

**(Bandera Road Community Church DBA)**

# **City Church**

## **Employee Handbook**

**Original Issue Date: January 6, 1998**

**Revision Date: 4/1/2020**

**Sick Leave Update**

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*Welcome to the staff of CityChurch (Bandera Road Community church DBA)! On behalf of the employees and leadership team, I would like to welcome you to CityChurch and wish you every success.*

We are excited that you have joined our team and will be using your gifts and abilities to serve God. We believe that each employee contributes directly to CityChurch's growth and success; we hope you will take pride in being a member of our team. We consider it a privilege to be able to work with you and anticipate that God will be honored through your service.

This handbook was developed to describe some of the expectations of our employees and to outline the policies and benefits available to eligible employees. The policies and benefits may change from time to time, but the handbook offers guidelines to assist you while you are employed by CityChurch. **As an employee, you should familiarize yourself with the contents of the policy handbook as soon as possible, for it will answer many questions about employment with CityChurch.** If, after reading the handbook, you still have a question or find something that is unclear, your Human Resource representative will be glad to assist you.

Our hope is that you will feel the sense of community that is such an integral part of our staff. God has united our hearts in an uncommon way with a common mission to serve in building the body of Christ.

As a team, we are committed to working together to share the saving message of Jesus and to build fully devoted Christ-followers. Although this is challenging and requires extraordinary effort, it is also very rewarding. The eternal significance of your service in ministry will outweigh anything the world has to offer.

We know you will enjoy serving Jesus Christ with the best hours of your day. It will challenge and stretch you in ways you never thought possible.

Welcome to the CityChurch team!

Sincerely,

Tami Dodson  
Director of HR

**\*\*GODLY BALANCED LIFESTYLE**

As we seek to care for the many people who attend CityChurch, we believe it is important for you to maintain a growing and authentic relationship with Jesus Christ. As an employee of CityChurch, you should maintain a lifestyle of integrity consistent with biblical truths. We also believe it is important to keep your life balanced with respect to your family, relationships, and your own physical and emotional health. We believe it is of great importance to be involved in a meaningful way in church family life, and ask this of all our employees.

## **CityChurch MISSION, VISION AND VALUES**

### **Why We Exist**

CityChurch exists so all people can believe and thrive in Jesus.

### **How Do We Behave**

**We Radically Love** – Jesus commands His followers to Love God and Love people. Loving God means we pursue a personal relationship with Jesus and commit to following His teachings. Loving people means we care for all people with grace and truth, welcoming and embracing them no matter who they are or what they've done.

**We Courageously Connect** – Jesus encourages us to come together and live in close relationship with other people. When we connect with others to do life in circles, we built meaningful communities where we can thrive together. We cannot find freedom alone so we courageously connect.

**We Passionately Serve** - Jesus calls His followers to give their lives away for the sake of others. He wants us to see beyond ourselves and tangibly demonstrate compassion to those in need, especially the most vulnerable among us. We serve not out of obligation, but out of love.

**We Generously Give** – Jesus desires us to be generous with our finances because He is generous with everything. All we have belongs to Him! So we give beyond what is comfortable as an act of faith, trusting that God will provide for our needs and use what we give to serve His purpose.

### **What Do We Do**

We provide services, programs and experiences to spread free grace theology.

### **How Will We Succeed**

CityChurch will succeed by cultivating a magnetic grace culture, connecting people in meaningful community, and honorably leveraging our resources to maximize kingdom impact.

## **101 Nature of Employment**

Effective Date: 12/15/05

This handbook is intended to provide employees with a general understanding of our personnel policies. Each employee should become familiar with the contents of this handbook. This handbook will answer many common questions concerning employment with CityChurch.

Neither the employee nor CityChurch is bound to continue the employment relationship. Either party may choose, at will, to end the relationship at any time for any reason. Nothing in this handbook shall be construed to create a contract of employment, or to promise or imply any employment contract, between CityChurch and any employee, and it shall not create or imply any promise of employment for any definite period of time.

Only the Director of HR of CityChurch has the authority to make any promise of employment for any definite period of time.

In order to retain necessary flexibility in the administration of policies and procedures, CityChurch reserves the rights to change, revise, or eliminate any of the policies and/or benefits not required by law described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the Director of HR.

## **102 Employee Relations**

Effective Date: 1/6/98

CityChurch believes that the work conditions, wages, and benefits offered to its employees are competitive with those offered by other employers in this area, both secular and religious. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisor. If there is an uncomfortable situation between the employee and their immediate supervisor, the employee may approach a member of the Leadership Team.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that CityChurch amply demonstrates its commitment to employees by responding effectively to employee concerns.

## **103 Equal Employment Opportunity**

Effective Date: 1/6/98

CityChurch will grant equal employment opportunities to all qualified persons without regard to race, sex, age, national origin, physical or mental handicap, veteran's status or marital status. To deny a qualified person the chance to contribute to the ministry of CityChurch because he or she is a member of a minority group is both unfair and not consistent with scriptural principles. It is our intention to provide equal opportunities in employment, promotion, wages, and benefits as well as terms and conditions of employment.

**\*\*CityChurch does, however, reserve the right to employ persons who have made a life commitment to Jesus Christ and who have a work history and a life style, which is consistent with scriptural principles. As an Employee of the Church, our employment is a God-ordained vocation. In this regard, each employee must fully support and live consistently and in accordance with all policies and standards as set forth in this Handbook, our bylaws and directives as may be issued from Church leadership. The Bible is the inspiration for and final authority on all policies and standards.**

## **104 \*\*Business Ethics and Conduct**

Effective Date: 1/6/98

**The successful business operation and reputation of CityChurch is built upon the biblical principles of fair dealing and ethical conduct of our staff. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as the highest standards of conduct and personal integrity. Because we serve as the staff of a church, we represent Christ to the community.**

The continued success of CityChurch is dependent upon our community's trust. We are dedicated to preserving that trust. Employees owe a duty to CityChurch, its members and guests to act in a way that will merit the continued trust and confidence of the public.

In general, the use of good judgment, based on the principles of God's word, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor or a member of the Leadership Team.

**Compliance with this policy of business ethics and conduct is the responsibility of every CityChurch staff member.**

## **105 Hiring of Relatives**

Effective Date: 12/15/05

CityChurch has no prohibition against hiring relatives of current employees. We are committed to monitoring situations in which relatives work in the same area. If any concerns arise, they should be expressed to your supervisor or Human Resources.



## **107 Immigration Law Compliance**

Effective Date: 1/6/98

CityChurch is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with CityChurch within the past three years, or if their previous I-9 is no longer retained or valid.

Employees who have questions or who may be seeking more information on immigration law issues are encouraged to contact your Human Resource Representative. Employees may raise questions or complaints about immigration law compliance without fear or reprisal.

## **108 Conflicts of Interest**

Effective Date: 1/6/98

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which CityChurch wishes the business to operate. The purpose of these guidelines is to provide general direction so that all employees can seek further clarification on issues related to the subject or acceptable standards of operation. Contact your Human Resource Representative for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of CityChurch's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their department director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which CityChurch does business, but also when an employee or relative receives any financial gain or special consideration as a result of any transaction or business dealings involving CityChurch.

## **110 Outside Employment**

Effective Date: 12/15/05

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with CityChurch. All employees will be judged by the same performance standards and will be subject to CityChurch's scheduling demands, regardless of any existing outside work requirements.

## **112 Non-Disclosure**

Effective Date: 1/6/98

Confidentiality is vital to the interests and the success of CityChurch. Such confidential information includes, but is not limited to, the following examples:

- member lists
- information discovered during counseling sessions
- financial information
- contribution records

All employees are required to sign a confidentiality agreement (Addendum B) as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action.

*"Don't say anything that would hurt another person. Instead, speak only what is good so that you can give help wherever it is needed. That way, what you say will help those who hear you." Ephesians 4:29*

## **201 Employment Categories**

Effective Date: 2/20/04

It is the intent of CityChurch to clarify the definitions of employment classifications so the employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time for any reason is retained by both the employee and CityChurch.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your Human Resource Representative may change an employee's EXEMPT or NONEXEMPT classification only upon written notification.

For the purposes of this handbook, every employee is classified as one of the following:

**Full-Time** employees are those who are not in an introductory status and who are regularly scheduled to work CityChurch's full-time schedule of **35 or more hours**. Generally, they are eligible for all of CityChurch's benefits, subject to the terms, conditions, and limitations of each benefit program.

**Part-Time** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 35 hours per week. They are eligible for some of CityChurch's benefit programs.

**Interns/Apprentices** are those who are not assigned to a full-time, part-time, temporary or introductory status and generally work under the status of intern/apprentice for a pre-determined period of time.

**Introductory** employees are those whose performance is being evaluated to determine whether continued employment in a specific position or with CityChurch is appropriate.

All new employees are automatically in a 60-day introductory period unless otherwise indicated in the employment offer. After the initial 60-day introductory period has expired, all employees are classified as either full-time or part-time and applicable benefits are now available.

## **202 Access to Personnel Files**

Effective Date: 1/6/98

CityChurch maintains a personnel file on every employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of CityChurch, and access to the information they contain is restricted. Generally, only the individual's supervisor and appropriate individuals in the Management Department may review the information in the employee's file.

Employees who wish to review their own file should contact their Human Resource Representative. With reasonable advance notice, employees may review their own personnel files in CityChurch's offices and in the presence of the Human Resource Representative.

## **204 Personnel Data Changes**

Effective Date: 1/6/98

It is the responsibility of the employee to promptly notify CityChurch of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. When any of your personnel data changes, please complete a Personnel Information Change Request Form and return it to your Human Resource Representative.

## **205 Introductory Period**

Effective Date: 1/6/98

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CityChurch uses this period to evaluate the employee's capabilities, work habits, and overall performance. Either the staff member or CityChurch may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 60 calendar days after their date of hire unless otherwise indicated in their employment offer. Any significant absence will automatically extend an introductory period by the length of the absence. If CityChurch determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon **satisfactory completion of the introductory period**, the employee will enter the Full-Time or Part-Time employment classification.

During the introductory period, new employees are eligible for Health Insurance and those benefits that are required by law, such as Social Security. After the introductory period, they may also be eligible for other CityChurch provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

## **208 Employment Applications**

Effective Date: 1/6/98

CityChurch relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in CityChurch's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

To ensure that individuals who join the staff of CityChurch are well qualified and have a strong potential to be productive and successful, it is the policy of CityChurch to check the employment references of all applicants.

## **209 Performance Evaluation**

Effective Date: 1/6/98

Supervisors are strongly encouraged to discuss job performance and goals with their employees on an informal, day-to-day basis. A formal written performance evaluation should be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional written performance evaluations should be conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, recognize and encourage strengths, and discuss positive purposeful approaches for meeting performance goals.

## **301 Employee Benefits**

Effective Date: 1/6/98

Eligible employees of CityChurch are provided a wide range of benefits. A number of the programs (such as Social Security) cover all employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors, including employment classification. Your Human Resource Representative can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Handbook.

The following benefit programs are available to **eligible** employees:

- Vacation
- Holidays
- Sick Leave
- Time Off To Vote
- Bereavement Leave
- Jury Duty
- Auto Mileage Reimbursement
- Health Insurance
- Retirement Plan – 403(b)(9)

- FMLA
- Medical Leave of Absence
- Paid Parental Leave

Some benefit programs require contributions from the employee.

### **303 Vacation**

Effective Date: 1/6/98

#### Vacation with pay is available to:

Full-Time employees

Part-Time employees who consistently work 20 hours or more but less than 35

Once employees have completed the 60-day introductory period, they begin to earn paid vacation time according to the schedule below which is based on length of service. If the introductory period is completed after January 31, vacation days will be pro-rated based on the number of months to be worked in that year. This pro-rated time will be rounded to the nearest whole day. In subsequent years of service, the length of service is calculated on the basis of the employee's year of hire at the beginning of each benefit year. Employees can request use of vacation time after it is earned.

- In the first thru fourth year of employment:
  - Each eligible full-time employee is entitled to 10 vacation days each year, subject to the 60-day introductory restrictions in the first year of employment.
  - Each eligible part-time employee is entitled to 5 vacation days each year, subject to the 60-day introductory restrictions in the first year of employment.
- In the fifth thru ninth year of employment:
  - Each eligible full-time employee is entitled to 15 vacation days each year.
  - Each eligible part-time employee is entitled to 8 vacation days each year.
- In the tenth year of employment and each year thereafter:
  - The eligible full-time employee is entitled to 20 vacation days each year.
  - The eligible part-time employee is entitled to 10 vacation days each year.

**For hourly employees, paid vacation time can be used in a minimum of ½ day increments.** To take more than one consecutive day of vacation, an employee should request approval at least one week in advance from his/her supervisor. Requests will be reviewed based on a number of factors, including church needs and staffing requirements.

For the purposes of this handbook, a day of vacation is limited to a max of 8 hours and is paid at the employee's base pay rate at the time of vacation. Vacation time will not be included for determining overtime pay.

**Employees are encouraged to use available paid vacation time. In the event that available vacation is not used by the end of the calendar year, employees will be allowed to carry over a maximum of 40 hours of unused time for full-time employees and 20 hours of unused time for part-time employees.**

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

### **305 Holidays**

Effective Date: 4/09

CityChurch will grant holiday time off to all eligible employees on the holidays listed below:

- Easter - Observed on the following Monday
- Memorial Day (last Monday in May)
- Independence Day (July 4), if holiday falls on a weekend, we will observe holiday on the following Monday
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November) and day before (Wednesday)
- \*Christmas (December 25) through New Years Day (January 1)

\*Although the office will be closed during this time, some employees may be required to complete jobs in preparation for church activities. Employees will not receive additional pay for work done on a holiday, but may receive paid time off on another day.

CityChurch will grant paid holiday time off to all eligible employees who have completed the 60-day introductory period. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would otherwise have worked on that day, not to exceed 8 hours per day or 40 hours per week. If your normal day off falls on a paid holiday (with the exception of the Christmas holidays), you may take an alternate day off within the same work week as your paid holiday. The alternate paid holiday should equal the number of hours you would normally work on that day not to exceed 8 hours per day.

Eligible employee classifications:

- Full-Time Employees
- Part-Time employees who consistently work 20 hours or more but less than 35

If a recognized holiday falls during an eligible employee's paid absence (such as vacation, or sick leave), holiday pay will be provided in lieu of vacation or sick leave.

Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

### 307 Sick Leave

Effective Date: Updated 4/1/2020

Upon completion of the 60-day introductory period, CityChurch provides paid sick leave benefits to all eligible employees to compensate for work hours lost due to temporary absences related to illness or injury. Eligible employee classifications:

- Full-Time employees
- Part-Time employees who consistently work 20 hours or more but less than 35

Eligible full-time employees will receive 64 hours (8 days) of sick leave per year. Part-time employees and Interns who consistently work at least 20 hours per week will receive 32 hours of sick leave per year. If the introductory period is completed after January 31, sick leave days will be pro-rated based on the number of months to be worked in that year. This pro-rated time will be rounded to the nearest whole day. Unused sick leave will be carried over from year to year in order to provide compensation for short-term disability events such as surgery, etc for a **maximum of 480 hours** of available sick leave in any given year.

**Hourly Employees can use paid sick leave in minimum increments of one hour.** Eligible employees may use sick leave benefits for an absence due to doctor appointments, their own illness or injury, a family member who resides in the employee's household or one that falls in the category of *\*other immediate family* as defined below.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor or the Human Resource representative before the scheduled start of their workday. Notification must be given for each additional day of absence. If an employee is out for 3 or more consecutive days, a note from their doctor may be required.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence or to accumulate more hours than is worked in normal workweek. *Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.*

***\*City Church defines "other immediate family" as the employee's biological or adopted child (or one for whom the employee stands in loco parentis), parent, step-parent, or grandparent (or an individual who stands in loco parentis to the employee).***

### 308 Time Off To Vote

Effective Date: 1/6/98

CityChurch encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote outside their work schedule during absentee voting. If employees are unable to vote in an election during their nonworking hours, CityChurch will grant up to 1 hour of paid time off to vote to full-time employees.

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice is encouraged so that the necessary time off can be



scheduled at the beginning or end of the work schedule; whichever provides the least disruption to the normal workflow.

### **309 Bereavement Leave**

Effective Date: 1/6/98

Employees who wish to take time off due to the death of a family member or friend should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees for the death of an immediate family member. For all other relationships, CityChurch will grant up to 1 day paid bereavement leave. Eligible employees are defined as:

- Full-Time employees
- Part-Time employees who consistently work 20 hours or more but less than 35

Bereavement pay is calculated based on the base pay rate at the time of absence. If an absence is required due to a death, the employee will be compensated for the number of hours he/she would have normally worked on that day, not to exceed 8 hours.

Employees may, with their supervisors' approval, use any available vacation leave for additional time off as necessary.

***CityChurch defines "immediate family" for bereavement as the employee's spouse, parent, child, sibling grandparent, or grandchild; the employee's spouse's parent, child, sibling, grandparent or grandchild; or the employee's child's spouse.***

### **311 Jury Duty**

Effective Date: 1/6/98

CityChurch encourages employees to fulfill their civic responsibilities by participating in jury duty when required. Employees in an eligible classification may receive up to 1 week of paid jury duty leave over any 2-year period.

Jury duty pay will be calculated on the employee's base pay rate multiplied by the number of hours the employee would otherwise have worked on the day of absence, not to exceed 8 hours. Employee classifications that qualify for paid jury duty leave are:

- Full-Time employees
- Part-Time employees who consistently work 20 hours or more but less than 35

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid vacation time. If vacation time is exhausted, employee may submit a request to their department director **and** the Director of HR for continued paid leave.

Employees must inform their supervisor of their requirement to appear for jury duty as soon as possible so that the supervisor may make arrangements to accommodate their absence. A copy of the summons should be attached to the time away form and submitted to the Human Resource representative. Of course, employees are expected to report for work whenever the court schedule permits. If, in CityChurch's judgment, the employee's absence would create serious operational difficulties for the church, the employee may be asked to request to be excused from jury duty. It is understood such requests may not be granted.

### **312 Auto Mileage Reimbursement**

Effective Date: 1/1/03

All eligible employees who use their vehicles to run errands on daily/weekly basis for business reasons and/or for transportation to seminars, conferences, etc. are eligible for auto mileage reimbursement. First time trips to any location must be documented by entering the odometer readings at start and finish. All subsequent trips can be documented by entering the determined number of miles. Reimbursement forms may be obtained from the bookkeeper and need to be turned in each payday. Any forms turned in after 60 days are not eligible for reimbursement. The Finance Department each year will determine the going rate for reimbursement. Eligible employees are:

- Full-Time Employees
- Part-Time employees who consistently work 20 hours or more but less than 35

### **313 Health Insurance**

Effective Date: 7/1/02

All full time employees and part-time employees who consistently work 30 hours or more are eligible for health insurance benefits on the first day of employment. CityChurch contributes significantly to the cost of health insurance for the employee and their dependents. The percent of contribution may change periodically. The employee will be informed at the time of hire what level of contribution is provided by CityChurch.

CityChurch also offers pre-taxed deductions for the employee's portion of the health insurance premiums through a section 125 premium only plan. Enrollment in this plan restricts the employee from making changes to their health insurance coverage for any reason other than qualified events such as marriage, birth of a child, death, etc. Any questions about this benefit can be directed to the Human Resource representative.

### **314 Retirement Plan**

Effective Date: 7/1/2008

CityChurch has chosen GuideStone to administer their retirement savings plan. GuideStone was founded in 1918 as a relief ministry for retired Southern Baptist pastors, but has expanded their focus to many non-profit, 501 (c)(3) organizations. The plan chosen by CityChurch is a 403(b)(9), which is designed specifically for churches.

CityChurch decided to begin the retirement plan July 1, 2008, so that each employee would have the opportunity to begin saving for their retirement.

The Scope of the plan is listed below:

- All full-time and part-time employees who consistently work 20+ hours are eligible to participate in the plan.
- There is no length of service or waiting period to meet in order to enroll in the retirement plan. Each employee is permitted to enroll on the first of any month.

**CityChurch will begin contributing to all full-time employees as soon as fiscally possible.**

### **401 Timekeeping**

Effective Date: 1/6/98

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require CityChurch to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the total time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split day or departure from work for personal reasons.

**Overtime work must always be approved before it is performed.**

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should be at their desk ready to work at their scheduled start time and should not leave for the day before their schedule stop time. Any variations to an employee's regular work schedule should have prior approval by their supervisor.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

### **403 Pay Days**

Effective Date: 2/20/04

Exempt and Non-Exempt employees are paid semi-monthly on the 15<sup>th</sup> and the last day of the month through direct deposit. For Exempt employees, each paycheck will include earnings from the previous pay date through the end of the current payroll period. For Non-Exempt employees, time sheets are submitted to the bookkeeper (**Supervisor signature is required**) by 5 p.m. on the Monday before that payday, as indicated on the pay schedule provided. Most paychecks will reflect 2 weeks of pay; however as indicated on the pay schedule, four times per year non-exempt employees will receive paychecks reflecting 3 weeks of pay.

In the event that a regularly scheduled payday falls on a non-business day, such as a weekend or holiday, paychecks will be deposited on the business day prior to the regularly scheduled payday.

### **405 Termination Of Employment**

Effective Date: 1/6/98

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below some of the most common circumstances under which employment is terminated:

- Resignation – voluntary Termination of Employment initiated by an employee.
  - CityChurch would appreciate a four (4) week resignation notice to give us time to hire and train a replacement.
- Discharge – involuntary Termination of Employment initiated by the organization.
- Layoff – involuntary Termination of Employment initiated by the organization.
- Retirement – voluntary Termination of Employment initiated by the employee meeting age, service, and any other criteria for retirement from the organization.
- Death

Since employment with CityChurch is based on mutual consent, both the employee and CityChurch have the right to terminate employment at will, with or without cause, at any time. All terminations will be approved by and processed in conjunction with the Director of HR.

## **409 Administrative Pay Corrections**

Effective Date: 1/6/98

CityChurch takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the bookkeeper so that corrections can be made as quickly as possible.

## **502 Work Schedules**

Effective Date: 1/09

The normal workweek for all Full-Time, Non-Exempt employees is 35-40 hours. The office will be open to the public from 9:00am to 4:30pm, Monday thru Thursday.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week (subject to overtime guidelines). These hours should be coordinated with the employee's supervisor.

## **507 Overtime**

Effective Date: 1/6/98

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be required to work overtime at the pay rate of time and one-half for each hour worked over 40 hours in a work week. **All overtime work must receive the supervisor's prior authorization.**

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour laws. **Overtime pay is based on actual hours worked. Time off for holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.**

## **602 FMLA**

Effective Date: 1/1/2014

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months. In addition, the employee must be employed at a job site where at least 50 employees are employed within a 75-mile radius.

### **Reasons for Taking Leave:**

Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child after birth or placement for adoption or foster care
- To care for the employee’s spouse, son or daughter, or parent who has a \*serious health condition
- For a \*serious health condition that makes the employee unable to perform their job

\*A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Eligible employees should make requests for FMLA to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting FMLA leave related to the serious health condition of a child, spouse, parent or self may be required to submit a health care provider’s statement verifying the need to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of FMLA leave within a 12-month period. **Any combination of FMLA unpaid leave and other paid leave may not exceed this maximum limit.** Married employee couples may be restricted to a combined total of 12 weeks leave within any rolling 12-month period for childbirth, adoption, or placement of a foster child; or the care of a parent with a serious health condition.

So that an employee’s return to work can be properly scheduled, an employee on FMLA leave is requested to provide CityChurch with at least two days advance notice of an early return to work. When FMLA leave ends, the leadership team will determine if the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work after FMLA leave has been exhausted, CityChurch retains the right to replace the employee.

### **603 Medical Leave Of Absence**

Effective Date: Updated 3/1/2020

CityChurch may grant a medical leave of absence to full-time employees for a medical condition (excluding Parental Leave) that is certified by a licensed physician for a maximum of 8 weeks. When a medical leave of absence is granted, the employee must first use all available sick leave. Once the employee's sick leave is exhausted, CityChurch will pay 50% of the employee's salary for the remaining portion of the absence not to exceed 8 weeks from the date the employee began their leave. The employee may, upon their discretion, use any available vacation time as well; however, this is not a requirement of CityChurch. If the employee's physician does not release the employee to return to work after 8 weeks of medical leave, the employee may be eligible for a continuation of unpaid leave under FMLA not to exceed a combined total of 12 weeks. If the employee does not return after 12 weeks, CityChurch retains the right to fill the employee's position if it is deemed necessary and is not in violation of the American With Disabilities Act or FMLA.

### **604 Paid Parental Leave Policy**

Effective Date: 3/1/2020

CityChurch will grant eligible employees 6 weeks of paid parental leave for birth mothers and 2 weeks for other new parents for childbirth, adoption or placement of a foster child. After this time, the employee will be required to utilize their available sick leave for any additional time up to a max of 12 weeks. If the employee exhausts their sick leave prior to reaching the 12-week max, CityChurch will pay 50% of the employee's salary for the remaining portion of the absence not to exceed the 12-week max. The employee may, upon their discretion, use any available vacation time as well; however, this is not required by CityChurch. If the employee does not return after 12 weeks, CityChurch retains the right to fill the employee's position if it is deemed necessary and is not in violation of the American With Disabilities Act or FMLA. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child. Eligible employees include:

- Full-Time employees
- Part-Time employees who consistently work at least 30 hours per week

## **Dress Code for CityChurch Office Staff**

Our dress code is not communicated as a “list. Instead, it is communicated as presenting the right “spirit” in how we reflect Christ by the way we look. CityChurch wants to give employees the freedom to be who they are, but to also remind them of the responsibility that comes with that freedom. Below are a few things to consider when deciding what to wear to work:

- ❖ Are my choices motivated by a desire to honor Christ?
- ❖ Does my attire draw unnecessary attention to myself?
- ❖ Do I look neat and clean?
- ❖ Is my attire offensive to the “general” public?
- ❖ Could my attire be a distraction to others?
- ❖ Could my attire make others feel uncomfortable?

*1 Corinthians 6:19-20 (New Living Translation)*

*Or don't you know that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body.*

Even though a specific dress code list is not being provided, each department director reserves the right to counsel any employee who may not be honoring the “spirit” of this dress code.



**Addendum A**

**EMPLOYEE ACKNOWLEDGMENT FORM**

The employee handbook describes important information about CityChurch. I understand that I should consult my supervisor regarding any questions not answered in the handbook.

Since the information, policies, and benefits described are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Director of HR, in cooperation with the Leadership Team and/or Elders of CityChurch, has the right and responsibility to adopt any revisions to the policies in this handbook.

I have received the handbook, and understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**HR Representative:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Addendum B

### Employee Confidentiality Agreement

*Confidential information includes, but is not limited to, any information concerning member or employee lists and member or employee records as well as disclosure of an individual's personal compensation package to other CityChurch employees.*

In consideration of my employment with Bandera Road Community Church and the access granted to me to the Church's confidential information, I agree that:

- ❖ Employment with CityChurch may involve access to information, tangible or intangible, which is the property of the Church and is not generally known by the public.
- ❖ I have a responsibility to maintain the confidentiality of information which is identified as confidential by the Church or which I have reason to believe is being maintained in confidence (whether embodied in memoranda, handbooks, letters, drawings, other documents, computer disks, tapes or other devices used for storing media).
- ❖ Confidential information is not, as a matter of church policy, ever disclosed to the public except as authorized in writing by a member of the Leadership Team.
- ❖ I have a responsibility to hold in confidence information disclosed to the Church by third parties which:
  - Is identified as confidential or
  - I have reason to believe is being shared in confidence or
  - Would reasonably be considered gossiping if I repeated it to others
- ❖ Confidentiality is expected to be maintained whether the information is:
  - Embodied in memoranda, handbooks, letters, drawings, other documents, computer disks, tapes, other information storage devices or any other form of media or
  - Conveyed directly to me verbally or
  - Simply overheard by me
- ❖ During my employment with CityChurch, I am expected to act with integrity relative to:
  - The use or disclosure of any proprietary information (something that is used, produced or marketed under exclusive legal right of the inventor or maker such as software), or
  - Confidential information of a former employer or any other person
- ❖ All such information will be treated as confidential both during and after my employment with CityChurch.

**Failure to comply with the above agreements could result in disciplinary actions.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Addendum C**

### **Corporate Wellness Program**

CityChurch embraces the philosophy that physical health goes hand in hand with mental and spiritual health. God instructs us to consider our bodies the temple of the Holy Spirit. Providing a benefit that would encourage and enable employees to obtain membership at a health club for a reduced rate plays a role in CityChurch's desire to help its employees become holistically healthy and honor God with our bodies.

Effective January 1, 2007, CityChurch began a relationship with Spectrum Clubs, Inc. now know as Gold's Gym, to provide membership for a reduced rate to those employed by CityChurch. Eligible employees are:

- Full-Time Employees
- Part-Time employees who consistently work a minimum of 20 hours per week

Those employees that are already a member of Gold's will be able to roll their individual membership into a corporate membership. Those employees that wish to join, will need to contact the Director of HR for an application.

Once an employee signs up, they are committed for at least 60 days. If an employee decides to discontinue membership after that, they will be unable to rejoin for 30 days.

New employees that are eligible will be allowed to join at the beginning of a month following their 60-day introductory period.

**Membership fees for the employee and any dependents they wish to add will be deducted from payroll each payday.**

## **Addendum D**

### **CityChurch Anti-Harassment Policy**

It is our policy that employees and others acting on CityChurch's behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. CityChurch is committed to providing a work environment that is free of discrimination and harassment, therefore, we strictly prohibit unlawful harassment, including sexual harassment. CityChurch is committed to providing a workplace in which the dignity of every individual is respected. **CityChurch has zero tolerance for harassment of any kind.**

#### **Harassing Conduct**

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

#### **Sexual harassment**

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate display of offensive sexually graphic materials; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.

#### **Inappropriate behavior**

Our goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated. CityChurch reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

#### **How to report a violation**

Sexual misconduct is never permissible, and CityChurch will not tolerate discrimination or harassment, sexual or otherwise, of any employee. CityChurch, however, can only respond to possible instances of harassment or discrimination if it is aware. Do not assume that HR or CityChurch leadership is aware of

the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Immediately report suspected violations of this policy to Tami Dodson or Jerome Oddo.

**Investigation and response**

If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination) will be taken against those violating the Anti-Harassment Policy, including the failure to report conduct which an employee suspects is in violation of this Policy, or the employee's failure to give his or her full cooperation during an investigation. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we may not share specific details of the discipline or other action taken.

**Management responsibility**

Every supervisor and manager are responsible for ensuring that CityChurch provides a workplace free of harassment and inappropriate behavior and that complaints are reported promptly and effectively.

**Retaliation is prohibited**

This policy strictly prohibits any retaliation against an employee or other person who reports a concern about harassment or other inappropriate behavior. An employee who engages in retaliation will be subject to disciplinary action, up to and including termination.

**Application**

This applies to all employees and to anyone else participating in activities at the Church or doing business for or with the Church. This includes congregants, vendors, suppliers and contractors. It also applies to all locations and situations where CityChurch's business is conducted and to all Church-sponsored events.

**Addendum E**

**EMPLOYEE ACKNOWLEDGMENT FORM FOR SEXUAL  
HARASSMENT TRAINING**

I have received the Sexual Harassment Training and understand that it is my responsibility to comply with the Anti-Harassment policy presented.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE:

**HR Representative:** \_\_\_\_\_ **Date** \_\_\_\_\_