITATION

Glenkirk wishes to assist employees who recognize they have a problem with alcohol or drugs that may interfere with their ability to perform their job satisfactorily. Employees deciding to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to the church and/or one or more of its departments. If the employee requests time off to participate in such a program, the church will also make reasonable efforts to maintain the employee's privacy by keeping the rehabilitation confidential.

BEREAVEMENT LEAVE

Regular full-time employees may receive up to five (5) equivalent days of paid, excused absence from work, per occurrence, in the event of the death of an immediate family member: spouse, child, parent, brother, sister, grandparent or grandchild. Bereavement leave is not deducted from an employee's vacation but is in addition to it. Additional days off work, without pay, may be approved by management.

In the event of a death outside of the immediate family, time off may be granted by the employee's supervisor but will be deducted from vacation.

BONE MARROW AND ORGAN DONOR LEAVE

Glenkirk Church will provide employees, who have been employed with Glenkirk for at least 90 days, with a paid leave of absence for the purpose of donating organs or bone marrow. When donating an organ, employees may take up to 30 paid business days in any one-year period. When donating bone marrow, employees may take up to five paid business days in any one-year period. The one-year period for both leaves is measured from the date leave begins.

Glenkirk will also provide employees with an additional unpaid leave of absence of up to 30 business days in a one-year period when donating an organ. The one-year period is measured from the date leave begins.

Employees are required to provide as much advance notice as possible if employees wish to take leave to donate an organ or bone marrow. Employees must provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation.

Before taking paid leave under this policy, employees must first use all accrued sick leave or vacation

time.

Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority; however, the leave may not run concurrently with federal Family and Medical Leave Act or California Family Rights Act leave.

Glenkirk will not retaliate against employees who request or take leave in accordance with this policy.

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Glenkirk Church provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

Eligibility

To be eligible for CFRA leave:

- Employees must have been employed for at least 12 months (52 weeks) with Glenkirk prior to beginning CFRA leave; and
- Employees must have worked for Glenkirk at least 1,250 hours during the 12-month period immediately before the leave is to start (with exception).

Reasons for Leave

Employees may take CFRA leave for the following reasons:

- The birth of a child, or adoption or foster care placement of a child with employees.
- To care for the employee's family member's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).
- A qualifying exigency related to employee's spouse, domestic partner, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

Family member means employee's child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.

Child means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands *in loco parentis*.

Parent means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood *in loco parentis* to the employee when the employee was a child.

Sibling means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

Leave Usage

Eligible employees may take up to 12 work weeks of leave per leave year. For purposes of this policy, the leave year is or a rolling 12-month period that is measured backward from the date any CFRA leave is used.

Employees are required to use any accrued vacation time or other paid accrued time off that the employee is eligible to take during the otherwise unpaid portion of the CFRA leave. The employee is also required to use any accrued sick leave that the employee is eligible to take during the otherwise unpaid portion of CFRA leave if the CFRA leave is for the employee's own serious health condition, a qualifying exigency, or any other reason mutually agreed to between the employee and Glenkirk.

CFRA leave will run concurrently with other federal/state laws where permitted by law.

Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), the

employee must provide reasonable advance notice and make a reasonable effort to schedule leave so that it will not unduly disrupt Glenkirk's operations. If unforeseeable, provide notice as soon as practical. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until the employee complies with the notice requirement.

Certification

Where leave is requested for the employee's own or a covered family member's serious health condition, Glenkirk may require the employee to provide certification from their health care provider.

If leave is for the employee's own serious health condition, certification must include:

1. The date on which the serious health condition commenced.
2. The probable duration of the condition.
3. A statement that, due to the serious health condition, the employee is unable to perform the function of the employee's position.

If leave is for a covered family member's serious health condition, certification must include:

1. The date on which the serious health condition began.
2. The probable duration of the condition.
3. An estimate of the amount of time that the health care provider believes the employee is needed to care for the family member.
4. A statement that the family member's serious health condition requires the employee to provide care during the period of treatment or supervision.

Glenkirk may require subsequent recertification of the employee's own serious health condition if additional leave is required.

If Glenkirk has reason to doubt the validity of the certification provided, Glenkirk may require, at its own expense, that the employee obtain a second opinion from a health care provider, designated or approved by Glenkirk. If the second opinion differs from the original certification, Glenkirk may again require, at its own expense, that the employee obtain a third opinion from a different health care provider, designated or approved jointly by the employee and Glenkirk. The third opinion will be considered final and binding.

Return to Work

If the employee takes leave for the employee's own serious health condition, the employee must obtain certification from their health care provider that they are able to resume work.

Reinstatement

Upon return to work at the end of leave, the employee will be placed in their original job or an equivalent job with equivalent pay and benefits. The employee will not lose any benefits that accrued before leave was taken. The employee may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

Benefits

If Glenkirk provides the employee with health benefits under a group health plan, Glenkirk will maintain and pay for the employee's health coverage for up to 12 weeks at the same level and under the same conditions as coverage would have been provided if the employee had not taken CFRA leave.

Failure to Return to Work

If the employee fails to return to work or fail to request an extension of leave prior to the expiration of the leave, the employee will be considered to have voluntarily terminated the employment. If the employee fails to return from leave, Glenkirk may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

Retaliation

Glenkirk will not retaliate against employees who request or take leave in accordance with this policy.

JURY DUTY

Glenkirk Church encourages employees to fulfill their civic duties related to jury duty. Employees summoned for jury duty must notify their supervisor as soon as possible to make scheduling arrangements.

Employees will be paid up to ten work days to serve on jury duty in any one-year period.

Glenkirk reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

Glenkirk will not retaliate against employees who request or take leave in accordance with this policy.

LITERACY EDUCATION LEAVE

Glenkirk will allow employees to voluntarily enter and participate in an adult literacy education program if the absence does not cause undue hardship to his/her department.

The Church reserves the right to request confirmation on the courses and attendance requirements before granting the request. Employee will not be paid for this time off.

MEDICAL LEAVE OF ABSENCE

Employees may take an unpaid medical leave according to the following guidelines, which follow applicable federal and California law. Workers' compensation laws govern work-related injuries and illnesses. Glenkirk intends to fully comply with these laws.

Procedure

As soon as the employee becomes aware of a temporary or long-term disability due to medical reasons, they must promptly advise Personnel in writing of the inability to work and the anticipated commencement date and duration of the disability. Leave or reduced schedule leave may be requested where medically necessary due to a serious health condition and will be granted as required by FMLA/CFRA.

Upon proper verification, the church will grant such leave without pay for the period of the bona fide disability or required treatment up to a maximum of 4 months.

The church may require verification of an employee's ability to work (including, for example, examination by a doctor designated by the church). Any misrepresentation of leave request or disability, or acceptance of other employment while on leave, will be grounds for immediate termination.

Benefits

Employees may use any earned vacation or sick leave benefits during the period of approved medical leave necessitated by a bona fide disability. Employees do not earn additional holiday pay, sick leave benefits, vacation pay, or any other benefits while on leave.

Glenkirk will continue to pay its share of the medical insurance premium for the period of the bona fide disability for a maximum of 8 work weeks for any employee who has been employed for 12 months or more and has worked at least 1,250 hours in the previous 12 months (less any weeks already compensated for a medical or family leave taken in the preceding 12 months), so long as the employee continues to pay his/her share of the insurance premium. After the 8-week period, the employee may maintain his/her insurance by making the full contribution necessary to maintain coverage. Such premiums may be recovered by the church, however, if the employee is able to return to work and chooses not to do so after his/her leave has expired.

Returning from Leave

Upon return to work an employee must submit a health care provider's release, indicating that the employee is able to resume work.

Employees with 12 months or more service and 1,250 hours work in the year preceding the beginning of leave who work at a location that has at least 50 employees within 75 miles, who are not excepted as key employees as provided in FMLA/CFRA, and who return to work within their 12-week FMLA/CFRA leave, will be returned to their former position or one with equivalent duties, pay and terms and conditions. All other employees who report for work by the end of their approved medical leave will be returned to their former position if such opening exists, or the next comparable opening for which he/she is fully qualified.

In either event, however, if a reduction in force or other reorganization has taken place at such facility while the employee was on leave, the employee will be treated as if he or she had been working rather than on leave.

Extended Leave

Employees who do not return at the end of their bona fide disability or the maximum leave period will be terminated. However, employees who cannot return for work by the end of the maximum leave period because of a recognized disability or a work-related injury, but who request an extension of such leave before its expiration will not automatically be terminated at the end of the maximum leave period. These employees may receive an extension of their leave if circumstances warrant, based on the medical evidence presented to support the requested extension. Employees on such approved extended leave who are then able to report for work will be offered the next opening for which they are the best qualified candidate.

MILITARY LEAVE

By law, all full-time and regular part-time employees will be granted a military leave of absence to enter the military service on active duty.

When an employee begins the military leave of absence, he/she will receive all accumulated salary and benefits pay due to the employee as of his/her last day of work before entering the service.

Upon completion of military service, the employee will be reinstated with full seniority to his/her former position or to a comparable position if application for reemployment is made within ninety (90) calendar days of release from the service or hospitalization. The church will follow all the federal and veteran's reemployment rights and regulations in implementing this policy.

MILITARY SPOUSE LEAVE

Glenkirk Church provides up to 10 days of job-protected, unpaid leave to employees who are the spouse or registered domestic partner of a military member who is home on leave during a period of military deployment.

To be eligible for military spouse leave the employee must:

- Work an average of 20 or more hours per week; and
- Be the spouse or registered domestic partner of a member of the Armed Forces, National Guard, or Reserves who is on leave from deployment during a period of military conflict.

Notify the employee's Supervisor of the employee's need for leave within two business days from the day the employee receives official notice that the employee's spouse or registered domestic partner will be on leave from deployment. The employee must also provide written documentation certifying that the employee's spouse or registered domestic partner will be on leave from deployment during the time the employee is requesting leave.

The employee may elect to use any available paid time off for which the employee is eligible under Glenkirk policy for the purpose of taking military spouse leave, and such paid time off will run concurrently with the leave afforded under this policy.

Glenkirk will not discriminate or retaliate against employees who request or take leave in accordance with

this policy.

PERSONAL LEAVE OF ABSENCE

A personal leave of absence may be considered if an employee has a compelling, non-medical reason for needing an extended period of absence from work (more than five (5) equivalent working days). A personal leave may be considered if the employee completed one year's continuous employment with the church. The decision to grant a personal leave is in the sole discretion of the church.

The following guidelines apply to personal leaves:

1. When possible, request for leave or any extension of a leave should be submitted in writing to the employee's supervisor thirty days prior to commencement of the leave. If that is not possible, it is required that the employee obtain approval from their supervisor prior to or within 24 hours of their leave.
2. Leaves may be granted for a specific period up to a maximum of 30 days based on the grounds that the employee is unable to report to work. Acceptance of other employment while on leave will result in termination. A personal leave of absence over 30 days must be approved by management. The maximum duration for any personal leave and extensions is 3 months.
3. Requests will be considered based on the reason for the request, the employee's length of service, performance and responsibility level, length of expected leave, number of other individuals already out on leave, and the expected impact of the leave on Glenkirk Church. A personal leave of absence will not be granted if the leave will cause a hardship upon the church and/or the work cannot be covered by another employee. The church has the sole discretion to approve or deny a leave and its duration.
4. A personal leave of absence is without pay. Vacation time and sick leave does not accrue, and holidays are not paid during personal leave.
5. If an employee fails to return to work at the conclusion of an approved leave, the employee will be terminated from employment.
6. The church is unable to guarantee reinstatement in all cases. Upon returning to work, every effort will be made to assign the employee the position held before the leave of absence. If this is not possible due to organizational changes or business needs, the church will make every effort to place the employee in a comparable position. If no position is available, the employee will be terminated.
7. Employees are responsible to maintain insurance premiums during a leave. Failure to do so will result in loss of benefits. An employee must make arrangements with **HR** before a personal leave if they wish to continue insurance benefits.

PREGNANCY DISABILITY LEAVE

If the employee is disabled by pregnancy, childbirth, or a related medical condition, Glenkirk Church will provide the employee with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, the employee must suffer from a pregnancy-related disability. A **pregnancy-related disability** is a physical or mental condition related to pregnancy or childbirth that prevents the employee from performing the essential duties of the employee's job or would cause undue risk to the employee or the successful completion of the pregnancy.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.

- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where the employee is physically unable to work due to the employee's pregnancy-related disability. The employee may take PDL all at once or intermittently.

Where applicable under state and federal law, employees who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Employees should speak with their supervisor about their eligibility for these leaves.

Foreseeable Need for Leave Notice

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, the employee must give at least 30-days' notice. If 30-days' notice is not practicable, notice should be given as soon as possible. The employee is expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave Notice

If the need for leave is unforeseeable, notice should be provided as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. The necessary leave request form must be completed and returned as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis may result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, employees must obtain a leave request form from Human Resources and return the completed form to Human Resources. If the need for leave is unforeseeable and the employee will be absent more than three days, employees must contact Human Resources and request that a leave form. If leave will be fewer than three days, employees must complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

The employee will be required to use available sick leave during PDL; however, the employee may opt to use any available vacation during the employee's PDL in order to receive compensation.

If the employee is on PDL for eight or more consecutive calendar days, the employee may be eligible for partial wage replacement benefits under Glenkirk's short term disability insurance. The employee is responsible for applying for these benefits and can obtain forms from Human Resources

Certification and Fitness for Duty Requirements

When requesting PDL, the employee must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of Glenkirk, the employee may also be required to obtain a second and third certification from another health care provider at Glenkirk's expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If the employee is suffering from a pregnancy related disability, the employee is entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if the employee requests the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by Glenkirk. All employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

Glenkirk may also require the employee to transfer temporarily to an available alternative position with the same pay and benefits to accommodate the employee's need for intermittent leave or a reduced work schedule.

Benefits

If Glenkirk provides the employee with health benefits under a group health plan, Glenkirk will maintain and pay for the employee's health coverage at the same level and under the same conditions as coverage would have been provided if the employee had not taken pregnancy disability leave. If the employee did not return to work at the end of their pregnancy disability leave, Glenkirk may recover the payment for their premiums under certain circumstances.

Return to Work

Upon returning to work at the end of leave, the employee will be placed in their original job or an equivalent job with equivalent pay and benefits. The employee will not lose any benefits that accrued before leave was taken. The employee may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, the employee will be required to obtain a release to return to work from their health care provider stating that the employee is able to resume their original job or duties.

Failure to Return

If the employee fails to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, the employee will be deemed to have voluntarily terminated their employment.

Alternative Employment

While on leave of absence, the employee may not work or be gainfully employed either for themselves or others unless express, written permission to perform such outside work has been granted by Glenkirk. If the employee is on a leave of absence and is found to be working elsewhere without permission, the employee will be automatically terminated.

False Reason for Leave

The employee will be terminated if the employee provides a false reason for a leave.

Retaliation

Glenkirk will not retaliate against employees who request or take leave in accordance with this policy.

SCHOOL AND CHILDCARE ACTIVITIES

Glenkirk Church will provide employees who have one or more children that are of the age to attend a licensed childcare provider, kindergarten, or grades 1 through 12, with up to 40 hours of unpaid leave per year to participate in the following:

- Finding, enrolling, or re-enrolling the child in a school or with a licensed childcare provider;
- Participating in school or childcare-related activities; or
- Addressing a childcare provider or school emergency.

Leave is limited to eight hours in any calendar month.

To be eligible for leave, the employee must be a parent, guardian, step-parent, foster parent, grandparent, or a person who stands in the place of a parent (*in loco parentis*) to a child.

If the employee wishes to take leave to enroll a child in school or with a childcare provider or to participate in a school or childcare related activity, the employee must provide reasonable advance notice to the Supervisor. If the employee needs to take leave to address a childcare provider or school emergency, the employee must provide notice to the Supervisor as soon as practicable. The employee may be required to provide documentation from the school or childcare provider verifying that the employee participated in the school or childcare activity.

If both parents of a child work for Glenkirk, only one parent — the first to provide notice — may take the time off, unless Glenkirk approves both parents taking time off simultaneously.

The employee may elect to use accrued vacation time for this leave.

Glenkirk will not retaliate against employees who request or take leave in accordance with this policy.

SCHOOL DISCIPLINARY LEAVE

Glenkirk Church will provide eligible employees with unpaid leave, where permitted by law, to appear at their child's school if the child has been suspended and, for reasons specified in the California Education Code, they have been requested to attend a portion of a school day in the classroom of their child or ward.

Eligibility

All employees who are the parent or guardian of a student are eligible for school disciplinary leave.

Notice

The employee must provide documentation from the school of the need to take school disciplinary leave.

Retaliation

Glenkirk will not retaliate against employees who request or take leave in accordance with this policy.

VICTIMS OF CRIME OR ABUSE

Glenkirk Church provides employees who are victims of crime or abuse with unpaid leave to:

- Seek medical attention for injuries caused by the crime or abuse.
- Obtain services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency as a result of the crime or abuse.
- Obtain psychological counseling or mental health services related to the experience of crime or abuse.
- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Victim includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.

Crime means a crime or public offense anywhere that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of, committing the crime.

Immediate family member means:

- The employee's spouse or domestic partner.
- The employee's child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of the employee's domestic partner; a child to whom the employee stands *in loco parentis*; or a person to whom the employee stood *in loco parentis* when the person was a minor.
- The employee, or the employee's spouse's or domestic partner's, biological, adoptive, or foster

parent, stepparent, or legal guardian, or a person who stood *in loco parentis* of the employee or the employee's spouse or domestic partner when the employee/they were a minor child.

- The employee's biological, foster, or adoptive sibling, stepsibling, or halfsibling.
- Any other individual whose close association with the employee is the equivalent of a family relationship described above.

The employee must provide reasonable advance notice of their intention to take leave for the above reasons unless advance notice is not feasible. If an unscheduled absence occurs, the employee must provide the following documentation within a reasonable amount of time after the employee's absence:

- A police report indicating that the employee was a victim;
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that the employee have appeared in court;
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, licensed health care provider, or counselor stating that the employee were undergoing treatment for physical or mental injuries or abuse resulting from the crime or abuse; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose.

The employee may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for the employee's leave unless the employee is covered by a collective-bargaining agreement that states otherwise.

Leave under this policy will run concurrently with other types of leave where permitted under applicable law.

Glenkirk will maintain the confidentiality of anyone requesting time off under this policy, except as required by federal or state law or as necessary to protect the employee's safety in the workplace.

Glenkirk will not retaliate against a victim of crime or abuse for requesting or taking leave in accordance with this policy.

VOLUNTEER FIREFIGHTER

Employees who are registered volunteer firefighters intending to perform emergency duty during work hours must alert management and/or supervisor before leaving the church premises.

VOTING

If the work schedule prevents the employee from voting on Election Day, Glenkirk Church will allow the employee a reasonable time off to vote. The time when the employee can go to vote will be at the discretion of the Supervisor, consistent with applicable legal requirements.

WITNESS LEAVE

If the employee is required by law to appear in court as a witness, the employee may take unpaid time off to do so, provided the employee gives Glenkirk Church reasonable advance notice.

GLENKIRK CHURCH RULES AND POLICIES

IMMIGRATION LAW COMPLIANCE

Glenkirk is committed to full compliance with federal immigration laws and participates in E-Verify. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his/her identity and legal right to work in the United States no later than three business days after they begin to work. Accordingly, all new and rehires must go through this procedure. Those employees with limited work authorization will be asked to recertify upon expiration of their employment authorization date.

If management learns that any person hired after November 6, 1986, does not have such a legal right to work or cannot produce the legally required documentation establishing their right to work, he or she will be terminated.

OFFICE DRESS AND GROOMING STANDARDS

It is in the church's best interest to present a professional image to its congregation, vendors and the public. It is expected that all employees will dress in a manner consistent with good hygiene, cleanliness, safety and good taste. As a rule, dress as if a congregational member or vendor is expected to visit the office each day. Managers should dress presenting the proper image to maintain respect and the leadership necessary to perform their functions. The church prohibits discrimination based on hair style or hair texture as outlined in the Crown Act (SB 188) of 2019.

When required by public health order, employees must wear an approved face covering at all times while on campus. A face covering and additional personal protective equipment such as gloves will be given to all employees upon request and at no cost to the employee. The employee is expected to wash any cloth face covering daily.

NO SOLICITATION

To avoid disruption of Glenkirk operations, the following rules shall apply to solicitations and distribution of literature on church property:

OUTSIDERS

Persons who are not employed by the church may not solicit or distribute literature on church property at any time for any purpose. Under no circumstances are salespersons permitted to solicit employees on the premises.

EMPLOYEES OF THE CHURCH

Employees of Glenkirk may not solicit, distribute, post, or exhibit promotional literature in working areas during working hours for any purpose. "Working hours" is defined below.

WORKING HOURS

The term, "working hours," includes the working time of both the employee soliciting/distributing and the employee to whom the soliciting/distributing is being directed. "Working hours" does not include break periods, meal periods or any other specified periods during the workday when employees are properly unengaged in performing their work tasks.

VOTER-RELATED ACTIVITIES

Glenkirk encourages employees to be registered voters, to vote regularly, and to be diligent in

understanding how to vote in a manner most in keeping with Biblical principles. The church encourages employees to participate in government service according to their gifting and calling.

Some issues raised by political candidates and their policies and actions may leave room for differences in understanding how Scripture applies. Glenkirk recognizes that in light of legitimate diversity of opinion, it would be inappropriate to authorize political activity on church campus that could lead to disunity and discord among the staff. Therefore, no electioneering is allowed on the church campus, including the distribution of voter guide materials or voter registration activity.

PERFORMANCE REVIEWS

Performance reviews are utilized as a basis for recognition, compensation, and advancement decisions within the church. The performance review includes job performance, accomplishments, possible areas for improvement and training development as they relate to the job description.

Each new employee may be evaluated at the end of the 90-day introductory period, or any extension thereof, and thereafter, usually once a year. The frequency of performance reviews may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. Salary increases and promotions are solely within the discretion of Glenkirk and depend upon many factors in addition to performance.

In evaluating an employee's progress on the job, the following points may be considered:

1. Quality of work performed.
2. Quantity of work performed and time management.
3. Work attitude, attitude towards others and overall team spirit
4. Knowledge of the job and advancement in learning new skills.
5. Adaptability, initiative and drive
6. Dependability and attendance
7. Successful cross-training of others to benefit overall church output.

ATTENDANCE

The congregation relies upon the Glenkirk staff – the staff relies upon each other. Habitual absenteeism places the burden of work onto someone else, disrupts schedules, results in the inability to satisfy the congregation and ultimately affects the staff's success. Therefore, it is the employee's responsibility to be both prompt and regular in attending work. Working from home may be required at times by public health order. It may also be allowed at the discretion of the supervisor so long as the quality and quantity of work output meets the expectations of the job description and the people being served. This arrangement must be documented in writing and reviewed/renewed on an annual basis.

For an unexpected absence to be considered authorized and eligible for sick leave, an immediate supervisor must be notified by the absentee no later than 9:00am on the first day of absence. If the immediate supervisor is unavailable another management employee must be notified. A call from a friend or family member to inform Glenkirk of an absence will only be accepted in the most extreme cases. If an employee finds that he/she will be late to work, the immediate supervisor must be contacted.

If an employee expects to be absent for more than one day, he/she must inform the supervisor of the length of time the employee expects to be absent. If an employee is going to be absent longer than anticipated, the immediate supervisor must receive daily communication from the employee regarding the continued absence.

Attendance is an important part of job performance. Employee attendance will be monitored on an ongoing basis and will be included as a part of performance reviews. Excessive absences are prohibited. Excessive absence or unacceptable patterns of attendance will be reviewed by

management and may result in corrective action being taken. If an employee is absent for three consecutive days without notifying the church, it is automatically considered a voluntary resignation. Failure to call, misrepresentation of facts regarding absence or tardiness, and/or excessive absenteeism could result in disciplinary action, up to and including termination of employment.

RULES OF CONDUCT

In every organization where many people work together, some specific rules and policies are necessary to establish acceptable standards of conduct, ensure fair treatment of all employees and enhance the smooth operation of the organization. Glenkirk has attempted to keep these rules to a minimum. These rules are based on common sense as well as governmental and insurance requirements and are subject to change at the sole discretion of management with or without notice to employees. Their purpose is to maintain a working environment that protects the safety and dignity of each employee without placing unreasonable restrictions on anyone.

Employees are expected to know and observe these rules to avoid and minimize discipline. The following conduct is **prohibited** and will not be tolerated by Glenkirk. This list includes, but is not limited, to:

Attention to Duties

1. Leaving the workplace earlier than expected, unless approved by management.
2. Repeated tardiness or absence
3. Incompetent or inefficient performance of assigned duties and responsibilities
4. Conduct indicating an inattentive or indifferent behavior toward work duties.
5. Conduct intentionally resulting in quality errors.
6. Falsification, either verbally or in writing, of any reports or records, including employment records, injury reports, business records, any medical records, time records, etc.
7. Interference, disruption with the work performance of any employee(s), influencing or attempting to influence others as to interfere.
8. Failure or inability to perform assigned job responsibilities in a manner necessary to meet objective standards set by the church.
9. Being negligent or careless in taking proper care of tools and equipment, and wasting materials

Personal Misconduct

1. Engaging in conduct at any time and any place that could reflect negatively upon or impair the church's reputation.
2. Insubordination or uncooperative conduct, including refusing to follow a supervisor's requests, instructions or orders or refusing to abide by a Glenkirk rule, policy or church strategy.
3. Fighting, threatening bodily harm or provoking such misconduct with fellow employees, superiors, congregation or members of the public
4. Possessing firearms, explosives or other weapons while at work
5. Violation(s) of church policies concerning conflict of interest, security, removal of property or unauthorized disclosure of confidential information.
6. Theft, deliberate abuse, destruction, or removal of any property of another employee, a congregation member, the church or the general public
7. Gross misconduct, harassment, or use of abusive or provocative language while on church premises or while engaged in church business away from church premises via personal interaction, electronic communication or social media.
8. Failure to treat all co-workers and congregation with courtesy and respect.
9. Gambling or involvement in any activity connected with gambling while on church premises or while engaged in business away from church premises.
10. Reporting to work in an unfit condition, including, without limitation, being under the influence of intoxicants; bringing intoxicants onto church premises; or possessing or consuming intoxicants during working hours. Intoxicants include, without limitation, alcoholic beverages, marijuana, narcotics, barbiturates, amphetamines, drugs other than those taken under the direction and prescription of a licensed physician, and any other controlled substance.
11. Unauthorized use of a church vehicle or permitting unauthorized personnel in a church vehicle.
12. Failure to provide full and total cooperation with church officials or authorized, outside personnel in the

- investigation of shortages or mysterious disappearances of shipments of church property.
13. Failure to appear in appropriate dress when required.
 14. Smoking in the workplace
 15. Dishonesty of any nature
 16. Conviction of a felony while employed by the church.
 17. Absence for three or more consecutive working days without notification to the church.
 18. Failure to return to work upon expiration of a leave of absence or vacation.
 19. Receipt of three written warnings for any offense (s), whether the same or different, within a one-year period
 20. Working at another job without express written permission from church management

Accident Prevention

1. Failure to observe known or posted safety rules, including failure to wear protective guards, garments, or other required devices.
2. Failure to immediately report traffic violations or accidents involving a church vehicle.
3. Operating machines or other church equipment without prior permission
4. Failure to report an on-duty injury or illness immediately, regardless of how minor it appears to be,
5. Horseplay, loitering, wasting time, practical jokes or other activities, which may present a hazard to the safety or welfare of employees.

POLICY AGAINST DRUGS, ALCOHOL, MARIJUANA, CONTROLLED SUBSTANCES AND FIREARMS

Glenkirk is a drug-, alcohol-, marijuana- and firearms-free workplace. The church requires employees to maintain high standards of safety, quality, and personal conduct in the workplace. In keeping with that philosophy, it is essential that the workplace be kept free of drugs, alcohol, marijuana and firearms. Therefore, the following actions are prohibited:

- Reporting for work, or representing the church off premises, under the influence of alcohol, marijuana, intoxicants, illegal drugs, or controlled substances.
- The illegal use, possession, manufacture, transfer, purchase, sale or attempted purchase or sale of intoxicants, illegal drugs, or controlled substances in any manner during work hours, or while on the job, on church property, including parking lots or church owned or leased vehicles.
- In any way using church property or an employee's position within the church to make or traffic intoxicants or illegal drugs. Additionally, if an employee is taking a drug or medication, whether prescribed by a physician, which may adversely affect ability to perform duties in a safe or productive manner, the employee must report such use of medication to an immediate supervisor. This includes drugs that are known or advertised as possibly affecting judgement or causing drowsiness or dizziness.
- The carrying of any firearms while on church premises

Every employee has a responsibility to report any drug, alcohol, marijuana, controlled substance or firearm situation that affects the workplace.

If there are reasonable grounds for suspecting that an employee is in violation of this policy, Glenkirk has the right to require testing at the church's expense. Any employee in violation of this policy will be subject to discipline, including termination. Other actions, such as notification of law enforcement agencies may be taken, depending on the circumstances.

POLICY AGAINST WORKPLACE VIOLENCE

Glenkirk adopted this zero-tolerance policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment and/or coercion that involve or affect Glenkirk or that occur on Glenkirk's property will not be tolerated.

Acts or threats of violence include conduct that creates a hostile, abusive or intimidating work environment for one or more of Glenkirk's employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Glenkirk's premises, regardless of the relationship between Glenkirk and the parties involved in the incident.
- All threats or acts of violence occurring off Glenkirk's premises involving someone who is acting in the capacity of a representative of Glenkirk
- All threats or acts of violence occurring off Glenkirk's premises involving an employee of Glenkirk if the threats or acts affect the legitimate interests of Glenkirk.
- Any acts or threats resulting in the conviction of an employee or agent of Glenkirk, or of an individual performing services for Glenkirk on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence, which adversely affect the legitimate interests of Glenkirk.

Specific examples of conduct that may be considered threats or acts of violence include the following:

- Hitting or shoving an individual
- Threatening to harm an individual or his or her family, friends, associates or property
- The intentional destruction or threat of destruction of Glenkirk property
- Harassing or threatening phone calls, emails, text messages and social media posts.
- Harassing surveillance or stalking
- Unauthorized possession or inappropriate use of firearms or weapons

Glenkirk's prohibition against threats and acts of violence applies to all persons involved in Glenkirk's operation, including but not limited to Glenkirk personnel, contract and temporary workers, and anyone else on Glenkirk's property. Violations of this policy by any individual on Glenkirk's property, by any individual acting as a representative of Glenkirk while off Glenkirk's property, or by any individual acting off of Glenkirk's property when his or her actions affect Glenkirk's business interests will lead to disciplinary action and/or legal action as appropriate and will not be tolerated. No provision of this policy shall alter the at-will nature of the employment relationship at Glenkirk. Every employee and every person on Glenkirk's property is encouraged to report incidents of threats or acts of violence of which he or she is aware. The report should be made to the Executive Team, the Executive Director or the reporting individual's immediate supervisor. Nothing in this policy alters any other reporting obligation established in Glenkirk's policies or in state, federal or other applicable law.

CORRECTIVE ACTION PROCEDURES

Glenkirk cannot succeed in business without a pleasant, professional environment that supports its daily activities, and without the cooperation and willing commitment of all employees.

Consequently, Glenkirk always expects all employees to conduct themselves professionally and to act in a way that contributes to the operation of the business. Glenkirk must also be concerned that it always protects its property and people.

Church rules and regulations are established for employee safety and the efficient operation of the business. Verbal or written "Warning Notices" may be issued to employees who fail to follow church rules, regulations, instructions and /or procedures. These notices may be issued by any supervisor or other managerial personnel. There are many reasons for warnings to be issued. A warning may be given when an employee violates a rule or has a performance problem which should not have occurred given the employee's level of job training or experience. Failure to correct the behavior or

action after a verbal or written warning may result in further disciplinary action, up to and including termination. Notwithstanding the above, Glenkirk reserves the right to discharge with or without cause, and with or without prior notice, in accordance with its "at-will" employment policy and the best interests of Glenkirk.

TERMINATION OF EMPLOYMENT

If an employee voluntarily resigns or retires from employment with the church, Glenkirk requests to receive two weeks' notice of resignation in writing. If an employee quits without prior notice of at least seventy-two (72) hours, his or her final paycheck may require up to three (3) days for processing. Final paychecks may be mailed to the employee upon receipt of a written request signed by the employee. It is the employee's responsibility to inform Glenkirk of any changes in address for the purpose of forwarding the employee's final tax documents.

In the event an employee is terminated by the church, the final paycheck will be presented to the employee at the time of discharge.

In the event of termination, for any reason, the employee must return all church property such as computers, tablets, credit cards, vehicle and building keys, business cards, etc.

In addition, former employees are required to check-in at the front desk and be accompanied by a current Glenkirk employee when visiting the church campus during non-worship times or unscheduled events.

Glenkirk is not obligated to offer severance pay.

EMPLOYER PROPERTY

Desks, computers, printers, fax machines, copiers, vehicles and other office & workshop equipment are church property and must be maintained according to church rules and regulations. They must be kept clean and are to be used only for work-related purposes. The Church reserves the right to inspect all church property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence.

Voice mail and/or electronic mail (E-mail) are to be used for business purposes only. The church reserves the right to listen to voice mail messages and to access E-mail messages to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

It may be necessary to assign and/or change "passwords" and personal codes for the computer, E-mail and/or voice mail. These items are to be used for church business and they remain the property of the church. The church may keep a record of all passwords/codes used and/or may be able to override any such password system.

Prior authorization must be obtained before any church property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace. An employee's personal property, including but not limited to packages, purses and backpacks, may be inspected and searched, with or without notice or consent, upon reasonable suspicion of unauthorized possession of church property.

CONFLICT OF INTEREST

Management-level employees of Glenkirk are required to disclose all real or apparent conflicts of interest that they discover or that have been brought to their attention in connection with Glenkirk's activities.

Examples of a conflict of interest might include:

- A connection to a business or ministry-partner that Glenkirk purchases goods or services from or donates funds to
- Employment at another church in the same or different role

A Disclosure Statement shall be provided at time of hire and on an annual basis thereafter to the Director of HR. Disclosure of a potential conflict does not necessarily mean the employee cannot promote both interests. Each disclosure will be reviewed by Personnel and a determination made as to the effects of the conflict. Determinations of a real conflict may preclude the employee from:

- Participating in discussions regarding the subject
- Using their influence to affect deliberations.
- Executing agreements
- Maintaining both interests

Personnel will communicate with the employee in writing should a real conflict arise.

SAFETY AND HEALTH

SAFETY

It is the intention of Glenkirk to provide the safest work environment possible and to take practical steps to prevent injury to its employees. Supervisors will instruct employees on the safety procedures and regulations. When required by public health order, this includes wearing personal protection equipment like face coverings and gloves where applicable and maintaining a distance of at least six feet between individuals not in the same household. The Church maintains a complete Illness and Injury Prevention Program and Hazardous Communications Program in full compliance with the most current OSHA regulations. The contents on each program are readily available for all current employees.

At no time is any job so important that employee cannot take the time to perform work safely and follow regulations. Being alert will help prevent accidents and injuries.

Employees are expected to cooperate with the church in all safety procedures and to make proper and full use of all equipment and devices provided for such purposes. The church will provide supplemental safety training as deemed necessary and appropriate, at its sole discretion. The church is only as safe as the employees make it!

EMPLOYEES MUST IMMEDIATELY REPORT any accidents and potential accident hazards to an immediate supervisor. Failure to report an accident or injury on the date it occurs is in violation of church and safety rules and will result in disciplinary action, up to and including termination.

ACCIDENT REPORTING

Employees must take the following steps when employees are injured or become ill at work:

1. Report any injury or illness, however slight, **IMMEDIATELY** to an immediate supervisor. If the injury or illness is not related to work, the injured employee may report to a personal doctor of his/her choice.
2. The church will call 911 if an injury is life-threatening. If an injury requires medical treatment beyond first aid, but is not life-threatening, the church shall contact the Nurse Hotline at (844)322-4662. Glenkirk's insurance has created a Medical Provider Network (MPN), which is in place for work-related injuries. Employees have the option to predesignate a physician or medical group, but this is not required. Unless employees predesignate a physician or medical group, work injuries will be treated by providers in the MPN. The Nurse Hotline will direct employees to the nearest MPN. Forms to predesignate a physician or medical group can be obtained from the business manager.
3. Following treatment, employees **MUST** report back to Glenkirk with a "Return to Work" document properly completed with the following information:
 - a. Availability for work -Injured employees must be released for regular work before returning to regular duties.
 - b. Expected days of disability if the injured party is unable to return to regular duties that day.
 - c. Next appointment date. Appointments for continuing treatment must be scheduled during the beginning or at the end of the workday.

FIRST AID

Glenkirk maintains adequate first aid supplies. If an employee is injured, a supervisor must be notified immediately, no matter how minor the injury seems. Employees should use the first aid supplies when needed.

SMOKING POLICY

For the health and safety of all its employees, Glenkirk maintains a 'No Smoking' policy for the workplace.

REGARDING FIRE

Any fire, no matter how small, is a potential catastrophe. Employees should learn the location of fire exits and fire-fighting equipment. Fire extinguishers are conveniently located throughout the facility.

Knowledge of fire prevention methods may help save employees lives and jobs. In case of fire, employees should stop work, shut off any power machinery or equipment at once and notify a supervisor or other management personnel immediately.

CHURCH SAFETY RULES

1. Work related injuries shall be reported immediately to a supervisor. All questions and problems regarding safety are to be directed to a supervisor.
2. While driving a vehicle on church business, all vehicular and traffic laws shall be observed, including yielding the right of way, to avoid an accident. Safety belts must always be worn regardless of role as driver or passenger.
3. If involved in an auto accident while driving a church vehicle, the accident must be reported to a church supervisor immediately.
4. When lifting any objects, employees should follow correct lifting techniques:
 - a. Bend knees and squat. (Don't bend back)
 - b. Grasp objects firmly.
 - c. Stand up straight so that the weight of the object lifted is distributed throughout the legs and not the back. Lift with thigh muscles instead of the back.
5. Employees should not attempt to lift any object that could cause injury. **DO NOT LIFT WITH A PREVIOUSLY INJURED OR SORE BACK.**
6. Each employee is responsible for maintaining a clean and orderly workplace, including floors, shelf, workbench, machines, and tools. Keep floors free of obstacles around machines.
7. Spills must be attended to immediately to prevent a falling hazard. Spread oil absorbent if necessary.
8. Employees should not run inside any building on the premises.
9. If an employee is taking any prescription drugs, inform a supervisor of such before operating any machines or church vehicle.
10. All guards must be in place before running machinery.
11. When finished cutting material, scrap shall be picked up and disposed of. Extra stock shall be returned to its proper place.
12. Personal safety equipment including but not limited to gloves, hard hats, safety glasses, ear protection, aprons, etc. should be worn where designated or when advised to do so by a safety committee or supervisor. Safety glasses must always be worn throughout the shop by all machine operators and those people entering the shop and working with gardening equipment.
13. All gardening and shop machines should be turned off when not in use, and never be left unattended.

ADDITIONAL EMPLOYEE RESPONSIBILITIES

CHANGES IN PERSONNEL RECORDS

The law requires Glenkirk to maintain accurate employment records for all employees.

To keep its employment records accurate and to comply with state and federal laws, employees must notify Human Resources immediately of any change in the following personal information:

1. Name (whether by marriage or otherwise).
2. Home address and contact information.
3. Marital status and correct number of dependents.
4. Whom to contact in case of emergency, including names and home/work telephone numbers and addresses.
5. Payroll deductions.

An employee submitting a false name, birthdate or Social Security number for purposes of defrauding the church or obtaining compensation or other benefits for which the employee would not otherwise be entitled, will be subject to immediate discharge.

INQUIRIES AND CONFIDENTIALITY

During employment, employees may gain access to information that is related to the church, its congregation, its suppliers, or perhaps even fellow employees. All such information is to be treated as confidential. Employees may not disclose any confidential information to anyone other than those church employees who have a need to know the information in order to perform their job duties.

If any individual(s) not employed at Glenkirk direct inquiries to an employee on matters relating to church business or personnel (including former employees), the inquiries must be referred to the Senior Pastor or the Business Manager.