



The Church Policy Handbook

March 2024

POLICY HANDBOOK DISCLAIMER

Welcome to the Good Shepherd Lutheran Church, encompassing all Church employees!

This handbook helps employees find the answers to many questions that they may have regarding their employment with The Good Shepherd Lutheran Church. Please take the necessary time to read it.

The Good Shepherd Lutheran Church, hereinafter referred to as the “**CHURCH**,” has two missions referred to by their “Does Business As” (DBA) names. They are The Good Shepherd Lutheran School, hereinafter referred to as the “**SCHOOL**,” and The Good Shepherd Lutheran Early Childhood Center, hereinafter referred to as the “**ECC**.”

We do not expect this handbook to answer all questions. The Administrator, Business Manager, and Early Childhood Center Director, hereinafter referred to as the “**ADMINISTRATION**,” also serve as sources of information.

The Church complies with all federal and state employment laws; this handbook generally reflects those laws. The Church also complies with applicable local ordinances, although there may not be an express written policy regarding those laws in the handbook.

This handbook’s employment policies and benefits summaries are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees covered by a contract, the answers shall be determined by reference to the actual contract rather than the summaries in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements on the subjects discussed herein. The Church reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

INTRODUCTION

*How precious also are Your thoughts to me, O God!
How great is the sum of them!
Psalm 139:17*

Dear Co-workers in Christ's Kingdom,

You have committed to sharing Christ's love and knowledge with a diverse community by choosing to be part of the Church staff. Your role extends beyond the Church, School, and ECC, impacting the lives of children, their parents, co-workers, and parishioners. Most importantly, you can bless others by sharing the gospel of true peace and spreading joy through your example of knowing and enjoying God forever! St. Paul's words in Romans 10:15 resonate with the essence of this calling:

*"How beautiful are the feet of them that preach the gospel of peace,
and bring glad tidings of good things!"*

This handbook is designed to comprehensively outline the policies and practices observed at the Church, recognizing that the Church is an integral part of one unified program serving parishioners, children, and their parents.

It is crucial that each employee understands their role in the Church and is familiar with their co-workers' roles. At Good Shepherd, every employee is valued equally for the service they provide to the overall church, regardless of their position, as each person's work contributes to the collective mission!

May the Lord of Life bless you with success, joy, love, and peace as you strive to "feed His lambs" and nourish His sheep in this broader ministry context.

To God Alone, Be the Glory!

SECTION 1 – INTRODUCTORY LANGUAGE AND POLICIES

100. At-Will Employment

Your employment with the Church is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Church at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Church document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Administrator has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Administrator.

If a written contract between you and the Church is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook shall be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

101. Ethics Code

The Church shall conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices at all times, consistent with their duty of loyalty to the Church.

We expect that employees shall not knowingly misrepresent the Church and shall not speak on behalf of the Church unless expressly authorized. The confidentiality of proprietary information and similar confidential commercially sensitive information (i.e., financial records/reports, marketing or business strategies/plans, customer lists, etc.) about the Church or its operations or that of our customers or partners are to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violating the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

102. Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Church policies and procedures. The handbook is not a contract. The Church reserves the right to revise, add, or delete from this handbook as we determine it to be in our best interest, except the policy concerning At-Will employment. When changes are made to the policies and guidelines contained herein, we shall endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on Church bulletin boards.

SECTION 2 – HIRING AND ORIENTATION POLICIES

200. Accommodations for Pregnant Employees

The Church shall provide reasonable accommodation to pregnant employees for known limitations related to pregnancy, childbirth, or other related medical conditions in accordance with the federal Pregnant Workers Fairness Act (PWFA).

Examples of potential reasonable accommodations include:

- Seating;
- Closer parking;
- Flexible hours;
- Appropriately sized uniforms and safety apparel;
- Additional break time to use the bathroom, eat, and rest;
- Leave or time off to recover from childbirth;
- Limitations on strenuous activities; and
- Limitations on strenuous activities or those that involve exposure to compounds not safe for pregnancy.

If you require an accommodation, notify the Administrator. If the need for a particular accommodation is not apparent, you may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How shall the accommodation address limitations caused by pregnancy, childbirth, or related medical conditions?

The Church shall not require you to accept any accommodation without engaging in the interactive process to understand your limitations and explore potential accommodations accurately. The Church is not required to make your specific requested accommodation and is not required to provide any accommodation that would constitute an undue hardship on the Church.

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

The Church shall comply with state and local laws that provide additional protections beyond the PWFA.

The Church shall not retaliate against employees who request or receive an accommodation under this policy.

201. Conflicts of Interest

The Church is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, or contractor to the Church, you shall disclose it to the Administrator. If an actual or potential conflict of interest is determined to exist, the Church shall take such steps as it deems necessary to reduce or eliminate this conflict.

202. Disability Accommodation

The Church complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Church shall provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify the Administrator. You may be asked to include relevant information such as:

- The reason you need an accommodation.
- A description of the proposed accommodation.
- How shall the accommodation help you perform the essential functions of your job?

After receiving your request, the Church shall engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Church in connection with a request for accommodation shall be treated as confidential.

The Church encourages you to suggest any specific, reasonable accommodation that you believe would allow you to perform your job. However, the Church is not required to make the specific accommodation you requested. It may provide an alternative accommodation to the extent any reasonable accommodation can be made without imposing an undue hardship on the Church.

Where state laws or local ordinances provide greater protections to employees than federal law, the Church shall apply the law that provides the most significant benefit to employees.

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

The Church shall not discriminate or retaliate against employees for requesting an accommodation.

203. Employment Authorization Verification

New hires shall complete *Section 1* of federal *Form I-9* on the first day of paid employment. They shall present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day after paid employment with the Church. If you are currently employed and have yet to comply with this requirement or if your status has changed, inform the Business Manager.

If you are authorized to work in this country for a limited period of time, you shall be required to submit proof of renewed employment eligibility prior to the expiration of that period to remain employed by the Church.

204. Employment of Relatives and Friends

We shall not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at the Church. It is your obligation to inform the Administrator of any such potential conflict so the Administrator can determine how best to respond to the particular situation.

205. Job Descriptions

The Church attempts to maintain a job description for each position. If you still need to get a current copy of your job description, you should request one from the Business Manager. Job descriptions are located in *Appendix I*.

Job descriptions prepared by the Church serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Church may have to revise, add to, or delete from your job duties per business needs. The Church may occasionally need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak to the Administrator.

206. New Hires and Introductory Periods

The first ninety (90) days of your employment is considered an introductory period. During this period, you shall become familiar with the Church and your job responsibilities, and we shall have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "At-Will" employment relationship.

207. Posting of Openings

The Church desires to promote qualified employees from within where it believes that is possible, consistent with the need to ensure that highly competent individuals staff all positions. New job openings generally shall be posted on the bulletin board, as well as on our Internet site. Before any outside recruitment, we shall announce all new positions within the Church for five (5) working days.

208. Religious Exemption

The Church is exempt from complying with Title VII of the Civil Rights Act of 1964, which, as amended in 1972, permits qualifying religious corporations, associations, education institutions, and societies to prefer employment to individuals of a particular religion. However, the exemption does not permit a qualifying employer to discriminate based on race, color, sex, sexual orientation, gender identity, or national origin, even if such discrimination is religiously motivated.

The Supreme Court has recognized that the First Amendment establishes a "ministerial exception" from employment discrimination laws. The ministerial exception prohibits the government from interfering with the ability of specific religious organizations to make employment decisions about its "ministers," a category that includes but is not limited to clergy.

209. Training Program

In most cases, training employees is done on an individual basis. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, contact the Administration.

SECTION 3 – WAGES AND HOUR POLICIES

300. Attendance

The Church requires regular and punctual attendance by employees. You are expected to arrive at the workplace on time and ready to perform your job. Failure to adhere to this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work on time, you shall notify the Administration as soon as possible but at least two (2) hours before your scheduled start time.

If you miss work due to an emergency or other unexpected circumstance, notify the Administration as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for the absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify the Administration immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences shall be considered excused if you request the time off in accordance with Church policies and receive the required approval for the absence. Absences shall be regarded as unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged as far in advance as possible. If you need to be absent during the workday, attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The Church reserves the right to apply unused Paid Time Off (PTO) to unauthorized absences when applicable law permits. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for three (3) or more consecutive days and have not provided proper notification, the Church shall assume that you have voluntarily resigned from your position and shall proceed with the termination process.

301. Business Expenses

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at the Church.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Church procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The Church pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Church employees. The most senior Church individual present is responsible for paying for and reporting all expenses.

The Church shall make every effort to have a master account set up for Church-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The Church pays for entertainment expenses only when they clearly benefit the Church, including customers, and are promotional in nature. The most senior Church individual present is responsible for paying for and reporting all expenses.

Technical and Training Seminars

The Church pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval shall be obtained from the Administrator.

Gifts

You may present gifts only under exceptional circumstances and with prior approval of the Administrator. The Church does not reimburse costs over \$50 for business gifts.

Other Expenses

The Church shall pay for postage and telephone expenses that are for business purposes.

Reporting

Report approved expenses on the standard expense report form, including a description of the expense (which should include the date, vendor, business purpose, and a list of attendees/participants) and a copy of the receipt.

302. Direct Deposit

The Church requires all employees to enroll in direct deposit. To begin direct deposit, ask the Business Manager for an application form. Typically, the bank shall start the direct deposit of your payroll within 30 calendar days after you submit your completed application.

303. Employment Classifications

The Church designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt Employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The Church also assigns each employee to one of the following categories:

- **Regular Full-Time Employees.** Regular full-time employees are typically scheduled to work thirty (30) hours or more per workweek, except for approved time off. Full-time employees are eligible for Church benefits.
- **Regular Part-Time Employees.** Regular part-time employees are typically scheduled to work less than thirty (30) hours per workweek. Part-time employees are not eligible for Church benefits.

You shall be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact the Business Manager. These classifications do not alter your employment-at-will status.

304. Introduction to Wage and Hour Policies

Pay depends on various factors, including pay scale surveys and market forces. If you have any questions about your compensation, such as paid time off, overtime, benefits, or paycheck deductions, speak with the Business Manager.

305. Paycheck Deductions

The Church is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, state income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions shall depend on your earnings and the information you list on your federal *Form W-4* and applicable state withholding form. Permissible exempt employee deductions may include but are not limited to, full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions

shall be reflected in your wage statement. If you have any questions about deductions from your pay, contact the Business Manager.

The Church shall not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to the Business Manager.

As defined by law, you shall be fully reimbursed for any isolated, inadvertent, or improper deductions. You shall receive an immediate adjustment if an error is found, which will be paid by your next payday.

The Church shall not retaliate against employees who report erroneous deductions in accordance with this policy.

306. Recording Time

The Church is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Church has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using the Church time and attendance recording device. Speak with the Business Manager for specific instructions.

You shall accurately record your time to ensure you are paid for all hours worked and follow established Church procedures for recording your hours worked. Time shall be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

If you are required to clock in, you should clock in at most five (5) minutes before the time you actually start working and clock out five (5) minutes after you actually stop working.

Notify the Business Manager of any pay discrepancies or unrecorded or misrecorded work hours.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your time records or the time records of co-workers, or if you work off the clock, you shall be subject to disciplinary action up to and including termination. Immediately report to the Administration any employee who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

306. Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at the Church.

Travel expenses are the reasonable and necessary expenses employees incur when traveling on approved Church business trips. Travel is limited to business activities for which other means of communication are inadequate and for which prior approval from the Administrator has been received.

Advances

The Church does not generally provide cash travel advances. Typically, you shall be expected to use personal credit cards or your cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The Church pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.

- Car rental, bus, taxi, parking.
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Family Members

The Church shall pay the travel expenses of spouses or other family members only when their presence is necessary for the business purpose of the trip and when approved in advance in writing by the Administrator.

Air Travel

Use economy class airfares when traveling on Church business. In addition, private, noncommercial aircraft or chartered aircraft are not to be used.

Hotels

Neither in-room movies nor refreshment bars are approved for Church expenses.

Insurance

The Church does not pay for personal travel insurance for employees.

Personal Vehicles

When using your vehicle for business purposes, you shall maintain insurance coverage as required by law and may not have more than four (4) points on your driving record. Travel between your home and the Church is not considered business travel. You may only use your personal vehicle for business travel with authorization. You shall be reimbursed for vehicle use at the standard IRS mileage rate. The Administrator shall authorize any deviation from this policy.

Reporting

Report approved expenses and describe the expense, its business purpose, date, place, and the participants.

307. Use of Employer Credit or Debit Cards

All employees possessing a credit or debit card issued by the Church shall adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit or debit card purchases related to Church vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit or debit card purchases for vehicle use over \$100 and any other business purchases over \$50 shall receive prior approval from the Administrator.

Submit all sales receipts generated using the Church credit or debit card daily to the Business Manager. The Church credit or debit card may not be used for personal reasons. The Church credit or debit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a credit or debit card issued by the Church shall be the cardholder's responsibility. You shall reimburse the Church for any such purchase within five (5) days.

Immediately report a lost or stolen Church credit or debit card to the Administration. Failure to follow this policy may result in disciplinary action up to and including termination.

SECTION 4 – PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

400. Criminal Activity/Arrests

The Church shall report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Church, whether on or off Church property, may result in disciplinary action, up to and including termination.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as expected may lead to disciplinary action, up to and including termination, for violating an attendance policy or job abandonment.

401. Disciplinary Process

Violating the Church's policies or procedures may result in disciplinary action, including demotion, transfer, leave without pay, or termination of employment. The Church encourages a progressive discipline system depending on the type of prohibited conduct. However, the Church is not required to engage in progressive discipline. It may discipline or terminate employees who violate the rules of conduct or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "At-Will" basis consistent with applicable law. Note that the specific terms of your employment relationship, including termination procedures, are governed by the laws of Oklahoma.

In appropriate circumstances, the Administration shall first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. The Administration shall make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Church is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure, and, depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

402. Exit Interview

When you leave the Church, you may be asked to participate in an Exit Interview. The purpose of the exit interview is to provide the Administration with greater insight into your decision to leave employment, identify any trends requiring attention or opportunities for improvement, and assist the Church in developing effective recruitment and retention strategies. Your cooperation in the Exit Interview process is appreciated.

403. Open Door/Conflict Resolution Process

The Church strives to provide a comfortable, productive, legal, and ethical work environment. To this end, please bring any problems, concerns, or grievances you have about the workplace to the attention of the Administration. To help manage conflict resolution, we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Church, its employees, suppliers, customers, or any other persons or entities related to the Church, bring your concerns to the attention of the Administrator at a time and place that shall allow them to listen to your concern properly. Most problems can be resolved informally through dialogue between you and the Administrator. If you have already brought this matter to the attention of the Administrator before and do not believe you have received a sufficient response, or if you think they are the source of the problem, present your concerns to the School Board or, if applicable, to the Church Council. Describe the situation, those people involved in the issue, your efforts to resolve the problem, and any suggested solution you may have.

404. Outside Employment

Outside employment that creates a conflict of interest or affects the quality or value of your work performance or availability at the Church is prohibited. The Church recognizes that you may seek additional employment during off hours, but in all cases, expects that any outside employment shall not affect your attendance, job performance, productivity, work hours, or scheduling or would otherwise adversely affect your ability to perform your duties effectively or in any way create a conflict of interest. Any outside employment that shall conflict with your responsibilities and obligations to the Church should be reported to the Administration. Failure to adhere to this policy may result in disciplinary action, up to and including termination.

405. Pay Raises

Depending on financial health and other Church factors, efforts shall be made to give pay raises consistent with the Church's ability and the consumer price index. The Church may also raise individual pay based on a job position change.

406. Performance Improvement

The Church shall make efforts to review your work performance periodically. The performance improvement process shall take place annually. You may specifically request that the Administrator assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors shall be addressed. You shall understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

407. Post-Employment References

The Church policy is to confirm dates of employment and job title only. With written authorization, the Church shall confirm compensation information when permissible by applicable law. Forward any requests for employment verification to the Business Manager.

408. Promotions

You may be transferred from your current job to match you with the job for which you are best suited and to meet the Church's business needs. Our policy is to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the skills, education, experience, and other qualifications required for the job.

All employees promoted into new job positions shall undergo an introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees shall continue to receive Church benefits for which they are eligible.

409. Resignation Policy

The Church prays that your employment shall be a mutually rewarding experience; however, the Church acknowledges that varying circumstances can cause you to resign from employment. The Church intends to handle any resignation professionally with minimal disruption to the workplace.

The Church requests that you provide at least two (2) weeks' notice of your resignation. If you are in administration, you are requested to provide a minimum of eight (8) weeks' notice. Provide a written resignation letter to the Administrator. If you

provide less notice than requested, the Church may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Church reserves the right to provide you with pay in place of notice in situations where job or business needs warrant.

Final Pay

The Church shall pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the Church if your address changes during the calendar year in which the resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Church property at the time of separation, including uniforms, cellphones, keys, tools, laptops, credit cards, and identification cards. Failure to return some items may result in deductions from your final paycheck where state law allows.

410. Standards of Conduct

The Church wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Church property (including in Church vehicles) or on Church business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Church or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-Church communications, or expense records.
- Taking or destroying Church property.
- Possession of potentially hazardous or dangerous property (where not permitted), such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with or harassment of (as defined in our EEO policy) any fellow employee, vendor, or customer.
- Disclosure of Church trade secrets and proprietary and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, etc.) of the Church or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking or vaping on Church property (including Church vehicles) or Church business.
- Working unauthorized overtime.
- Solicitation of fellow employees on Church premises during working hours.
- Failure to dress according to Church policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Church.
- Lending keys or key fobs for Church property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act or to modify the At-Will employment status where At-Will is not prohibited by state law.

410. Transfers

The Church may transfer your employment from one position to another with or without notice, as required by service needs, or upon your request and with the Administrator's approval. Transfers over ninety (90) days may be considered final, and your paycheck may be increased or decreased, consistent with the pay scale for your new position.

411. Workforce Reductions (Layoffs)

If necessary, based on business needs, the Church may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Church shall make its best effort to make sound business decisions while recognizing the needs of its workforce.

SECTION 5 – GENERAL POLICIES

500. Computer Security and Copying of Software

Software programs purchased and provided by the Church are to be used only for creating, researching, and processing materials for Church use. By using Church hardware, software, and networking systems, you assume personal responsibility for their use and agree to comply with this policy, other applicable Church policies, and city, state, and federal laws and regulations.

All software acquired for or on behalf of the Church or developed by Church employees or contract personnel on behalf of the Church is and shall be deemed Church property. It is the policy of the Church to respect all computer software rights and to adhere to the terms of all software licenses to which the Church is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized software duplication may subject you and the Church to civil and criminal penalties under the United States Copyright Act. To purchase software, obtain the Administrator's approval. All software acquired by the Church shall be purchased through our information technology (IT) contractor.

You may not duplicate, copy, or give software to any outsiders, including clients, contractors, customers, and others. You may use software on local area networks or multiple machines only in accordance with applicable license agreements entered into by the Church.

501. Employer-Sponsored Social Events

The Church holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy shall be in writing and signed by the Administrator prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you shall do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

502. Employer-Provided Cell Phones/Mobile Devices

The Church may issue certain employees a Church cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or another communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option and you, in fact, utilize the hands-free device.

The Church understands that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons, and the activity results in an additional cost to the Church, you are responsible for the cost of that usage, including all applicable taxes, unless prohibited by law.

The Church owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them.

You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords shall be returned to the Church in operable condition.

Violating this policy may result in disciplinary action, up to and including termination.

503. Nonsolicitation/Nondistribution Policy

The Church prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our nonsolicitation/nondistribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For this policy, solicitation includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation falls under this policy's scope, whether conducted verbally, in writing, or electronically.

During your assigned working hours, soliciting other employees is prohibited. Working hours refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, distributing nonwork-related literature or items within working areas is prohibited at all times. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Church's equal employment opportunity (EEO) and non-harassment policies or knowingly spreads false information is strictly prohibited. Nonemployees are not permitted to distribute materials on Church premises under any circumstances.

Statutory Rights and Communication

This policy is not meant to curtail employees' statutory rights, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to the Administration.

We appreciate your cooperation in maintaining a respectful and focused work environment.

504. Off-Duty Use of Employer Property or Premises

You may not use Church property for personal use during working time. You are responsible for returning Church property to good condition and repairing or replacing any damaged property due to personal use or negligence. This includes the use of copy machines, computers, church products, or office supplies for personal use without prior authorization.

It is Church policy to control off-duty and nonworking-hour use of Church facilities for business or personal reasons. You are prohibited from using Church facilities during off-duty or nonworking hours without the Administrator's written consent.

505. Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of the Church. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. Depending upon the job, this may include wearing uniforms or protective safety clothing and equipment. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

In accordance with applicable law, the Church shall reasonably accommodate employees with disabilities that make it difficult

for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Church. Contact the Administrator to request a reasonable accommodation.

Please comply with the personal appearance standards to avoid being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination.

506. Personal Cell Phone/Mobile Device Use

While the Church permits employees to bring personal cell phones and other mobile devices (i.e., smartphones, tablets, laptops) into the workplace, you shall not allow such devices to interfere with your job duties or impact workplace safety and health.

Using personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, it would be best if you primarily used such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Church property unless authorized in advance by the Administrator when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Church policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Church requires that the driver's personal cell phone/mobile device be turned off if you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that complies with applicable state laws.

You may connect your personal device to the Church network or Church equipment (computers, printers, etc.).

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

Violating this policy may result in disciplinary action, up to and including termination.

507. Personal Data Changes

You must provide the Church with your current contact information, including your current mailing address and telephone number. You should also inform the Church of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Business Manager.

508. Security

All employees are responsible for helping to make The Church a secure work environment. Upon leaving work, lock all desks, lockers, and doors to protect valuable or sensitive material in your work area, and immediately report any lost or stolen keys, passes, or similar devices to the Administration. Refrain from discussing specifics regarding Church security systems, alarms, passwords, etc., with those outside the Church.

Immediately advise the Administrator of any known or potential security risks or suspicious conduct of the Church's employees, customers, or guests. Safety and security are the responsibility of all employees, and we rely on you to help us keep our premises secure.

509. Social Media

The Church acknowledges that social media has become integral to modern life, providing unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to the Church's confidential and proprietary information, reputation, and brand;
- Cause legal issues relating to students enrolled in Church missions and programs;
- Expose the Church to discrimination, harassment, and other claims; and
- Jeopardize the Church's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that the Church's Information Technology (IT) resources and communications systems are used appropriately, all employees shall abide by the following policy regarding social media use.

Social Media

For purposes of this policy, social media refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Church or not.

Use Good Judgment

While the Church respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects on the Church and yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

Guidelines for Posting on Social Media

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the Church.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the Church as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the Church's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of the Church on your personal account and are posting about the Church, make it clear that your views are your own and that you are not speaking on behalf of the Church.
- Using Social Media at Work.
- Do not use social media while on your work time unless it is work-related as authorized by the Administrator or consistent with policies that cover equipment owned by the Church.
- Do not post any images taken on Church property or Church-sponsored events off Church property without the Administrator's written permission.

Media Contacts

If you are not authorized to speak on behalf of the Church, do not speak to the media on behalf of the Church. Direct all media inquiries for official Church responses to the Administrator.

Retaliation

Retaliation against those reporting policy violations or cooperating in investigations is prohibited. Retaliatory actions may lead to disciplinary measures.

Violations

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

This policy does not limit employees' rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

510. Third-Party Disclosures

From time to time, the Church may become involved in various news stories or potential legal proceedings. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Church and should refer any call requesting the position of the Church to the Administrator. If you have any questions about this policy or are trying to figure out what to do when such a contact is made, contact the Administrator.

511. Use of Church Technology

This policy is intended to provide Church employees with the guidelines associated with the use of the Church information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Church and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computers, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and key fobs.

General Provisions

Church IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Church IT, resources, and communications systems is the property of the Church. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Church electronic information and communications systems.

The Church reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Church IT resources and communications systems in accordance with applicable law. Any individual given access to the system is hereby notified that the Church shall exercise this right periodically, without prior notice and without prior consent.

The interests of the Church in monitoring and intercepting data include but are not limited to the protection of Church trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a

right or expectation of privacy regarding the receipt, transmission, or storage of data on Church IT resources and communications systems.

Do not use Church IT resources and communications systems for any matter you want to be kept private or confidential.

Violations

Violation of this policy may result in disciplinary action, up to and including termination. The Church shall advise law enforcement officials of any illegal conduct if necessary.

512. Workplace Privacy and Right to Inspect

The Church property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the Church and is subject to inspection at any time without notice to any employees and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Church premises, including that kept in lockers and desks.

SECTION 6 – BENEFITS

600. Bereavement Leave

The Church recognizes the importance of taking leave when there is a death in the family. The Church shall provide bereavement leave as follows:

Full-time employees are eligible for forty (40) hours of paid bereavement leave for the death of an immediate family member.

Part-time employees are eligible for twenty (20) hours of paid bereavement leave for the death of an immediate family member.

You may use accrued but unused paid time off if additional time is needed. Additional unpaid time off may be granted at the discretion of the Church on a case-by-case basis.

For purposes of this policy, immediate family members include the following and apply both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), and grandparents.

You shall provide notice of your need for bereavement leave as far in advance as possible. The Church may require documentation supporting your need for bereavement leave.

601. COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Church employees and their beneficiaries to continue health insurance coverage under the Church health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact the Business Manager to learn more about your COBRA rights.

602. Holidays

The Church offers the following paid holidays each year:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus/Indigenous American Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

When a holiday falls on a Saturday, it shall be observed the preceding Friday. Holidays falling on a Sunday shall be observed the following Monday.

If a holiday falls on your regular day off, ask the Administrator how it affects you.

You shall be compensated for holidays in accordance with federal and state law.

603. Military Leave (USERRA)

The Church complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence shall be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state laws. You shall submit documentation of the need for leave to the Business Manager. When returning from military leave of absence, you shall be reinstated to your previous position or a similar position in accordance with state and federal law. You shall notify the Business Manager of your intent to return to employment based on the requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Business Manager.

604. Paid Time Off (PTO)

The Church provides employees with paid time off (PTO). PTO may be used for any reason.

Eligibility

All full-time regular employees are eligible to receive PTO immediately upon completion of the introductory period.

Deposits Into Your Leave Account

PTO is calculated according to your work anniversary date.

The amount of PTO received each year for ***non-school teacher employees*** is based on your length of service and is granted in a lump sum at the beginning of each year up to a maximum annual grant as shown below:

First year of employment:	Forty (40) hours annually.
Second through ninth year of employment:	Eighty (80) hours annually
Tenth through fourteenth year of employment:	One hundred twenty (120) hours annually
Fifteen through nineteen years of employment:	One hundred sixty (160) hours annually
Twenty years of employment:	Two hundred (200) hours annually

The amount of PTO received each year for ***school teacher employees*** is based on your length of service and is granted in a lump sum at the beginning of each year up to a maximum annual grant as shown below:

First year of employment:	Twenty-eight (28) hours annually.
Second through ninth year of employment:	Fifty-six (56) hours annually
Tenth through fourteenth year of employment:	Eighty-four (84) hours annually
Fifteen through nineteen years of employment:	One hundred twelve (112) hours annually
Twenty years of employment:	One hundred forty (140) hours annually

Leave Usage and Requests for Leave

The Church encourages you to use your PTO time. You are eligible to begin using PTO upon completion of your introductory period.

You shall request PTO from the Administration as far in advance as possible but at least fourteen (14) in advance. The Church shall generally grant requests for PTO when possible, considering business needs.

During a Leave of Absence

The Church may require you to use any unused PTO during disability, family medical leave, or any other leave of absence, where permissible under local, state, or federal law.

Carryover

You may not carry over unused PTO to the following year. Any earned but unused PTO shall be paid to you on or about your anniversary date. You shall make a written request to the Business Manager to receive payment for unused PTO.

Separation of Employment

Upon separation of employment for any reason, you shall be paid for earned but unused PTO.

605. Personal Leave of Absence

The Church recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

All regular full-time employees who have finished their introductory period are eligible to apply for an unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave shall be submitted to the Administrator in writing at least two (2) weeks in advance where practical. In emergency situations, written notice shall be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and other requirements shall be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Church.

You shall use all available paid leave balances before taking an unpaid personal leave of absence.

PTO shall not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence shall not be paid.

If you are granted a personal leave of absence, reinstatement of your position or any position is not guaranteed.

Benefits While on Leave

Your Church-provided benefits shall be continued at the same level and under the same conditions as before the leave for up to three (3) months, as shown in the benefit plan document. You are responsible for payment of your portion of the insurance premium while on personal leave.

If you are on a personal leave of absence that exceeds three (3) months, or you fail to pay your premium payment in a timely manner, the Church shall provide you with information about your rights under COBRA and/or applicable state continuation coverage policies.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you cannot return, you shall request an extension of the leave in writing at least two (2) weeks before the return date. Leave extensions shall be considered on a case-by-case basis. If the Church denies the extension request, you shall return to work on the originally scheduled return date or be deemed to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date, the Administrator shall arrange for you to resume your previous position if available. However, the Church's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure you of our ability to reinstate you to any position after your leave. The Church retains the discretion to determine the similarity of any available positions and your qualifications. If we cannot reinstate you or you refuse the offer of reinstatement to a different position, your leave status shall be changed to a voluntary termination.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you shall be considered to have resigned from your employment.

Alternative Employment

While on an unpaid leave of absence, you may only work or be gainfully employed for yourself or others if the Administrator grants express written permission to perform such outside work. If you are on a leave of absence and are found to be working elsewhere without permission, it may result in disciplinary action, up to and including termination.

606. Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by Oklahoma state law. The workers' compensation system covers medical treatment and expenses, occupational disability leave, rehabilitation services, and payment for lost wages due to work-related injuries. If you are injured on the job while working at the Church, no matter how slight, you are to report the incident immediately to the Administration. Consistent with applicable state law, failure to report an injury within a reasonable period could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify the Administration immediately of your claim. If your injury is the result of an on-the-job accident, you shall fill out an incident report. You shall be required to submit a medical release before you can return to work.

SECTION 7 – SAFETY AND LOSS PREVENTION

700. Drug and Alcohol Policy

The Church is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, the Church intends to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a severe health and safety risk to others and shall not be tolerated.

Prohibited Conduct

The Church expressly prohibits employees from engaging in the following activities when they are on duty or conducting Church business or on Church premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under Oklahoma state laws for medicinal uses, it remains an illegal drug under federal law. The Church does not discriminate against employees solely based on their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Church Disability Accommodation Policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter or other medication that can legally be prescribed under federal and state law if it does not impair your job performance, safety, or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform the Administration if you believe the drug may impair your job performance, safety, or the safety of others or if you think you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Church may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you shall do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Treatment and/or Rehabilitation

The Church may assist you in seeking treatment or rehabilitation for drug or alcohol dependency. In such cases, the Church may consider your continued employment if concerns regarding safety, health, production, communication, or other work-related matters are adequately addressed. The Church may also require you to obtain a medical clearance and agree to random testing and a "one-strike" rule as a condition of continued employment.

Violations

Violating this policy may result in disciplinary action, up to and including termination.

701. General Safety

All Church employees are responsible for maintaining a healthy and safe work environment, reporting health or safety hazards, and following the Church health and safety rules. Failure to do so may result in disciplinary action, up to and including termination. The Church also requires that all occupational illnesses or injuries be reported to the Administration as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

701. Workplace Tobacco Usage

The Church is concerned about the detrimental effects of smoking and secondhand smoke inhalation. Smoking (including the use of electronic vaping products such as e-cigarettes) is prohibited on Church grounds and Church business. The Church shall not discriminate against employees based on their off-premises, off-duty tobacco usage.

702. Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the Church's best interests, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Church has a zero-tolerance policy regarding workplace violence and shall not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, property damage, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Church property or while performing Church business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

In accordance with this policy, report to the Administration any behavior that compromises our ability to maintain a safe work environment. All reports shall be investigated immediately and kept confidential, except for a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as disciplinary action, up to and including termination.

Retaliation

Victims and witnesses of workplace violence shall not be retaliated against in any manner. In addition, you shall not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, it may result in disciplinary action, up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Administration.

SECTION 8 – TRADE SECRETS

800. Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Church employees are required to protect the confidentiality of Church trade secrets, proprietary information, and confidential commercially sensitive information (i.e., financial or sales records/reports, marketing or business strategies/plans, customer lists, trademarks, etc.) related to the Church. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from the Administrator.

If you have information that leads you to suspect that employees are sharing information violating this policy and/or competitors are obtaining such information, you shall inform the Administrator.

Violating this policy may result in disciplinary action, up to and including termination, and may subject the violator to civil liability.

SECTION 9 – OKLAHOMA REQUIRED POLICIES

900. EEO Statement and Non-harassment Policy

Equal Opportunity Statement

The Church is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws, providing equal employment opportunities, and all other employment laws and regulations. We intend to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Church is dedicated to fulfilling this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Church shall conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Church shall take appropriate corrective action if and where warranted. The Church prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunities with the Administrator.

Policy Against Workplace Harassment

The Church has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of or by employees, vendors, visitors, customers, and clients are strictly prohibited and shall not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Church or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and

- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the Administration.

The Church prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We shall promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we shall retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the Church determines that harassment or discrimination occurred, corrective action shall be taken to effectively end the harassment. As necessary, the Church may monitor any incident of harassment or discrimination to ensure the inappropriate behavior has stopped. In all cases, the Church shall follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

901. Wage and Hour Policies

Accommodations for Nursing Mothers

The Church shall give nursing mothers reasonable break time to express milk for their infant child up to one year after birth.

If you are nursing, the Church shall provide you with a private, secure, and sanitary room or other location, other than a restroom, near the work area to express milk or to breastfeed a nursing child. The room or location shall be shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in Church refrigerators. Sufficiently mark or label your milk to avoid confusion for other employees sharing the refrigerator. You may also bring a personal cooler for storage.

If possible, the break time shall run concurrently with any provided break time. If you are non-exempt, clock in and out/record the start and end time for any time taken that does not run concurrently with typically scheduled rest periods. Break time may be unpaid where permissible by applicable law.

You are encouraged to discuss the length and frequency of these breaks with the Administrator.

The Church shall not discriminate or retaliate against employees who express breast milk in the workplace in accordance with this policy.

Under certain circumstances, the Church may be relieved of the duty to provide the above accommodations.

Meal and Rest Periods

The Church strives to provide a safe and healthy work environment and complies with all federal and state meal and rest periods regulations. Check with the Administration regarding procedures and schedules for rest and meal breaks. If you know in advance that you may not be able to take your scheduled break or meal period, let the Administration know; in addition, notify the Administration as soon as possible if you are unable to or prohibited from taking a meal or rest period.

Overtime

If you are non-exempt, you may qualify for overtime pay. All overtime shall be approved in writing by the Administrator in advance.

At certain times, the Church may require you to work overtime. We shall attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

Unless otherwise required or exempted by law, overtime pay of one and one-half (1½) times your regular pay rate is paid for any hours worked more than forty (40) hours in a workweek. Holidays, vacation, and sick leave days do not count as time worked for computing overtime.

Pay Period

The standard pay period is biweekly for all employees. Pay dates are every other Friday. If a pay date falls on a holiday, you shall be paid on the preceding workday.

Review your paycheck for accuracy. If you find an issue, report it to the Business Manager immediately.

Travel Time Pay

Some nonexempt positions within the Church require travel. The Church pays nonexempt employees for travel time in accordance with federal and state law. For this policy, the regular workday is 8:30 – 5:30 (Monday – Friday), etc.

Home-to-Work Travel

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home-to-work travel, which is not work time.

Home to Work on a Special One-Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one-day assignment in another town but return home the same day, the time spent traveling to and returning from the other city is work time, except that the Church may deduct/not count that time you would normally spend commuting to the regular work site.

Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as traveling from job site to job site during the workday, is work time and shall be counted as hours worked.

Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Traveling away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The Church shall not consider work time spent on travel away from home outside your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Work Performed While Traveling

Any work you perform while traveling shall be counted as hours worked.

Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

902. Access to Personnel and Medical Records Files

The Church maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separately and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information about an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws, and access is only on a "need-to-know" basis.

Administration may have access to your personnel file for possible employment-related decisions. You shall give the Church reasonable notice if you wish to review your personnel or medical records file. The inspection shall occur in the presence of the Administrator.

All requests by an outside party for information in your personnel file shall be directed to the Administrator, the only employee authorized to give out such information.

Personnel records shall be kept on all employees and shall include, but not be limited to, the following:

Administrative File Review

The Administrative File Review shall include the following:

- Employment Records
- Employment Application.
- Resume (clean copy without notes).
- College Transcripts.
- Professional Certifications.
- Test documents used by used to make an application decision.
- Copy of Driver License.
- Employee Offer Letter (signed by employer and employee).
- Job description.
- Checklist from new employee orientation.
- Signed Acknowledgement of Handbook.
- Contract (signed by employer and employee).
- Payroll Administrator
- Rates of pay and other forms of compensation.
- Notification of wage or salary increase/decrease.
- Compensation history record.
- State and Federal tax forms.
- Fair Labor Standards Act exemption test.
- Payroll authorization form.
- Authorization for payroll deductions/actions.
- Individual attendance records.
- Paid Time Off.
- Pay advance request record.
- Loan repayment agreements.
- Direct Deposit Authorization.
- Performance Appraisals/Employee Relations
- Performance appraisal/evaluation forms.
- Performance improvement program records/confirmations.

- Personnel action forms.
- Letters of recognition.
- Commendations and awards.
- Bonus records.
- Completed employee suggestion forms.
- Complaints from customers/coworkers.
- Employee written warning notice (disciplinary notices/letters/documents/memos).
- Discrimination complaint investigation information.
- Demotions/Promotions.
- Training/Development
- Training program applications/requests.
- Training history records.
- Training expense reimbursement records.
- Skills inventory questionnaire.
- Employee Separation
- Documents given with the final paycheck.
- Resignation statement/Layoff records.
- Termination records/separation form.
- Exit interview form.
- Exit interviewer's comment form.
- Emergency contact information.
- Authorization to release private information.
- Requests to review personnel files.

Confidential File Review

A confidential administrative file is a limited-access file that contains confidential or sensitive information. This includes information protected by law, such as medical information related to HIPAA or information identifying a protected class of people, such as age, disability, or ethnic background. When a document contains information that reveals a protected status or health information, it needs to be stored separately from personnel records to prevent the perception of discrimination.

Confidential employee files should include the following:

- Benefits
- Annual benefits statement acknowledgment.
- Health insurance application form.
- Life insurance form.
- Beneficiary designation forms for life insurance and 401(k) accounts.
- Medical/Dental/Vision coverage waiver/drop form.
- COBRA notification/election.
- Hazardous substance notification or reports.
- Security Clearance/Investigation Records
- Pre-employment reference and background reports.
- Security clearance status.
- Background investigation information.
- Personal credit history.
- Personal criminal conviction history.
- Arrest history.
- Legal case data.
- Accusations for policy/legal violations.
- Medical
- Medical records.
- Laboratory and diagnostic test records.

- Drug and alcohol tests.
- Any medical records with personally identifiable information about individual employees.
- Request for medical leave of absence, regardless of the reason.
- Request for nonmedical leave of absence.
- Short or long-term disability documentation.
- Personal accident reports.
- Family Medical Leave Act (FMLA) documents.
- OSHA injury and illness reports.
- Any other form or document containing medical information for a specific employee.
- Unemployment documents.
- Child support and other wage garnishments.
- Requests for employment verification.
- Workers' compensation claim.

All administrative, professional, and support employees have the right to review their files in the presence of the Administrator; however, confidential credentials from placement services and personal references commonly sought at the time of employment shall be specifically exempt from review.

The Board requires that all such personnel records, be they paper or electronic, be managed with utmost confidentiality and that procedures are set in place by the Administrator to ensure such. Records shall be kept for a length of time following Federal Rules and Regulations 29 CFR Part 1602.

903. Benefits

Jury Duty Leave

The Church encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify the Administrator as soon as possible to make scheduling arrangements.

If you are classified as exempt, you shall not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you shall not be compensated for time spent on jury duty. You may opt to use PTO in place of unpaid leave.

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

The Church shall not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

If you are a registered voter and have less than three (3) hours outside of your working hours to vote while the polls are open, The Church shall provide you with two (2) hours off, without loss of pay, to vote during your work hours on the day of election or a day in which in-person absentee voting is allowed. Additional time shall be provided if your distance to the voting location requires more time.

You shall provide written notice of the need for time off to vote at least three (3) days before the election or the day of in-person absentee voting so that time off can be scheduled to minimize disruption to regular work schedules.

You shall submit proof of voting to the Administrator upon return to work in order to be paid for the missed work time. The Church may specify the hours during which you may be absent.

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the ***Church Policy Handbook***, read it, understood it, and agreed to comply with it. I understand that the Church has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time, with or without notice. No statement or representation by any Church employee or Church volunteer, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Administrator. I also understand that any delay or failure by the Church to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Church or affect the right of the Church to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by any Church employee or volunteer, whether oral or written, is intended in any way to create a contract of employment. I further understand that unless I have a written employment agreement signed by the Administrator, I am employed "At-Will" (to the extent permitted by law), and this handbook does not modify my "At-Will" employment status.

If I am covered by a signed written employment contract that conflicts with the terms of this handbook, I understand that the employment contract shall control.

This handbook does not prevent employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or shall be enforced if it conflicts with or is superseded by any requirement or prohibition in federal, state, or local law or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by the Church.

If I have any questions about the content or interpretation of this handbook, I shall contact the Administrator.

Signature

Date

Print Name